SHIRE OF NAREMBEEN

Confirmed Minutes for the 646th Ordinary Council Meeting | **21st November 2018**

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**
21st November 2018	2.30pm	Ordinary Meeting of Council
19th December 2018	2.30pm	Ordinary Meeting of Council

NOVEMBER MEETING PROGRAMME	
11.00am	Purple Bench Project Unveiling – outside Post Office
12.00pm	Audit Committee Meeting
12.30pm	Lunch
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting
Wednesday 21st November 2018, commencing at 2.30pm

1.0 Opening & Welcome

2.30pm - The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open.

2.0 Attendance & Apologies

Attendance

Councillors

Cr Rhonda Cole	Shire President- Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Bevan Thomas	Member
Cr William Cowan	Member
Cr Peter Lines	Member - entered meeting at 2.35pm
Cr Alan Wright	Member
Cr Scott Stirrat	Member
Cr Amy Hardham	Member

Staff

Mr Chris Jackson	Chief Executive Officer
Miss Bonnie Cole	Executive Manager Corporate Services
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)
Mr Arthur Cousins	Works Manager (present for report to Council)
Mr Klint Stone	Building Supervisor (present for report to Council)
Mrs Leanne Sands	CRC Co-ordinator (present for report to Council)

Public

Mr Derek Gardener	Explaurum Limited
Mr Alan Hopkins	Hawks Renewable Energy
Mr Emran Malhi	Hawks Renewable Energy
Mr Richie Conkling	Narembeen Police

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Item 8.3.2 - Tampia Hill Mine - Accommodation Village
Cr A Hardham, Cr B Thomas, Cr P Lines, Cr W Cowan and Mrs S Thomas all declared a financial interest for this item.

A request was made to the Department of Local Government, Sport and Cultural Industries that the above Councillors be granted permission to remain in the Council and discuss and vote on the item. Correspondence received on 5th November 2018, advised that Councillors Lines, Cowan and Thomas are allowed to fully participate in discussion and decision making process.

Late Agenda Item 9.3 - Medical Centre - Financial Assistance for a Locum
Cr K Mortimore declared a financial interest in this item as she is an employee of the Narembeen Medical Centre.

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Richie Conkling addressed Council on the Purple Bench Project and asked if there were any issues Council wanted to discuss - there were none.

2.35pm - Cr P Lines entered the meeting.

Derek Gardner updated Council on the Tampia Hill Mine Project.

Emran Malhi and Alan Hopkins - Hawks Renewable Energy addressed Council on the potential of a solar farm project in Narembeen.

2.49pm - Mr Emran Malhi and Mr Alan Hopkins exited the meeting and did not return.

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 October 2018.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 17th October 2018 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 6734/18 **MOTION -** Moved Cr. A Wright 2nd Cr. K Mortimore

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17th October 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 17th October 2018.

Nil

6.2 Special Meeting of Council

6.2.1 Confirmation of minutes of the Special Meeting of Council

Confirmation of minutes of the Special Meeting of Council held on Monday 5th November 2018.

RECOMMENDATION:

That the Minutes of the special meeting of the Shire of Narembeen held Monday 5th November 2018 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 6735/18 **MOTION -** Moved Cr. B Thomas 2nd Cr. P Lines

That the minutes of the special meeting of the Shire of Narembeen held Monday 5th November 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.3 Audit Committee

6.3.1 Receive minutes of the Audit Committee Meeting.

Receive minutes of the Audit Committee meeting held on Wednesday 21st November 2018.

COUNCIL RESOLUTION

MIN 6736/18 **MOTION -** Moved Cr. A Hardham 2nd Cr. W Cowan

That the minutes of the audit committee of the Shire of Narembeen held on Wednesday 21st November 2018 be received.

CARRIED 8/0

7.0 Status Report

RECOMMENDATION:

That the Status Report for November 2018 be received.

COUNCIL RESOLUTION

MIN 6737/18 **MOTION -** Moved Cr. P Lines 2nd Cr. B Thomas

That the Status Report for November 2018 be received.

CARRIED 8/0

SHIRE OF NAREMBEEN - STATUS REPORT
For November 2018 Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of $1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne Rd - complete. Kondinin Rd - documents being signed by landowners	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. Cemetery Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Blackspot Application submitted for 2019/2020 round of funding.	Ongoing	CEO/CED
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 Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembeen. 4. Lodge caveats on 5 Doreen Street Narembeen and Lot 2 Latham Road Narembeen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Seed Cleaners has been sold. Contact will be made with Executor regarding details on the sale price. Caveat lifted on settlement. Rates in full being paid EFT.	Ongoing	CEO
6441/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	Hydraulic Engineer recomments timers. Alternate Engineers being considered.	Ongoing	CEO
6459/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952, Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	Waiting or DNA	Ongoing	CEO
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembeen Waterwise Action Plan.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6471/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	C Robinson nearing completion of Feasibility Study. Meetings being held.	Ongoing	CEO
6566/17	20-Dec-17	ADM557	Narembeen Lesser Hall Precinct Project – Stage 2	That Council:- 1. Approves the Interpretation Plan Fee Proposal provided by Stephen Carrick Architects and Zebra Creative as presented. 2. Approves the increase of the budget allowance of $100,000 to $119,140.	Final plans and costings received from Architect. Lotterywest grant submitted. Additional information was provided to Lotterywest. It is expected that the project will go up to the board in December.	Ongoing	CEO
6603/18	21-Mar-18		Re-development of Churchill St Precinct (Apex Shed Area)	That Council approve the budget amendment of $29,000 for the re-development of the Churchill Street Precinct (Apex Shed Area)	Build is complete, furniture has arrived, awaiting installation.	Ongoing	CEO/BS
6624/18	18-Apr-18	ADM172 ADM173 ADM175	Corporate Business Plan & Strategic Resource Plan	That Council:- 1. Receive the draft Shire of Narembeen Corporate Business Plan 2018-2021; 2. Receive the draft Shire of Narembeen Strategic Resource Plan 2018-2033.	Strategic Resource Plan adopted. Corporate Business Plan to be finalised by November 18.	Ongoing	CEO/EMCS
6639/18	16-May-18	ADM634	Emu Hill Cemetery	That Council endorse the draft Concept Development Plan for the Emu Hill Cemetery, 26908 Emu Hill East Road for the purpose of community consultation, seeking public comment for a period of 28 days.	Cemetery guide completed. Advertising for public comment commenced. Family contact being made.	Ongoing	CEO/CEDO
6674/18	18-Jul-18	ADM131	Mt Walker Sports Club Tennis Court Resurfacing	That Council:- 1. Support the application from the Mt Walker Tennis Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen; 2. Approve an application in the name of the Shire of Narembeen to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sport Recreation Facilities Fund (CSRFF) Small Grants Program. The application is to be prepared by the Mt Walker Tennis Club with assistance from the Shire of Narembeen, if required. The grant application is to be submitted by 31st August 2018; 3. Agree to provide a financial contribution from the Infrastructure Reserve Fund of up to 1/3 of the project or up to an amount of $30,000; and 4. Offer a self-supporting loan to the Mt Walker Tennis Club should there be any shortfall for this project.	Grant application submitted 28/8/18.	Ongoing	CEO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	No adverse advice. Transfer process to continue.	Ongoing	CEO
6686/18	15-Aug-18	ADM008	Secondary Freight Route Project	That Council:- 1. Notes the Secondary Freight Routes Project Development report; 2. Supports the strategic intent of the Secondary Freight Routes project; 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and 4. Endorses an allocation of $6,000 in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.	Freight Group Project Group advised.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6691/18	15-Aug-18		Go Narembeen/ Shire of Narembeen Accommodation Project	That Council:- 1. Congratulate Go Narembeen for progressing an initiative to consider the development of additional accommodation units at the Narembeen Caravan Park. 2. Approve entering into a partnership with Go Narembeen that will facilitate future progression of this development subject to an approved Shire of Narembeen/Go Narembeen Alliance Agreement being signed between the two parties (to be developed). 3. Agree to consider Shire funding towards this project and other future opportunities subject to formal budget amendments if required, 4. Agree to meet with Go Narembeen to discuss this exciting opportunity.	Go Narembeen are in recess for the remainder of 2018. Potential project opportunities will be discussed at their next meeting in February 2019.	Ongoing	CEO
6693/18	15-Aug-18		Carpark Adjacent to IGA	That Council acknowledge (in writing) receipt of the letter received from Mrs Janice Hills. Staff to look into the costs associated with fixing the current surface with consideration being given to possible sealing of the surface in the future, subject to budget considerations.	Letter sent to J Hills. Another letter received from concerned resident.	Ongoing	CEO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building. 2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.	To be presented at the December 2018 Council meeting.	Ongoing	CEO
6704/18	18-Sep-18	ADM479	New Standpipe Classifications and Charges	That Council:- 1. Advertise its intent to undertake a review of all shire standpipes seeking feedback. 2. In undertaking the standpipe review take into consideration:- a. the location of the standpipe b. The type of standpipes (size, tanks, etc). C. Water usage d. Intended usage (fire, commercial, local) e. Fees and charges and Water Corporation costs 3. Write to all users of the saleyard standpipe (washdown bay) and advertise that a review will also be undertaken as per point 2 that will include the wash down bay and the environmental considerations. 4. A report on the outcome of the consultation process is to be presented to the November 2018 Council meeting; and 5. Advise the Water Corporation that all standpipes will remain open subject to the outcome of this review. South Kumminin, Cramphorne, and Wadderin-Grabball are to be reclassified as firefighting standpipes, the Depot will become commercial and Latham Road and Soldiers Road will become firefighting standpipes but locked off subject to the outcome of the review.	Water Corporation advised. Review commenced with public consultation.		EMCS/CEO
6705/18	18-Sep-18	ADM180	Old Community Bus	That Council:- 1. Retain the old community bus to be used as a spare bus; 2. Transfer the number plates 0NB to the new bus and put other Narembeen plates on the old bus; and Direct staff to ensure the new bus is used as the 'go to' bus for hire, unless specifically requested and approved by the CEO.	Plates need to be swapped.		EMCS/CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6711/18	18-Sep-18		Shire of Narembeen Rebranding	That Council:- 1. Endorse the new logo as presented in attachment at 'concept 2b' on page 3; 2. Instruct staff to arrange a Community Launch Event for the new logo at a time to be determined; 3. Instruct staff to commence the process of changing over stationery and other branded material; 4. Approve a budget amendment of $16,188 to General Ledger Account 4211300 'Admin Office Computer Equipment Maintenance' for transfer of the current Shire of Narembeen Website to the Council Connect Platform including the new design as quoted by Market Creations. 5. Approve a budget amendment of $30,000 to replace entry statements based on the new branding template and style guide.	Printing quotes received. Orders sent.	Ongoing	CEO
6712/18	18-Sep-18	ADM490	Mobile Black Spot Program	That Council:- 1. Consider making application to the Federal Mobile Black Spot Programme for the blackspot areas as presented in the attachment and to also include South Kumminin. 2. Contact the Hon Melisa Price MP Minister for the Environment, Federal Member for Durack seeking support for the application.	Required information sent and Melissa Price advised.	Ongoing	CEO
NA	18-Sep-18			Letter to be written to Main Roads regarding Bruce Rock- Quairading Road	Verbal conversation held with Main Roads Regional Manager	Ongoing	CEO
6722/18	17-Oct-18	P1090	Proposed Outbuilding - Lot 46 (11) Currall Street, Narembeen	That Council:- 1. Note that the application for an outbuilding on Lot 46 (No 11) Currall Street, Narembeen is being advertised for public comment as it entails variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. 2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for an outbuilding on Lot 46 (No 11) Currall Street, Narembeen. 3. Note that the Chief Executive Officer will not utilise the delegated authority if any objection to the development is received within the advertising period.	Public comment period complete. None received	Complete	CEO
6725/18	17-Oct-18	ADM573	Narembeen Alliance Agreement	That Council meet with representatives from Go Narembeen to discuss the draft Alliance Agreement and future development opportunities.	Go Narembeen in recess until February 2019.	Ongoing	CEO
6726/18	17-Oct-18	ADM143	Cheetham Way Estate	That Council remove all references to pricing range from the advertising of Cheetham Way blocks and encourage prospective buyers to make an offer to Council.	References to pricing removed from website	Complete	CEO
6727/18	17-Oct-18		Rubbish Service	That Council confirm that all residential properties with rubbish services remain with the 140 litre rubbish bin and the 240 litre recycling bin. Commercial properties may be provided with a 240 litre rubbish bin, upon written request and at the cost of the ratepayer.	Advertised to the public 24/10/18	Complete	CEO/EMCS
6729/18	17-Oct-18	ADM150	Shire Council & CRC Opening & Closure Christmas/New Year	That:- 1. The Shire of Narembeen and the Narembeen Community Resource Centre offices be closed to the public over the Christmas/New Year period, commencing at 4.30pm on Friday 21st December 2018 at 4.30pm and re-open to the public at 8.30 am on Wednesday 2nd January 2019. 2. The office closure be advertised in the Fencepost, the Shire website and on appropriate notice boards. 3. The CEO ensures arrangements are in place and staff are available to undertake required tasks during this period in the event of an emergency within the Shire.	Public notice in Fencepost and website. To be re-advertised in December.	Complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6730/18	17-Oct-18	ADM195	Council Meeting Dates and Time 2019	That Council resolves to hold its Ordinary Council meetings for 2019 on the third Wednesday of every month with the exception of the month of January, commencing at 2.30pm and to be held at the Council Chambers, 1 Longhurst Street Narembeen.	2019 meeting dates added to website and advertised in Fencepost 24/10/18	Complete	CEO
6733/18	5-Nov-18	ADM644	Tampia Accommodation Village	1. That Council approve of entering into discussions with Explaurum Operations Pty Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for a 200 person accommodation village subject to: a. Compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 Disposing of property; b. Formal planning application being submitted and approved; c. Entering into a lease agreement to the satisfaction of both parties; d. Conditions being applied as part of both the planning and lease agreement process that deal with important issues but not limited to design and visual amenity, landscaping, road access and carpark treatments together with other camp requirements, pedestrian and bike access from the village to Narembeen, agreed road access paths to and from the village and the mine site and matters relating to winding up of the facility following closure of the mine; e. Explaurum and the Shire of Narembeen entering into discussions with Go Narembeen about the loss of viable community cropping land and agreeing upon how the community can be compensated for this loss; 2. That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541) subject to point 1.	1. Draft Lease being prepared. 2. Compliance notice to be prepared. 3. Planing application to be signed and submitted.	Ongoing	CEO

2.55pm - Mr C Jackson exited the meeting.
2.57pm - Mr C Jackson returned to the meeting.
2.57pm - Mr K Stone entered the meeting.

8.0 REPORTS

8.2 Building Supervisor

AGENDA ITEM: 8.2.1 - Building Supervisor's Report – November 2018

Subject:	Building Supervisor's Report – November 2018
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Council):	Nil
Author:	Klint Stone, Building Supervisor
Date:	13th November 2018
Attachments:	Nil

SUMMARY

Council is to consider this report from the Building Supervisor for November 2018.

BACKGROUND

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

COMMENT

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

Narembeen Community Precinct Project
The walls have been completed and they are of a high standard. The painting has started externally and now they can move on to the internal painting. In the coming weeks the second fix, cabinet works and tiling will be underway. We have also now successfully tied the chemist into the build . We have started work on the disabled ramp and stairs so this does not delay the project. We are also getting the carpark underway. All in all the build is tracking like Makybe Diva at her third Melbourne Cup, whilst maintaining a very high standard of workmanship and I'm 100% confident that the end result will speak for itself.

2.58pm - Mrs L Sands entered the meeting.

Residential Properties
All residential properties along with the Shire administration building have undergone a gutter clean. The gutters were in a much worse state than we first thought as they had never been cleaned. After removing copious amounts of foliage, sand and rubbish we were able to unblock all the down pipes and carry out repairs. We are now looking at an annual clean to avoid these issue in the future and to further assist in preserving the buildings.

Roads Board Building
We have received one quote for the Roads Board Building refurbishment and we are waiting on additional quotes.

Town Hall
As you may be aware, one of the town hall ceilings collapsed and luckily no one was hurt. We have had two ceilings replaced which look great so we won't have to worry about anymore Kamikazes.

Shire Depot
In the coming days, the Shire depot will receive a new entrance gate which will make life a lot easier and less time consuming for the workers to gain entrance.

CONSULTATION

Executive Manager Corporate Services
Community & Economic Development Officer

STATUTORY IMPLICATIONS

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

FINANCIAL IMPLICATIONS

As per the 18/19 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Building Supervisor's Report for November 2018 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6738/18 MOTION - Moved Cr. P Lines 2nd Cr. A Wright

That the Building Supervisor's Report for November 2018 be received and all actions endorsed.

CARRIED 8/0

3.04pm - Mr K Stone exited the meeting and did not return.

3.05pm - Mr A Cousins entered the meeting.

8.1 Works Manager's Report

AGENDA ITEM: 8.1.1 - Work's Manager's Report November 2018

Subject:	Works Manager's
Applicant:	Report Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	14/11/18
Attachments:	Nil

SUMMARY

Council is to consider this report from the Works Manager for November 2018.

BACKGROUND

Each month the Works Manager will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

COMMENT

The following is an overview of the Works Manager's activities for the past month:-

Grain Freight Project – Fricker Rd, Soldiers Rd and Latham Rd
Cart excess materials from CBH and use for fill and shaping of the water tables and safe run off areas. Complete gravel carting. Lift to the final levels compact and water bind. Bitutec spray and spread metal in a two coat emulsion .roll materials to lock in. Sweep loose materials and place signs according to drawings.

CRC/ Medical Centre Project
Weekly clean of rubbish and building rubble from work site.

Gravel carting
Soldiers Rd. 80m3
Yeomans Rd. 20m3
Dixon Rd. 20m3

Miscellaneous

- Training BWTM and TC courses new courses completed and renewed all staff
- Effective Supervision completed
- Remove trees men shed
- Wren oil remove filters and sump oil depot and refuse site
- Town streets swept

Private Works

Private works were undertaken to the value of $2,128.

CONSULTATION
Nil

3.14pm - Cr P Lines exited the meeting.
3.16pm - Cr P Lines returned to the meeting.
3.17pm - Cr K Mortimore exited the meeting.

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

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

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

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

2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Works Manager’s Report for November 2018 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6739/18 **MOTION** - Moved Cr. P Lines 2nd Cr. W Cowan

That the Works Manager's Report for November 2018 be received and all actions endorsed.

CARRIED 7/0

3.19pm - Cr K Mortimore returned to the meeting.
3.22pm - Mr A Cousins exited the meeting and did not return.

AGENDA ITEM: 8.4.4 - Narembeen Community Resource Centre Report – November 2018

Subject:	Narembeen Community Resource Centre Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Sands
Date:	13 October 2018
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre report for November 2018.

BACKGROUND

The Narembeen Community Resource Centre (CRC) provides 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 Activity Plan and identify a range of funded activities.

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

Community Training
We are working with the Narembeen Community Shed and Be Connected to run a series of computer workshops for seniors.

Business Training
The CRC continues to provide training opportunities for the business community. HR/MC Lesson and test, was held with 11 participants, all feedback we received was good and we will look at holding this again about this time next year, before harvest.

Community Markets
The Markets were held on the 27th of October, it was a success but also a lot quieter than previous years, we did struggle to find stall holders will hopefully be able to change this next year.

Western Australia Regional Achievement and Community Awards
We were honoured to win the Insurance Commission of Western Australia Safety Award for S.O.C.K Week, the other finalists from Geraldton and Northam were strong competition and have done amazing work in this area. A conversation with the Commission Secretary showed that they were amazed by our community and how we all stood together. The prize money will be going towards the 2019 S.O.C.K Week.

Upcoming Events
Christmas Street Party – 14th December

CONSULTATION

Sheree Thomas, Community & Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

Goal 3: We contribute to a healthy community.

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Narembeen Community Resource Centre Report for November 2018 and endorse the associated actions.

COUNCIL RESOLUTION

MIN 6740/18 **MOTION** - Moved Cr. A Hardham 2nd Cr. W Cowan

That Council receive the Narembeen Community Resource Centre Report for November 2018 and endorse the associated actions.

CARRIED 8/0

3.31pm - Mrs L Sands exited the meeting and did not return.

8.3 Chief Executive Officer

AGENDA ITEM: 8.3.1 – Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Mrs S Thomas
Disclosure of Interest (Member):	Cr P Lines, Cr B Thomas, Cr W Cowan, Cr A Hardham
Author:	Chris Jackson
Date:	14th November 2018
Attachments:	RoeROC Minutes & WANDRRA Update

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

CRC/Medical Centre Precinct Project
Works continue to progress on the construction of the Medical Centre/CRC extension, with the project anticipated to finish in early 2019.

External painting has commenced, we believe the new colours complement existing buildings in the main street and will give the newly renovated building a welcome face lift. Internally, the gyprock works are complete and the door frames will be installed this week. Cabinetry drawings have been approved and the cabinetry is currently being manufactured.

RoeROC Minutes
Attached for Council's information are the minutes from the RoeROC meeting held on Thursday 1st November 2018.

Emu Hill Public Cemetery Project
Following the engagement of a Consultant in February 2018 to undertake a Scoping Study of the Emu Hill Public Cemetery and various meetings between the Consultant and the Committee, we believe we have finalised a development plan that addresses issues identified from within the Scoping Study.

The development plan has been released for public comment.

The first stage of the project was to develop a Cemetery Guide which will be used to assist staff in the administration of the Cemetery.

Given that Shire records were limited, Rhonda Hickey was engaged to assist in identifying families who have memorials within the niche wall. She has played a huge part in this project and we thank her for her contribution.

Sheree Thomas is currently contacting families and will shortly be writing letters to families affected by the building of a new niche wall and the relocation of memorials.

We will continue to keep the community informed during the redevelopment process. It is anticipated that once final working drawings are confirmed that the project will go to tender in February 2019.

We will be looking at engaging a Consultant to provide the working drawings as well as the preparation of tender documents as the next stage for this project.

Executive Manager Corporate Services
EMCS Bonnie Cole has recently accepted a position with the City of Port Lincoln in South Australia and will finish work for the Shire of Narembeen on 21st December 2018. I take this opportunity to acknowledge and thank Bonnie for all her hard work and support. We wish Bonnie all the best for her big move east. The recruitment process has commenced.

CCTV Installation
Following the engagement of Fusion Communication Services for the installation of this project, cabling and installation of the radio tower has taken place this week, this includes the installation of the radio equipment in Churchill Street and Longhurst Street. It is expected that this project will be completed by the end of December 2018.

3.35pm - Cr P Lines, Cr B Thomas, Cr W Cowan, Cr A Hardham and Mrs S Thomas exited the meeting.

Old Sports Club (Mt Arrowsmith Tennis Club)
An email was received as follows from Mr Alan Boyton, Tampia Project Manager:-

> *Can you confirm that the Shire would approve Explaurum arranging de-commissioning of the power supply to the Old Sports Centre provided Explaurum install an off grid power supply consisting of Solar Panels, Batteries with back-up generator suitably sized for the facility. I have to demonstrate your approval to Western power prior to progressing work on the potential de-commissioning.*
>
> *The over-head HV power lines currently providing supply will clash with the mining operations.*
>
> *We will not proceed with any works without first providing you details of the proposed off grid system for your approval.*
>
> *Regards Alan Boyton*

OFFICER RECOMMENDATION

That the Shire of Narembeen support the request of Explaurum to decommission the power supply to the old sports centre (Mt Arrowsmith Tennis Club) in order for them to install an off the grid power supply system subject to confirmation of system to be used and use of local contractors 'electrical' for supply and installation.

COUNCIL RESOLUTION

MIN 6741/18 **MOTION** - Moved Cr. A Wright 2nd Cr. S Stirrat

That the Shire of Narembeen support the request of Explaurum to decommission the power supply to the old sports centre (Mt Arrowsmith Tennis Club) in order for them to install an off the grid power supply system subject to confirmation of system to be used and use of local contractors 'electrical' for supply and installation.

CARRIED 4/0

3.42pm - Cr P Lines, Cr B Thomas, Cr W Cowan, Cr A Hardham and Mrs S Thomas returned to the meeting.

WANDRRA AGRN743 Update
See attached update recently provided to Main Roads as the WANDRRA works/claim comes to an end. The letter states that works are expected to be completed by February 2019 but the contractor is working hard to be completed by December 2018.

Local Government Professionals

On the 7-9 November 2018 EMCS Bonnie Cole and I attended the Local Government Professionals Annual State Conference held at Crown Perth. The theme for the conference was 'The Future of Local Government".

Speakers included Professor Ian Williamson on technological disruption, Professor Sansom LG choices for the future, Fiona Lees CEO East Ayrshire Council, Hon David Templeman Minister for Local government, Tony Krsticevic Shadow Minister for Local Government, Stephen Yarwood futurist and Former Lord Mayor of Adelaide and many more.

The conference also included sports dinner with Adrian Barich, Peter Bell and Andrew Embley at Optus Stadium. Thank you for the opportunity to attend this important annual local government professional development and networking event.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
22nd November 2018	Directors Roundtable Forum - WALGA
3 December 2018	Narembeen Community Wellbeing Plan Workshop
6 December 2018	CHO Engagement Activity
10 December 2018	Roe Tourism Meeting - Kulin
19 December 2018	Council meeting & Councillors/Senior Staff Christmas Function
21 December 2018	Staff Christmas Function and office closure
2 January 2019	Office reopens

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan 2017 – 2027

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Chief Executive Officer's November 2018 report be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6742/18 **MOTION** - Moved Cr. S Stirrat 2nd Cr. P Lines

That the Chief Executive Officer's November 2018 report be received and all actions endorsed.

CARRIED 8/0

ATTACHMENT 1

RoeROC

Roe Regional Organisation of Councils
Corrigin – Kondinin – Kulin - Narembeen

COUNCIL MINUTES

Shire of Kulin
Council Chambers
Thursday 1 November 2018

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1. Opening and Announcements

Shire of Kulin Deputy President, Rodney Duckworth - Acting Chair, opened the meeting at 1.03pm.

2. Record of Attendance

Cr Rodney Duckworth	Deputy President, Shire of Kulin
Nicole Thompson	Minutes, Shire of Kulin
Cr Rhonda Cole	President, Shire of Narembeen
Cr Kellie Mortimore	Councillor, Shire of Narembeen
Chris Jackson	CEO, Shire of Narembeen
Mia Dohnt	CEO, Shire of Kondinin
Cr Lynette Baker	President, Shire of Corrigin
Cr Des Hickey	Councillor, Shire of Corrigin
Natalie Manton	CEO, Shire of Corrigin
Lauren Pittman	Roe Health EHO

3. Apologies

Cr Barry West	President, Shire of Kulin
Noel Mason	CEO, Shire of Kulin, Secretary
Will Pearce	Roe Health EHO
Cr Sue Meeking	President, Shire of Kondinin

4. Guests

Cr Jeanette De Landgrafft	President, Shire of Lake Grace
Denise Gobbart	CEO, Shire of Lake Grace
Zeta Welch	Rural Health West
Kellie Porter	Rural Health West

5. Minutes of Meetings – RoeROC Council Meeting – 20 September 2018

Comment
Approval required by Council for the minutes of the RoeROC meeting held on held 20 September 2018.

RESOLUTION 01/1018

That the Minutes of the RoeROC Meeting held 20 September 2018 be confirmed as a true and correct record.

Moved Cr Rhonda Cole **Seconded Cr Lyn Baker** **Carried**

Business Arising from the Minutes

Nil

6. Presentations

Kellie Porter provided some history on Rural Health West advising that due to a shortage of GP's, Shire's came together (originally through the Eastern Wheatbelt Primary Care Group) to find a solution to attract GP's to their towns. Rural Health West, along with the 5 member Councils, created a model which has been somewhat successful along the way. Rural Health West's funding (from State and Federal Government) has changed slightly and now covers Primary and Allied Health.

Kellie provided information on the following:-

- John Flynn Placement Program – encourages medical students to undertake a future rural career through rural placements. Medical students are matched with a rural doctor and spend 2 weeks each year over 4 years working in the rural community and immersing themselves in community activities whilst engaging with community members.

- Wheatbelt Medical Student Immersion Program (WMSIP) – brings 160 medical students to Wheatbelt communities for 4 days where they are exposed to the opportunities and limitations of working as a GP in a rural area. Currently Curtin and Notre Dame with UWA coming on board in 2020, which will create an increased need for additional host communities. Please consider if your town can help out in 2020.

- Recruitment – currently 107 general practice vacancies, 14 in the Wheatbelt (noted that this area has been easier to staff than in the past).

<u>Questions from RoeROC Committee to Rural Health West:-</u>

- Cr Lyn Baker – are the WMSIP students first years? *Notre Dame yes, Curtin 2nd year.*
- Cr Rodney Duckworth – do you need a local doctor on board to host a WMSIP student? *Yes it's good if they involved.*
- Cr Rhonda Cole asked about the recruitment of Doctors back to England? *Money is not enough to attract our Doctors.*

<u>Shire Updates</u>

Narembeen - Cr Kellie Mortimore

- Dr Peter Lines has been long term in Narembeen
- Building has been extended with additional consulting rooms
- Providing OT, physio, optometrist and attracting allied health so people don't leave town

Kondinin – Mia Dohnt

- Dr Mackie
- Audit passed and license renewed
- OT, physio and podiatrist services currently available
- 4 staff due to leave hospital in the next few months

Lake Grace – Denise Gobbart

- Olly & Abby are 2 years into 5 year contract, there is some angst in the community about work days and that they go to Perth every weekend
- Accreditation of surgery is finished
- On-call allowance has been removed (State government decision)
  - *Narembeen still receive the On-call allowance, possibly due to doctor residing in town full time*
- Due to roll out ETS on the wards - this will be of huge benefit
- Looking at getting a 3rd doctor and rotating on a week about basis

Corrigin – Cr Lyn Baker

- Dr Raj 4 days per week which the community are used to
- ETS in wards would be a huge bonus
- Corrigin appears to have one of the worst ambulance transfer rates in the state and currently have one senior volunteer leaving and another currently out of action

- Encourage everyone to read and comment on the Country Ambulance Strategy – KPI's for volunteers are a big concern; volunteers needs more support
  - *Narembeen looking at making a submission*
- Hospital has been refurbished and underwent accreditation last week along with Wogolin House (aged units).
- Visiting podiatrist, physio and chiropractor; dentist resides in town
- Wellness Centre could be better utilised in the future for allied health services
- Hospital uses a lot of agency nurses

Discussion on recent snake bite incident in Southern Cross and the requirements of stocking anti–venom in regional hospitals.

Health Workforce Scholarship Program (HWSP)
Kellie provided information on the above program which is an initiative of the Australian Government Dept Health designed to improve access to health services needed in rural areas. The $1m program aims to support health professionals in rural and remote area's to develop their skills, capacity and scope of practice. Rural medical, nursing, midwifery, dentistry and allied health professionals can apply – as long as they meet a community need.

Cr Rodney Duckworth thanked Kellie and Zeta from Rural Health West for their time in attending the meeting.

Kellie Porter and Zeta Welch left the meeting at 1.35pm.

CR Lyn Baker advised that the Rural Health West Board is reviewing the company's Constitution and one suggestion is to have a seat on the Board allocated to Local Government. As this is her last term, Lyn urged all local governments to become members and highlighted the importance to have a Local Government Representative on the Board as they understand the issues at ground level and how any proposed services or programs will work in the community.
Suggested WALGA may help with this appointment.

7. Matters for Decision

7.1 Finances – presented by Shire of Corrigin

RESOLUTION 02/1018

The RoeROC Financial Statements prepared by the Shire of Corrigin as at the 1 November 2018 indicating;

Bendering Refuse Site balance	*$ 4,768.67*
Environmental Health Service Scheme YTD expenditure	*$58,342.54*

be received.

Moved Mia Dohnt **Seconded Lyn Baker** **Carried**

7.2 RoeROC Regional Health Scheme MOU – Draft

Comments
- Corrigin changed from 3 days to 2 days – due to Lauren's Bendering work. Lauren would like to go to 3 days per fortnight for next year
- Budget for year to year – this may be best included in operational guidelines not the MOU
- Shire of Lake Grace hadn't seen the draft MOU, copy to be sent ASAP

RESOLUTION 03/1018

That the RoeROC Regional Health Scheme MOU be adopted, subject to approval by the Shire of Lake Grace

Moved Mia Dohnt **Seconded Cr Rhonda Cole** **Carried**

Lake Grace Comments

- *Item 1.1.4 Costs Schedule means Schedule 1 – what was previously called Cost Schedule is now referred to as Visitation Schedule. This may cause confusion in the future.*
- *Term Item 2.1 refers to a three (3) year period 1 July 2018 to 30 June 2023 – Are you considering a 3 or 5 year MOU?*

7.3 RoeROC MOU - Draft

Comments

- Some minor changes to tidy up dates, add in secretariat (host Council) and ensure consistent terminology
- The footnote on page 5 leaves the door open for additional contributions for any regional project that comes up
- Election of chair - leave it as host council supplies otherwise the meeting couldn't take place
- Rotation of host Council after Local Government elections (2 year rotation but could keep it longer if helpful) - 5.3.1, Mia to reword and send out (see below)

RESOLUTION 04/1018

That subject to clarifying years of tenure and rotation the RoeROC MOU be adopted.

Moved Cr Rhonda Cole **Seconded Cr Lyn Baker**

- *The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat on a rotational basis as decided by Member Councils following the bi-annual local government elections:*
- *If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.*

7.4 Bendering Environmental Health – Lauren Pittman

Tip

- Presented photographs of Bendering Tip as at end of October showing new trenches
- Updated plan – *are we still going ahead with mounding or now back to digging trenches?*
  - ***Agreed Lauren to debrief with Noel Mason and Shire Works Managers and prepare a report to be circulated via email***
- Need to look into purchasing and fitting water tank
- There is an exposed pipe on road heading into site – *Kondinin to put gravel over it*

Recycling

- What has been the feedback regarding no glass into recycling? Are the 140L bins still big enough?
- Avon Waste unable to pick up red bins in Kondinin due to weight
- Need to keep reminding residents about no glass in recycling

Scheme
Chris Jackson brought to the groups attention that Will Pearce is currently looking after 5 Roe Shires and is employed by the Shire of Corrigin but doesn't actually work for Shire of Corrigin.
Could one of the 5 Shire's he works for consider taking on the Scheme administration? Not sure how it would work, issues to work through. For consideration.
In regards to Will spending more time in Lake Grace and due to the travel being a factor it would be beneficial for the CEO's to look into this further. Lake Grace may in time need a full time EHO.
Chris commented that he is mindful that the group works together to resolve issues and felt it was important to put them on table.

Meeting agreed to accept Lauren Pittman's status update

Standpipes
Suggested that this matter be raised at the next zone meeting – leave it with Bruce Wittber?

8. Other Matters

8.1 2019 Meeting Dates

The following meeting would normally be 20 June 2019. CEO's have agreed to hold a "pre-budget" meeting, possibly April to discuss what combined expenditures and projects could be possible in 2019/20. With Shires now setting draft Budgets in June, is a June meeting still suitable? Possibly May meeting could suit more Shires?

Agreed next meeting to be held Thursday 21 March 2019 in Kulin

9. Closure

Cr Rodney Duckworth wished everyone a Merry Christmas, Happy Harvest & Happy New Year.

There being no further business, the meeting was declared closed at 2.30pm.

SHIRE OF NAREMBEEN

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OUR REF: ADM556
YOUR REF:AGRN743

Craig Manton
Regional Manager
Main Roads
120 Peel Terrace
NORTHAM WA 6401

Dear Craig

SHIRE OF NAREMBEEN ESTIMATE REVISION FOR WANDRRA AGRN743 – REVISION 1 ESTIMATE

As recently discussed, please find attached a summary of actual costs of reinstatement works completed to date (shown in green) plus an estimate of cost to complete roads yet to be repaired. Please note that the estimate is not fixed and may vary significantly from the figure provided. Reasons for the actuals being more than the Rev 0 estimate include (but are not limited to);

- Rev 0 estimate was prepared prior to tenders for the repair work being called.
- The amount of silt required to be removed from table and cut-off drains was far more extensive than envisaged.
- Some roads required more gravel than allowed for in the original estimate.
- Needing to work through 2 very wet winters and a dry summer.

Also attached is an updated scope of work and cost estimate for the reaming roads yet to be repairs. Please note that the scope has not changed from Rev 0, however the unit rates have been updated to reflect actual unit rates achieved to date. Please note that some of these road sections have been completed but still have remaining sections uncompleted.
The Shire has accumulated $6,567,660 (ex GST) in costs to date and it is estimated the total cost of repairs will amount to approximately $8.21m (ex GST), a difference of $1.64. At the current monthly cash flow the Shire can manage, this equates to just over 3 months work. Therefore, we envisage the project will be complete in about February 2019.

Should you have questions regarding this matter please feel free to contact me or Bruce Lorimer of Core Business on 0418 931 067.

Yours faithfully

Chris Jackson
CHIEF EXECUTIVE OFFICER
2 November 2018

Road No.	Road Name	Total Length of Damage	Complete Yes / No	Started / Yes / No	Estimate Rev 0	Estimate Rev 1
4170044	Anderson Rocks Rd	7.73	Yes	Yes	21,840	248,606
4170021	Billericay East Rd	24.66	Yes	Yes	302,400	759,208
4170022	Billericay West Rd	1.70	Yes	Yes	18,050	32,120
4170012	Bows Rd	7.49	Yes	Yes	112,820	183,015
4170087	Bristow-Butler Road	0.00	Yes	Yes	0	3,730
4170020	Brown Rd	9.55	Yes	Yes	131,120	338,927
4170103	Bruce Rock East Rd	3.61	No	Started	62,000	119,130
4170110	Butler Boundary Rd	2.48	No	No	56,000	81,840
4170028	Butler Rd	4.98	No	No	23,140	26,480
4170081	Cavanagh Rd	3.99	Yes	Yes	12,780	18,253
4170068	Cheethams Rd	6.49	Yes	Yes	53,300	142,765
4170059	Chick Rd	0.60	No	Started	13,500	19,800
4170037	Church	0.27	No	Started	10,000	10,000
4170135	Corrigin - Narembeen Rd	3.10	No	Started	24,130	39,630
4170067	Coshes Rd	4.70	Yes	Yes	40,350	124,600
4170013	Cramphorne Rd	0.23	No	Started	9,600	11,600
4170047	Cumminin Rd	5.78	Yes	Yes	122,720	194,373
4170083	Dayman Rd	3.66	Yes	Yes	64,100	78,408
4170018	Dixon Rd	4.26	No	Started	92,820	149,600
4170007	Emu Hill East Rd	34.46	Yes	Yes	434,630	608,108
4170101	Emu Hill Rd	3.87	Yes	Yes	30,960	3,064
4170064	Erdman Rd	5.33	Yes	Yes	28,246	74,931
4170086	Fawcett Rd	6.46	Yes	Yes	134,030	166,011
4170065	Fiegert Rd	3.32	Yes	Yes	39,840	123,661
4170075	Frederick Rd	4.02	No	No	100,000	132,660
4170048	Garmony Rd	3.18	Yes	Yes	42,300	68,121
4170076	Georgeff Rd	4.55	Yes	Yes	22,450	0
4170023	Hedges East Rd	23.68	Yes	Yes	298,060	515,794
4170104	Hedges West Rd	6.85	Yes	Yes	90,560	34,193
4170024	Hogstrome Rd	2.59	Yes	Yes	26,210	18,313
4170043	Hunter Rd	11.00	Yes	Yes	129,800	135,864
4170011	Hyden North Rd	18.75	Yes	Yes	200,880	273,377
4170078	Kerses Rd	3.09	Yes	Yes	10,670	8,344
4170130	Kondinin - Narembeen Rd	8.26	Yes	Yes	90,880	69,997
4170113	Koolberrin Rd	5.16	Yes	Yes	93,920	113,963
4170066	Lahaor Rd	2.80	Yes	Yes	33,600	96,654
4170026	Malones Rd	5.72	Yes	Yes	49,430	51,666
4170034	Metcalf Rd	0.00	Yes	Yes	3,000	2,092
4170074	Mortimore Rd	0.48	Yes	Yes	12,000	16,755
4170041	Mt Arrowsmith Rd	7.04	Yes	Yes	19,705	24,591
4170134	Mt Walker Rd	4.87	No	Started	68,010	190,010
4170105	Mt Walker South Rd	7.73	No	Started	77,125	103,720
4170109	Narembeen Boundary Rd	6.10	Yes	Yes	18,300	38,668
4170005	Narembeen South Rd	15.21	No	Started	146,560	244,016
4170027	Potter Rd	4.25	No	No	19,350	21,400
4170031	Roach Rd	6.99	Yes	Yes	174,500	95,235
4170080	Roe Rd	8.36	Yes	Yes	107,340	195,490
4170082	Roger Rd	3.40	Yes	Yes	23,610	16,730
4170033	Schwartz Rd	0.07	No	Started	15,000	18,000
4170077	Slade Rd	4.66	No	Started	35,440	56,305
4170071	Smith Rd	4.01	Yes	Yes	56,140	77,027
4170004	Soldiers Rd	0.32	No	No	10,000	15,360
4170122	South Kumminin Bin Rd	1.08	Yes	Yes	27,000	34,996
4170008	South Kumminin East Rd	7.69	Yes	Yes	40,800	104,999
4170014	Starcevich Chapman Rd	13.72	No	Started	102,340	149,334
4170030	Tank North Rd	4.80	Yes	Yes	124,500	126,454
4170079	Thorn Rd	0.52	No	No	8,320	17,160
4170029	Tudor Rd	0.08	No	Started	12,000	14,000
4170042	Wilson Rd	8.18	Yes	Yes	87,040	168,353
4170019	Wogal - Muntadgin Rd	8.23	No	Started	40,600	44,600
4170039	Wogarl Graball Rd	6.31	No	No	158,500	194,180
4170015	Wogarl West Rd	1.06	Yes	Yes	23,000	16,747
4170069	Yandle Rd	6.94	Yes	Yes	83,330	35,971
4170017	Yawerlin Creek Rd	0.96	Yes	Yes	24,000	101,999
4170010	Yeomans	0.13	No	Started	30,000	35,000

Green = Actual
Red = Estimate

Materials		
Supervision	640,450 12.3%	973,855 11.9%
Total	**5,215,096**	**8,209,854**
Value of Complete Work	3,460,211	5,542,174
Value of Commenced Work	739,125	1,204,745
Value of Incomplete Work	375,310	489,080
Value of Supervision	640,450	973,855
Total Value of Work	**5,215,096**	**8,209,854**
Value of Remaining Work		1,084,287

Disaster Relief and Recovery Arrangements
NDRRA or Abnormal Event

Cost Estimate

Date of Event	January / February 2017
NDRRA or Abnormal Event	NADRRA
If NDRRA, please provide Event Name	Flooding in Western Australia (January and February 2017) AGRN 743
If Abnormal Event, please describe below	
Name of Applicant	Shire of Narembeen
Cost Estimate details	

WORKS SCHEDULE AGRN : 743 SHIRE OF NAREMBEEN

Prepared by Core Business Australia — Cost Estimate Rev 0, March 30 2017 — Total Cost $ 5,215,096
Prepared by Core Business Australia — Cost Estimate Rev 1, Nov 2 2018 — $ 8,209,854

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
	All Roads below								Supervision	$ 640,450	$ 973,855	No
4170037	Church	10.04	10.31	270m	1054 1055 1057			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 10,000	$ 10,000	No
4170037	Church				1067 1069 1071			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170103	Bruce Rock East Rd	0.00	1.00	1,000m	1212 1217 1219			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 25,000	$ 33,000	No
4170103	Bruce Rock East Rd	1.30	3.43	2,130m	1224 1225 1226			Bruce Rock East Road	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 25,000	$ 70,290	No
4170103	Bruce Rock East Rd	4.37	4.85	480m	1127			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 12,000	$ 15,840	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170110	Butler Boundary Rd	2.23	2.48	250m	1228 1229			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 1,000	$ 8,250	No
4170110	Butler Boundary Rd	0.00	2.23	2,230m	1230 1231 1233			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 55,000	$ 73,590	No
4170004	Soldiers Rd	8.71	9.03	320m	1313 1316 1319			Construction Grade and reform baters and shoulders	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thickcement stabilised gravel resheet to this section of road.	$ 10,000	$ 15,360	No
4170010	Yeomans	25.29	25.32	30m	1320 1322 1323			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 5,000	$ 5,000	No
4170010	Yeomans	17.65	17.65	0m	1325 1326 1328			Culvert blocked ,severe washout to culvert headwall, silt debris in table drains	Clean out culvert , remove debris and silt from table drains. Repair headwalls and install new guide posts to MRWA standards	$ 10,000	$ 10,000	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170010	Yeomans	15.86	15.96	0m	1329 1330 1331			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 5,000	$ 5,000	Yes
4170010	Yeomans	15.93	15.99	60m	1332 1333			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thickcement stabilised gravel resheet to this section of road.	$ 10,000	$ 10,000	No
4170010	Yeomans	4.46	4.50	40m	1334 1336 1337			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thickcement stabilised gravel resheet to this section of road.		$ 5,000	No
4170018	Dixon Rd	0.05	0.74	690m	1338 1340 1342 1344			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 19,320	$ 22,770	No
4170018	Dixon Rd				1350 1354 1361			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170018	Dixon Rd	0.74	0.80	60m	1,363m			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 2,000	$ 2,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170016	Dixon Rd	5.94	5.94	0m	1401 1403			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 3,000	$ 3,000	Yes
4170016	Dixon Rd	16.24	17.46	1,220m	1467 1469 1478 1480			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 30,500	$ 40,260	No
4170016	Dixon Rd	25.84	28.13	2,290m	1504 1505 1507			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road	$ 32,000	$ 75,570	No
4170016	Dixon Rd				1563 1565 1566			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170016	Dixon Rd	27.80	27.80	0m	1567 1570			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 3,000	$ 3,000	Yes
4170016	Dixon Rd	27.85	27.85	0m	1571			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 3,000	$ 3,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170074	Mortimore Rd	1.52	2.00	480m	1364 1365 1366			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 12,000	$ 12,000	Yes
4170074	Mortimore Rd				1376 1377			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			Yes
4170029	Tudor Rd	1.80	1.85	50m	1384 1390 1396 1399			Concrete floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of surface generally due to overtop flooding. Loss of rock armour protection or none installed	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection	$ 10,000	$ 10,000	No
4170029	Tudor Rd	4.07	4.10	30m	1510 1511			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 2,000	$ 4,000	No
4170075	Frederick Rd	0.00	4.02	4,020m	1407 1409 1413			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 100,000	$ 132,660	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev II	Total Cost Estimate Rev I	Complete Yes/No
4170075	Frederick Rd				1415 1417 1418			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170075	Frederick Rd				1420 1423 1424			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170075	Frederick Rd				1426 1429 1432			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170039	Wogarl Graball Rd	6.21	8.06	1,850m	1439 1441 1453			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 47,000	$ 47,000	No
4170039	Wogarl Graball Rd				1458 1460			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev II	Total Cost Estimate Rev I	Complete Yes/No
4170033	Schwartz Rd	4.49	4.56	70m	1489 1494 1495			Gravel floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of gravel surface generally due to overtop flooding. Loss of rock armour protection or none installed	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement minimum 100mm thick. Replace rock armour protection to MRWA standards	$ 15,000	$ 18,000	No
4170038	Wogarl Graball Rd	1.50	3.14	1,640m	1517 1521 1525			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 41,000	$ 54,120	No
4170038	Wogarl Graball Rd				1536 1537 1538			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.		$ -	No
4170038	Wogarl Graball Rd	3.38	6.20	2,820m	1541 1543 1550			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 70,500	$ 93,060	No
4170039	Wogarl Graball Rd				1559			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.			No
4170105	Mt Walker South Rd	4.09	4.09	0m	1,567m			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 3,000	$ 3,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170059	Chick Rd	2.40	3.00	600m	1580 1581 1582			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road	$ 13,500	$ 13,500	No
4170105	Mt Walker South Rd	1.75	1.81	60m	8474 8475			Culvert site shoulder scoured and eroded, embankment eroded and undermined, culvert concrete pipe exposed	Top up and reform shoulder, backfill and compact embankment	$ 5,000	$ 6,000	No
4170105	Mt Walker South Rd	1.83	2.20	370m	8476			Scouring and silting of table drains both sides	Lightly cut formation, grade and compact shoulders and table drains (CG- Construction Grade)	$ 555	$ 1,480	No
4170105	Mt Walker South Rd	2.54	3.40	860m	8477 8478			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 6,880	$ 6,880	No
4170105	Mt Walker South Rd	3.40	3.45	50m	8479			Gravel floodway high level damage Some severe scouring of embankment/shoulder and loss of gravel surface generally due to overtop flooding	Remove debris and clean-up, reconstruct and compact embankment, shoulders and table drains and reconstruct pavement minimum 100mm thick	$ 2,000	$ 3,000	No
4170105	Mt Walker South Rd	3.44	3.44	0m	8480			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 1,000	$ 3,000	No
4170105	Mt Walker South Rd	3.46	6.78	3,320m	8481 8482 8483			Scouring and silting of table drains, loss of pavement gravel in some areas	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade), spot resheet 100 mm gravel in gravel areas	$ 39,840	$ 49,800	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170105	Mt Walker South Rd				8484 8487 8488			Scouring and silting of table drains, loss of pavement gravel in some areas	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade), sopt resheet 100 mm gravel in gravel areas			No
4170105	Mt Walker South Rd				8489 8490 8491 rev			Scouring and silting of table drains, loss of pavement gravel in some areas	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade), sopt resheet 100 mm gravel in gravel areas			No
4170105	Mt Walker South Rd	6.80	6.80	0m	8493			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 2,000	$ 3,000	No
4170105	Mt Walker South Rd	6.95	10.02	3,070m	8494 8495 8496			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 15,350	$ 24,560	No
4170105	Mt Walker South Rd				8498 8499			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)			No
4170105	Mt Walker South Rd	9.37	9.37	0m	8497			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 1,500	$ 3,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170005	Narembeen South Rd	14.77	15.60	830m	8912 8913 8914			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 11,620	$ 33,811	Yes
4170005	Narembeen South Rd				8915 8916			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas			Yes
4170005	Narembeen South Rd	15.96	16.00	40m	8920 8921			Gravel floodway medium level damage Some scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of gravel surface generally due to overtop flooding.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement minimum 100mm thick.	$ 1,600	$ 955	Yes
4170005	Narembeen South Rd	16.28	17.30	1,020m	8923 8924 8925			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 28,560	$ 42,184	Yes
4170005	Narembeen South Rd	17.59	17.63	40m	8926 8927			Gravel floodway medium level damage Some scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of gravel surface generally due to overtop flooding.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement minimum 100mm thick.	$ 1,600	$ 3,184	Yes
4170005	Narembeen South Rd	17.63	20.30	2,670m	8928 8928 rev 8930			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 18,690	$ 35,537	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170005	Narembeen South Rd				8931			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)		$ -	Yes
4170005	Narembeen South Rd	20.50	21.00	500m	8932			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG- Construction Grade)	$ 1,500	$ 1,500	Yes
4170005	Narembeen South Rd	21.00	23.48	2,480m	8933 8934 8935			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 49,600	$ 85,689	Yes
4170005	Narembeen South Rd				8938 8939 8940 rev			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas		$ -	Yes
4170005	Narembeen South Rd				8941			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas		$ -	Yes
4170005	Narembeen South Rd	15.58	15.58	0m	8918 8919			Culvert blocked ,severe washout to culvert headwall, silt debris in table drains	Clean out culvert , remove debris and silt from table drains. Repair headwalls and install new guide posts to MRWA standards	$ 2,000	$ 2,000	Yes
4170005	Narembeen South Rd	22.07	22.07	0m	8936 8937			Gravel floodway low level damage Some minor scouring of embankment/shoulder damaged headwalls and stabilisation protection etc.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains	$ 3,500	$ 3,000	Yes
4170005	Narembeen South Rd	7.95	7.95	0m	8948			Gravel floodway low level damage Some minor scouring of embankment/shoulder damaged headwalls and stabilisation protection etc.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains	$ 3,000	$ 3,000	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170005	Narembeen South Rd	8.14	8.14	0m	8949 8950			Culvert Blocked ,minor silt/debris in table drains	Clean out culvert , remove debris and silt from table drains.	$ 2,000	$ 3,000	Yes
4170005	Narembeen South Rd	2.40	3.50	1,100m	8943 8944 8945			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 3,300	$ 3,000	Yes
4170005	Narembeen South Rd	5.18	6.05	870m	8946 rev			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 2,610	$ 3,000	Yes
4170005	Narembeen South Rd	6.47	6.80	330m	8947 rev			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 990	$ 1,000	Yes
4170005	Narembeen South Rd	8.20	10.70	2,500m	8951 8952 8953			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 7,500	$ 11,836	Yes
4170005	Narembeen South Rd				8954 8955			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)		$ -	Yes
4170005	Narembeen South Rd	10.93	12.10	1,170m	8956 8957 8958			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG- Construction Grade)	$ 3,510	$ 4,680	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev II	Total Cost Estimate Rev I	Complete Yes/No
4170005	Narembeen South Rd	12.80	14.46	1,660m	8959 8960			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 4,980	$ 6,640	No
4170135	Corrigin - Narembeen Rd	2.10	3.20	1,100m	9200 9201 9202			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 4,400	$ 4,400	Yes
4170135	Corrigin - Narembeen Rd	9.85	11.47	1,620m	9197 9198 9199			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 6,480	$ 6,480	Yes
4170135	Corrigin - Narembeen Rd	13.47	13.60	130m	9190 9191			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of sealed surface generally due to overtop flooding. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection	$ 12,000	$ 16,000	No
4170135	Corrigin - Narembeen Rd				9194 9195			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of sealed surface generally due to overtop flooding. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection		$ -	No
4170135	Corrigin - Narembeen Rd	13.48	13.48	0m	9196			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of sealed surface generally due to overtop flooding. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection		$ 3,000	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev II	Total Cost Estimate Rev I	Complete Yes/No
4170135	Corrigin - Narembeen Rd	13.54	13.54	0m	9193			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of sealed surface generally due to overtop flooding. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection		$ 3,000	Yes
4170135	Corrigin - Narembeen Rd	13.58	13.58	0m	9187 9188 9189			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. and loss of sealed surface generally due to overtop flooding. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains and reconstruct cement stabilised pavement and bituminous seal. Replace rock armour protection		$ 3,000	Yes
4170135	Corrigin - Narembeen Rd	13.69	13.94	250m	9186			Gravel shoulder has been damaged due to road overlopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 1,250	$ 3,750	Yes
4170028	Butler Rd	9.86	11.50	1,640m	9379 9380			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 13,120	$ 13,120	No
4170028	Butler Rd	11.96	15.30	3,340m	9375 9376 9377			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 10,020	$ 13,360	No
4170028	Butler Rd				9378			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)		$ -	No
4170027	Potter Rd	0.00	3.00	3,000m	9382 9383 9384			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 9,000	$ 12,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170027	Potter Rd	4.00	4.15	150m	9385			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 450	$ 600	No
4170027	Potter Rd	5.70	6.80	1,100m	9386			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 9,900	$ 8,800	No
4170079	Thorn Rd	0.80	1.32	520m	9389 9390	 		Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 8,320	$ 17,160	No
4170019	Wogal - Muntadgin Rd	0.60	3.20	2,600m	9392 9393 9394	 		Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 10,400	$ 10,400	No
4170019	Wogal - Muntadgin Rd				9395			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)		$ -	No
4170019	Wogal - Muntadgin Rd	3.60	4.30	700m	9396 9397	 		Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 2,800	$ 2,800	No
4170019	Wogal - Muntadgin Rd	4.75	5.60	850m	9398			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 3,400	$ 3,400	No
4170019	Wogal - Muntadgin Rd	6.00	10.00	4,000m	9399 9400 9401	 		Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)	$ 16,000	$ 16,000	No
4170019	Wogal - Muntadgin Rd				9402			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly cut formation, grade and compact shoulders and table drains (CG-Construction Grade)		$ -	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170019	Wogal - Muntadgin Rd	12.01	12.05	40m	9403 9404			Gravel floodway low level damage Some minor scouring of embankment/shoulder damaged headwalls and stabilisation protection etc.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains	$ 4,000	$ 6,000	No
4170019	Wogal - Muntadgin Rd	12.14	12.18	40m	9405			Gravel floodway low level damage Some minor scouring of embankment/shoulder damaged headwalls and stabilisation protection etc.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains	$ 4,000	$ 6,000	No
4170013	Cramphorne Rd	19.48	19.51	30m	9408 9409			Sealed floodway med level damage Some severe scouring of embankment/shoulder. Some loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains. Replace rock armour protection	$ 8,000	$ 10,000	Yes
4170013	Cramphorne Rd	27.10	27.30	200m	9419			Scouring and silting of table drains ,minor loss of pavement gravel and fines one side only	Remove and dispose of silt. Grade and compact shoulders and table drains (HGC- Heavy Construction Grade) one side only	$ 1,600	$ 1,600	No
4170014	Starcevich Chapman Rd	0.10	1.00	900m	9424 9425			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 5,400	$ 7,200	No
4170014	Starcevich Chapman Rd	1.00	3.60	2,600m	9426 9427 9428			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 20,800	$ 20,800	No
4170014	Starcevich Chapman Rd				9429			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)		$ -	No
4170014	Starcevich Chapman Rd	4.00	4.20	200m	9430			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 1,600	$ 1,600	No
4170014	Starcevich Chapman Rd	8.30	9.00	700m	9431			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 5,600	$ 5,600	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170014	Starcevich Chapman Rd	9.80	12.35	2,550m	9432 9433 9434			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 15,300	$ 15,300	No
4170014	Starcevich Chapman Rd	14.20	17.00	2,800m	9435 9436			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 11,200	$ 9,604	Yes
4170014	Starcevich Chapman Rd	19.80	21.20	1,400m	9437 9438			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 5,600	$ 4,420	Yes
4170014	Starcevich Chapman Rd	21.20	21.40	200m	9439			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Apply a 100mm thick gravel resheet to this section of road.	$ 5,600	$ 6,600	No
4170014	Starcevich Chapman Rd	22.57	23.54	970m	9440 9441			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 11,640	$ 32,010	No
4170014	Starcevich Chapman Rd	25.25	26.65	1,400m	9442 9443			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 19,600	$ 46,200	No
4170077	Slade Rd	0.00	1.00	1,000m	9446 9447			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 12,000	$ 33,000	No

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev II	Total Cost Estimate Rev I	Complete Yes/No
4170077	Slade Rd	1.34	3.40	2,060m	9448 9449			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 8,240	$ 6,584	Yes
4170077	Slade Rd	3.40	4.20	800m	9450 9451			Scouring and silting of table drains, heavy loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade) Spot resheet a 100mm thick gravel in gravel areas	$ 9,600	$ 12,000	No
4170077	Slade Rd	5.90	6.70	800m	9452			Scouring and silting of table drains, minor loss of pavement gravel and fines both sides	Remove and dispose of silt. Grade and compact formation, shoulders and table drains (HGC- Heavy Construction Grade)	$ 5,600	$ 4,721	Yes
4170134	Mt Walker Rd	1.09	1.09	0m	9470 9471 9472			Culvert severe washout to culvert headwall and embankment	Clean out culvert , remove debris and silt. Repair headwalls, backfill and compact embankment with cement stabilised material and install new guide posts to MRWA standards	$ 8,000	$ 130,000	No
4170134	Mt Walker Rd	2.88	2.98	100m	9473			Gravel shoulder has been damaged due to road overlopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 5,000	$ 5,000	Yes
4170134	Mt Walker Rd	4.90	4.95	50m	9474			Gravel shoulder has been damaged due to road overlopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 2,500	$ 2,500	Yes
4170134	Mt Walker Rd	12.22	12.33	110m	9467 9468 9469			Sealed floodway high level damage Some severe scouring of embankment/shoulder damaged headwalls and stabilisation protection etc. Loss of rock armour protection	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains. Replace rock armour protection	$ 8,000	$ 8,000	Yes
4170134	Mt Walker Rd	17.37	17.42	50m	9465			Gravel shoulder has been damaged due to road overlopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 2,500	$ 2,500	Yes
4170134	Mt Walker Rd	17.64	17.72	80m	9475			Gravel shoulder has been damaged due to road overlopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 4,000	$ 4,000	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170134	Mt Walker Rd	18.90	21.60	2,900m	9461 9462 9463			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 8,700	$ 8,700	Yes
4170134	Mt Walker Rd				9464			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)		$ -	Yes
4170134	Mt Walker Rd	21.70	22.14	440m	9478 9479			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 1,320	$ 1,320	Yes
4170134	Mt Walker Rd	22.74	22.88	140m	9460			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 420	$ 420	Yes
4170134	Mt Walker Rd	24.50	24.79	290m	9480			Scouring and silting of table drains both sides	Remove and dispose of silt, lightly grade and compact shoulders and table drains (CG- Construction Grade)	$ 870	$ 870	Yes
4170134	Mt Walker Rd	27.95	28.08	130m	9481 9482			Bitchumen pavement eroded	Reinstate Bitchumen seal	$ 1,300	$ 1,300	Yes
4170134	Mt Walker Rd	28.00	28.10	100m	9458			Gravel shoulder has been damaged due to road overtopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 5,000	$ 5,000	Yes
4170134	Mt Walker Rd	28.46	28.59	130m	9483			Bitchumen pavement eroded	Reinstate Bitchumen seal	$ 1,300	$ 1,300	Yes
4170134	Mt Walker Rd	29.68	29.74	60m	9457			Gravel shoulder has been damaged due to road overtopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 3,000	$ 3,000	Yes
4170134	Mt Walker Rd	31.30	31.43	130m	9456			Gravel floodway low level damage Some minor scouring of embankment/shoulder damaged headwalls and stabilisation protection etc.	Remove debris and clean-up, reconstruct and compact embankment and shoulders with cement stabilised material cleanout and reinstate any culverts and headwalls, table drains	$ 6,500	$ 6,500	Yes

Road No	Road Name / Location	From SLK km	To SLK km	Length m	Photo Reference	Picture of Damage	Picture of Reinstatement	Damage Description	Repair Description	Total Cost Estimate Rev 0	Total Cost Estimate Rev 1	Complete Yes/No
4170134	Mt Walker Rd	31.74	31.90	160m	9454 9455			Gravel shoulder has been damaged due to road overtopping with low level shallow erosion and loss of shoulder material	Fully reinstate shape and compact embankment shoulder with cement stabilised material and reform drains where applicable	$ 9,600	$ 9,600	Yes
										$ 5,215,006	$ 8,209,854	

Certification

I hereby certify that the information provided above is correct and that a Certificate of Actual Expenditure together with all the other requested forms and supporting documentation will be provided in due course

Signature Date 2/11/2018

Name

Designation Chief Executive Officer

Signature Date

Name

Designation Regional Manager

3.46pm pm - Mrs S Thomas & Cr A Hardham exited the meeting.

AGENDA ITEM: 8.3.2 - Planning Application – Tampia Hill Mine – Accommodation Village

Subject:	Planning Application - Tampia Hill Mine - Accommodation Village
Applicant:	Alan Boynton Explaurum Operations Pty Ltd
File Ref:	ADM644
Disclosure of Interest (Staff):	Mrs S Thomas
Disclosure of Interest (Member):	Cr A Hardham, Cr B Thomas, Cr W Cowan, Cr P Lines
Author:	Chris Jackson
Date:	13th November 2018
Attachments:	Structure Plan July 2013 (Avoca Farm)

SUMMARY

A planning application has been received from Explaurum Operations Pty Ltd for the establishment of an accommodation village that will support the proposed new Tampia Hill Mine development.

Council to consider the planning implications of the development and to approve with conditions or to reject the application.

BACKGROUND

The Shire of Narembeen at a special meeting of Council held 5th November 2018 resolved as follows.

1. That Council approve of entering into discussions with Explaurum Operations Pty Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for a 200 person accommodation village subject to:
a. Compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 Disposing of property;
b. Formal planning application being submitted and approved;
c. Entering into a lease agreement to the satisfaction of both parties;
d. Conditions being applied as part of both the planning and lease agreement process that deal with important issues but not limited to design and visual amenity, landscaping, road access and carpark treatments together with other camp requirements, pedestrian and bike access from the village to Narembeen, agreed road access paths to and from the village and the mine site and matters relating to winding up of the facility following closure of the mine;
e. Explaurum and the Shire of Narembeen entering into discussions with Go Narembeen about the loss of viable community cropping land and agreeing upon how the community can be compensated for this loss;

2. That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541) subject to point 1.

The following letter has now been received from Explaurum.

Atten Chris Jackson
CEO Narembeen Shire
13 Nov 2018
Ref AB181113

Dear Chris
Please find attached the Planning Application form for the proposed temporary village for accommodation of transient construction and mine workers:

- The village is to house a maximum of 200 persons in 4 room (14x3m) accommodation transportable buildings. These will be sited as described in the layout plan attached. The building will have verandas and concrete walkways.
- There will be a "dry mess" that provides meals suitably sized for the number of residents.
- A recreation building will provide a social centre and this will have indoor and outdoor areas. This will be equipped with pool tables etc.
- A village office will be installed facing the carpark and entry area and this supports the admin and room allocation.
- Other support buildings include laundry, food storage and ice machine shelter.
- The surrounding area will be planted with screening vegetation. This will include the installation of additional areas for social activities.
- The camp will be managed to minimise impact on the nearest housing. Lighting will be faced away from the housing to the South. There should be no noise nuisance as we work 12 hour shifts, and there is a zero alcohol limit for all employees thus very moderate drinking is the norm.
- The Village will not have alcohol sales and the work force will be encouraged to use the town's facilities.
- We have developed an initial conceptual layout for the camp North of the town for your review. I will also send this to the Shire Consultant Planner Liz Bushby for her comments/input.
- Further details on landscaping, road access and carpark treatments together with other camp requirements will be developed and presented as part of the planning process.
- We are currently in discussions with Western Power for an electricity connection and with the Water Corporation for water and sewage.
- We will undertake a BAL assessment, but as the site has very little native vegetation I do not expect this be an issue. My initial discussions with a Level 2 assessor confirm this.
- Access will be via the existing track off the Merriden Road, and then turning into the car park shown on the plan.

20 Churchill Street, Narembeen WA 6369
Postal Address: PO Box 324, Narembeen WA 6369
Contact Details: Telephone +61 8 9064 8454 Email: info@explaurum.com
www.explaurum.com

AMEC
2018 MEMBER

I trust this outline is sufficient at this point. I have prepared a tender for the village construction and this will be issued to bidders this week. Some building envelopes may change slightly to suite the contractor's standard designs but this will not be significant.

Best Regards

Alan Boynton
Project Manager
Tel 0409 780 800
alan.boynton@explaurum.com

cc John Lawton

TOWN PLANNING BACKGROUND

The Shire has been discussing with Explaurum and Liz Bushby at Town Planning Innovations the potential to establish the camp on the outskirts of town within the Farming zone. Liz has advised that from a planning perspective the Farming zone is one of the more appropriate zones for this type of development. An objective of the Farming zone specifically states that Council can '*consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment*'. The camp is a non-rural use but it will be of benefit to the district.

The proposed land use can be considered as 'workforce accommodation' which '*means premises, which may include modular or relocatable buildings, used —*

(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and

(b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.'

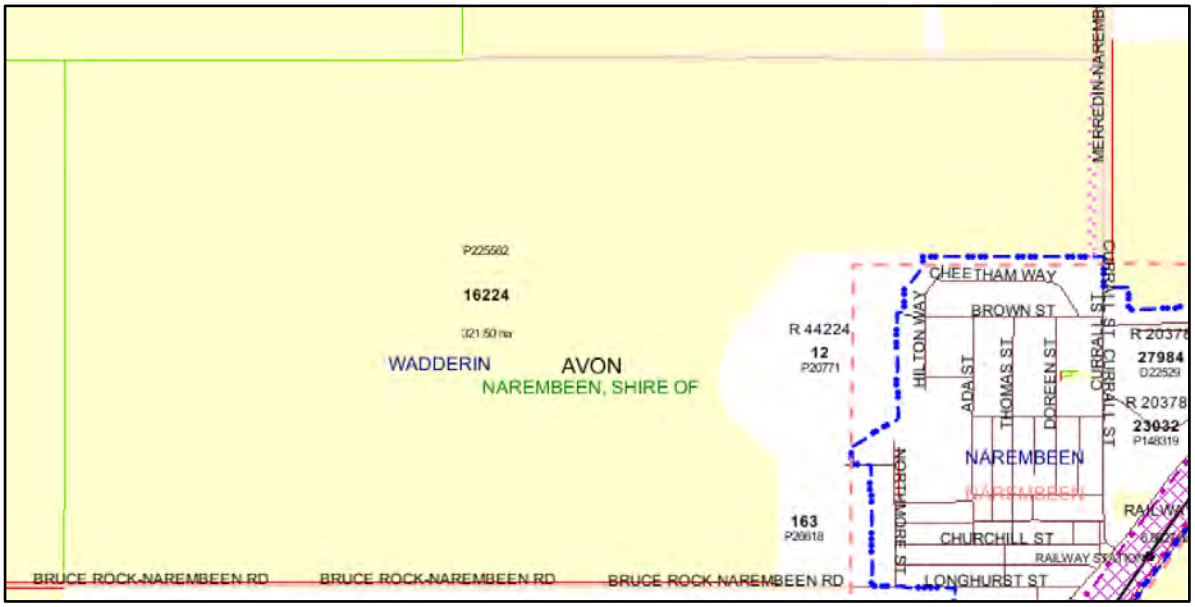
The 'workforce accommodation' land use would allow it to be used as a camp initially for construction workers and then later for transient mine workers (in the Farming zone).

LOCATION

The development is proposed in the north east portion of Avoca Farm, known as Lot 16224 Bruce Rock Narembeen Road, Wadderin.

The lot has an area exceeding 320 hectares and has multiple road frontages – refer plan overpage.

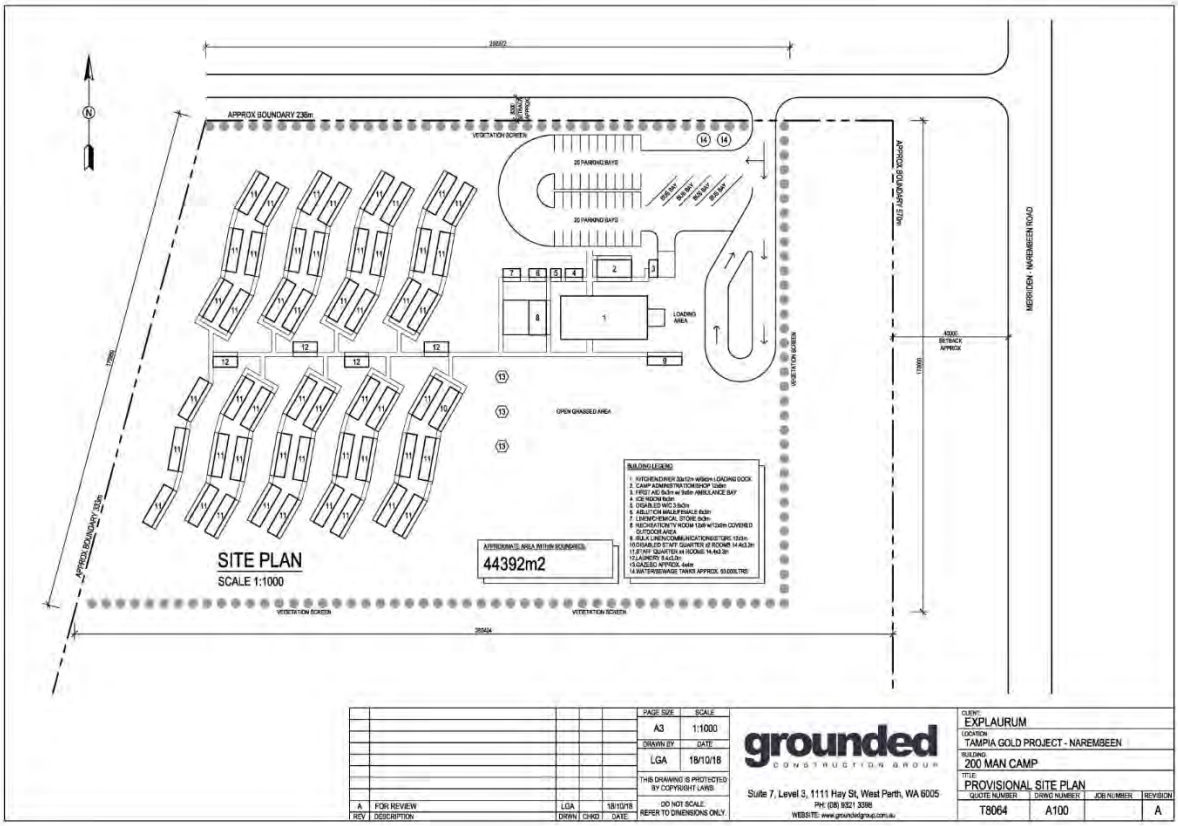
LOCATION PLANS



SITE LOCATION PLAN

SCALE 1:5000

SITE PLAN



COMMENT

The proposed location is more complex however there are still options available. Liz has advised that the land is zoned 'Residential Development zone' under the Shires Scheme, is predominately to cater for single housing, and under the Shire's Scheme development in that zone is to be guided by a Structure Plan which was approved in July 2013.. A Structure Plan is an overall plan to guide future subdivision and the Structure Plan for that land shows that location for future residential – attached.

Despite the above, the proposed location has been used for Farming for an extended time period, and continues to be used for Farming purposes. The continued Farming use is not consistent with the Residential Development zone or Structure Plan, but can legally continue as a 'non-conforming use'. A 'non-conforming use' is a use that was allowed (likely under the previous town planning scheme and probably when it was zoned Farming or Rural) and can continue even after the zoning has changed. It is called a 'non-conforming use' as it does not strictly conform with the current zoning and Scheme.

Council has discretion to approve a change of one non-conforming use (ie farming) to another non-conforming use (ie workforce accommodation) where satisfied that the new use will be less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended uses of the zone or reserve.

It could be argued that there will be no real change in amenity due to the separation of the location from sensitive dwellings, that it is a form of accommodation more aligned with residential development, and there are wider issues such as the overall benefit to the district.

The location has a number of advantages as:

a) It provides an extensive area for the accommodation village, landscaping, car parking, and bus parking;
b) It allows sufficient separation to existing established residential areas so there will be no traffic or land use conflicts;
c) It is in close proximity to Narembeen townsite. Workers will be able to utilise existing services and facilities already established in town and patronage will benefit local businesses. It is close to established infrastructure such as water and power.
d) It is close to established infrastructure such as water and power.
e) The Shire may be able to negotiate improvements as part of any lease such as road upgrading and foot path construction.
f) It will maximise use of existing land that is currently underutilised.

CONSULTATION

Liz Bushby Consultant Planner
Explaurum representatives
Civic Legal
Department of Local Government, Sport and Cultural Industries (DLGSC)
Works Manager

STATUTORY IMPLICATIONS

Council members are reminded to be familiar with Division 6 Disclosure of Financial Interests of the Local Government Act 1995 starting at section 5.59 https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_37178.pdf/$FILE/Local%20Government%20Act%201995%20-%20%5B07-k0-00%5D.pdf?OpenElement

Councillors can also access the DLGSC website for more information. https://www.dlgsc.wa.gov.au/resources/publications/Publications/Local%20Government%20Operational%20Guidelines%20Number%2020%20-%20Disclosure%20of%20Financial%20Interests%20at%20Meetings/DLGC_LG_Operational_Guideline_20.pdf

A letter of approval has been received from the Minister for Local Government under section 5.69 Minister for Local Government for Cr Thomas, Cr Cowan and Cr Lines to fully participate in discussion and decision making dated 5 November 2018.

Shire of Narembeen Town Planning Scheme No 2 –

Under Clause 4.18.1 the objectives of the 'Residential Development zone' are:

a) To allow for the progressive development of land for predominately residential purposes together with compatible uses.
b) To retain the single house as the predominant form of residential development and maintain flexibility to cater for a variety of housing choice and future housing needs.
c) To allow for incidental non-residential uses only where the local amenity is not adversely affected.
d) To ensure that subdivision occurs in a coordinated manner and has regard for other future subdivisions in the area.

Clause 5.8, relating to a change of non conforming use, states that '*Notwithstanding anything contained in the Zoning Table the local government may grant its development approval to the change of use of any land from a non-conforming use to another use if the proposed use is, in the opinion of the local government, less detrimental to the amenity of*

the locality than the non-conforming use and is, in the opinion of the local government, closer to the intended uses of the zone or reserve.'

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 Narembeen 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 27 (1) requires the local government to have 'due regard' to any structure plan, but clearly states the local government is not bound by any structure plan. The term 'Outline Development Plan' has been replaced with the term 'Structure Plan'.

FINANCIAL IMPLICATIONS

Planning Fees of $16,323 have been invoiced to the company.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

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

RELATED PARTY TRANSACTIONS

No known parties at this time

OFFICER RECOMMENDATION

That Council:

1. Note that a letter of approval has been received from the Minister for Local Government under section 5.69 Minister for Local Government for Cr Thomas, Cr Cowan and Cr Lines to fully participate in discussion and decision making dated 5 November 2018.

2. Acknowledge that although Lot 16224 is zoned 'Residential Development' under the Shire of Narembeen Local Planning Scheme No 2, it has actively operated as a farm (Extensive Agriculture) for an extended time period, which is a non conforming use.

3. Support the change from one non conforming use to another non conforming use (workforce accommodation) as it is less detrimental to the amenity of the locality than the extensive agriculture use and is, in the opinion of the Shire, closer to the intended uses of the Residential Development zone.

4. Approve the development application lodged by Explaurum Operations Pty Ltd for workforce accommodation on Lot 16224 (No 3635) Bruce Rock Narembeen Road, Wadderin subject to the following conditions:

   (i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.

   (ii) The applicant is to lodge a final site plan, floor plans and elevations to the Shire for separate written approval of the Chief Executive Officer prior to the issue of a Building Permit.

   (iii) The applicant is to lodge a Bushfire Attack Level (BAL) report by a suitably qualified fire consultant for any development proposed within the Bushfire Prone Area (as declared by the Commissioner of Fire and Emergency Services). The BAL report requires separate written approval of the Chief Executive Officer prior to the issue of a Building Permit.

   (iv) A crossover, car parking area, bus bays, and internal accessways are to be provided in accordance with the approved site plan and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer.

   (iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.

   (iv) The owner / applicant to lodge a landscaping proposal for separate written approval by the Chief Executive Officer. Landscaping shall be installed in accordance with a plan approved by the Shire within 6 months from completion or occupation of the development, whichever is the lesser time period, or an alternative time period approved separately by the Shire in writing.

   (v) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

5. Advertise this planning approval and publicly advice that as the owner of the land this approval is subject to compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 in that Council will give local public notice that will provided the required details of the proposed disposition and the opportunity for public comment.

Note: Work has commenced on the drafting of a lease agreement between the Shire of Narembeen and Explaurum Operations Pty Ltd that will deal with the consideration/funds to be received by the Shire for the property lease together with other negotiated items that may include but not limited to pedestrian and bike access from the village to Narembeen facilities, agreed road access paths to and from the village and the mine site, transport network contributions, use of facilities including the Narembeen Recreation Centre, Narembeen Gym, Narembeen Swimming Pool, Narembeen CRC, Narembeen Library, Narembeen Emergency Services Facilities, loss of viable community cropping land and matters relating to winding up of the village following closure of the mine.

COUNCIL RESOLUTION

MIN 6743/18 **MOTION** - Moved Cr. P Lines 2nd Cr. W Cowan

That Council:-

1. Note that a letter of approval has been received from the Minister for Local Government under section 5.69 Minister for Local Government for Cr Thomas, Cr Cowan and Cr Lines to fully participate in discussion and decision making dated 5 November 2018.
2. *Acknowledge that although Lot 16224 is zoned 'Residential Development' under the Shire of Narembeen Local Planning Scheme No 2, it has actively operated as a farm (Extensive Agriculture) for an extended time period, which is a non conforming use.*

3. *Support the change from one non conforming use to another non conforming use (workforce accommodation) as it is less detrimental to the amenity of the locality than the extensive agriculture use and is, in the opinion of the Shire, closer to the intended uses of the Residential Development zone.*

4. *Approve the development application lodged by Explaurum Operations Pty Ltd for workforce accommodation on Lot 16224 (No 3635) Bruce Rock Narembeen Road, Wadderin subject to the following conditions:*

    (i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.

    (ii) The applicant is to lodge a final site plan, floor plans and elevations to the Shire for separate written approval of the Chief Executive Officer prior to the issue of a Building Permit.

    (iii) The applicant is to lodge a Bushfire Attack Level (BAL) report by a suitably qualified fire consultant for any development proposed within the Bushfire Prone Area (as declared by the Commissioner of Fire and Emergency Services). The BAL report requires separate written approval of the Chief Executive Officer prior to the issue of a Building Permit.

    (iv) A crossover, car parking area, bus bays, and internal accessways are to be provided in accordance with the approved site plan and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer.

(iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.

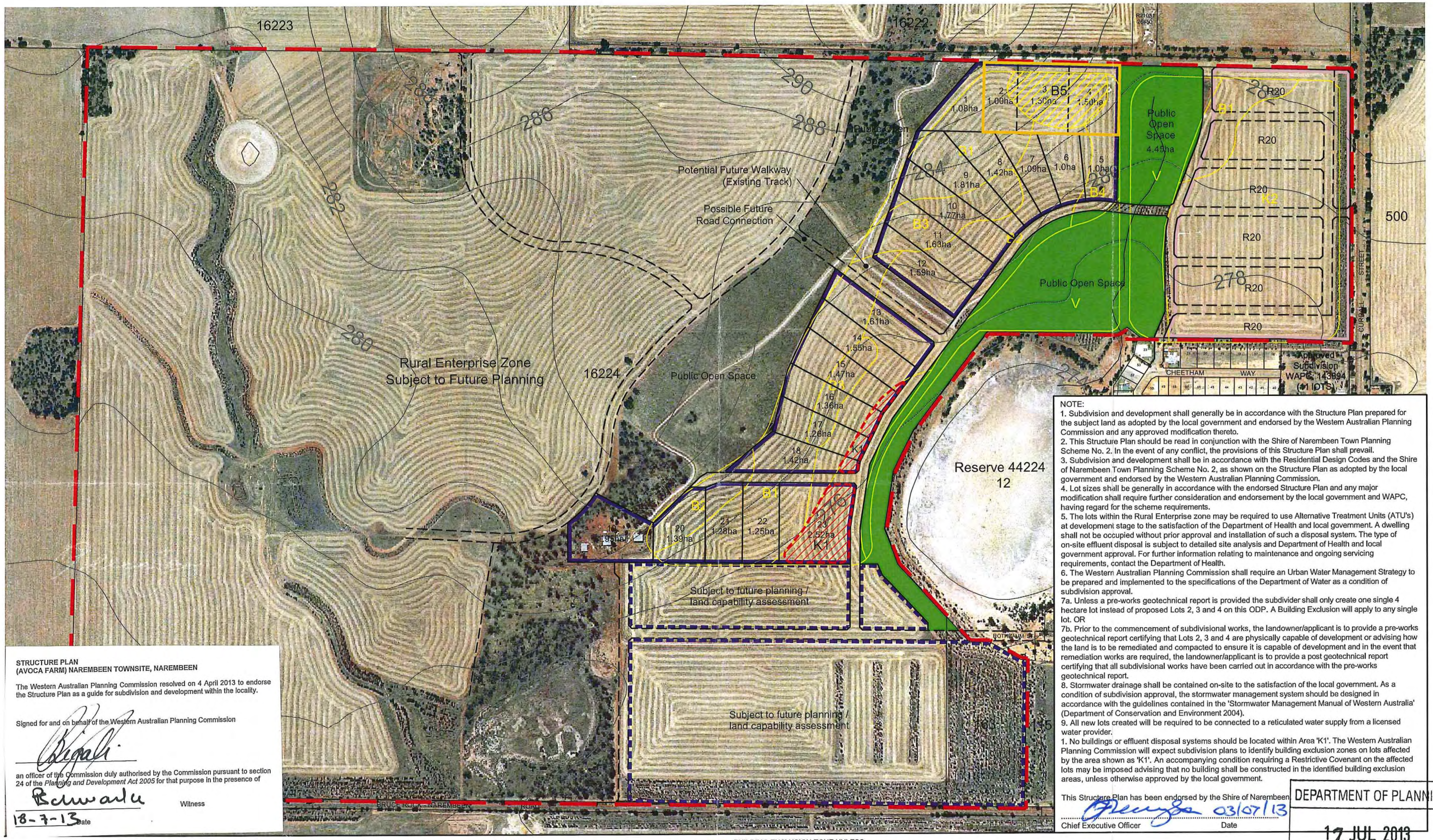
(iv) The owner / applicant to lodge a landscaping proposal for separate written approval by the Chief Executive Officer. Landscaping shall be installed in accordance with a plan approved by the Shire within 6 months from completion or occupation of the development, whichever is the lesser time period, or an alternative time period approved separately by the Shire in writing.

(v) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

5. *Advertise this planning approval and publicly advice that as the owner of the land this approval is subject to compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 in that Council will give local public notice that will provided the required details of the proposed disposition and the opportunity for public comment.*

Note: Work has commenced on the drafting of a lease agreement between the Shire of Narembeen and Explaurum Operations Pty Ltd that will deal with the consideration/funds to be received by the Shire for the property lease together with other negotiated items that may include but not limited to pedestrian and bike access from the village to Narembeen facilities, agreed road access paths to and from the village and the mine site, transport network contributions, use of facilities including the Narembeen Recreation Centre, Narembeen Gym, Narembeen Swimming Pool, Narembeen CRC, Narembeen Library, Narembeen Emergency Services Facilities, loss of viable community cropping land and matters relating to winding up of the village following closure of the mine.

CARRIED 7/0



STRUCTURE PLAN
(AVOCA FARM) NAREMBEEN TOWNSITE, NAREMBEEN

The Western Australian Planning Commission resolved on 4 April 2013 to endorse the Structure Plan as a guide for subdivision and development within the locality.

Signed for and on behalf of the Western Australian Planning Commission

an officer of the Commission duly authorised by the Commission pursuant to section 24 of the *Planning and Development Act 2005* for that purpose in the presence of

Witness

18-7-13
Date

NOTE:
1. Subdivision and development shall generally be in accordance with the Structure Plan prepared for the subject land as adopted by the local government and endorsed by the Western Australian Planning Commission and any approved modification thereto.
2. This Structure Plan should be read in conjunction with the Shire of Narembeen Town Planning Scheme No. 2. In the event of any conflict, the provisions of this Structure Plan shall prevail.
3. Subdivision and development shall be in accordance with the Residential Design Codes and the Shire of Narembeen Town Planning Scheme No. 2, as shown on the Structure Plan as adopted by the local government and endorsed by the Western Australian Planning Commission.
4. Lot sizes shall be generally in accordance with the endorsed Structure Plan and any major modification shall require further consideration and endorsement by the local government and WAPC, having regard for the scheme requirements.
5. The lots within the Rural Enterprise zone may be required to use Alternative Treatment Units (ATU's) at development stage to the satisfaction of the Department of Health and local government. A dwelling shall not be occupied without prior approval and installation of such a disposal system. The type of on-site effluent disposal is subject to detailed site analysis and Department of Health and local government approval. For further information relating to maintenance and ongoing servicing requirements, contact the Department of Health.
6. The Western Australian Planning Commission shall require an Urban Water Management Strategy to be prepared and implemented to the specifications of the Department of Water as a condition of subdivision approval.
7a. Unless a pre-works geotechnical report is provided the subdivider shall only create one single 4 hectare lot instead of proposed Lots 2, 3 and 4 on this ODP. A Building Exclusion will apply to any single lot. OR
7b. Prior to the commencement of subdivisional works, the landowner/applicant is to provide a pre-works geotechnical report certifying that Lots 2, 3 and 4 are physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development and in the event that remediation works are required, the landowner/applicant is to provide a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report.
8. Stormwater drainage shall be contained on-site to the satisfaction of the local government. As a condition of subdivision approval, the stormwater management system should be designed in accordance with the guidelines contained in the 'Stormwater Management Manual of Western Australia' (Department of Conservation and Environment 2004).
9. All new lots created will be required to be connected to a reticulated water supply from a licensed water provider.
1. No buildings or effluent disposal systems should be located within Area 'K1'. The Western Australian Planning Commission will expect subdivision plans to identify building exclusion zones on lots affected by the area shown as 'K1'. An accompanying condition requiring a Restrictive Covenant on the affected lots may be imposed advising that no building shall be constructed in the identified building exclusion areas, unless otherwise approved by the local government.

This Structure Plan has been endorsed by the Shire of Narembeen

03/07/13

Chief Executive Officer Date

DEPARTMENT OF PLANNING
12 JUL 2013
FILE SPN0272/1

STRUCTURE PLAN (Avoca Farm)
NAREMBEEN TOWNSITE
NAREMBEEN

LEGEND
- SUBJECT LAND
- RESIDENTIAL R20
- PUBLIC OPEN SPACE
- RURAL ENTERPRISE ZONE
- K1 BUILDING EXCLUSION ZONE - 'K1' AREA IDENTIFIED IN LAND CAPABILITY REPORT AS LOW LYING WITH POSSIBLE SHALLOW GROUNDWATER. AREA TO BE AVOIDED FOR ON SITE EFFLUENT DISPOSAL
- B5 BUILDING EXCLUSION ZONE UNLESS PRE-WORKS GEOTECHNICAL REPORT PROVIDED BY SUBDIVIDER (Refer to note 7a and 7b)
- SINGLE LOT OR REQUIRE PRE-WORKS GEOTECHNICAL REPORT BY SUBDIVIDER (Refer to Note 7a and 7b)

N
0 250m
SCALE 1:7500 @ A3

GRAY & LEWIS
LAND USE PLANNERS
Suite 5, 2 Hardy Street
South Perth, WA 6151
T (08) 9474 1722
F (08) 9474 1172
perth@graylewis.com.au

JOB REFERENCE: 100762 DATE: 14th JUNE 2013

THE DOCUMENT MAY ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED AND IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORISED USE OF THIS DOCUMENT IN ANY FORM WHATSOEVER IS PROHIBITED.

AGENDA ITEM: 8.3.3 - RoeROC Memorandum of Understanding

Subject:	RoeROC Memorandum of Understanding
Applicant:	RoeROC
File Ref:	ADM499
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	14th November 2018
Attachments:	RoeROC MOU

SUMMARY

The previous Memorandum of Understanding expired on 30 June 2018. The members of RoeROC have reviewed and present a draft copy of the MOU from 1 July 2018 to 30 June 2023 for Council endorsement and finalisation.

BACKGROUND

The Roe Regional Organisation of Councils is a Regional Agreement between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The regional purposes for which RoeROC is established are to:

a) Undertake the activities defined as projects and services in accordance with Clause 7:

b) Provide a means for the Member Councils, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
   (i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;
   (ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2;
   (iii) Promote productive effectiveness and financial benefit to the Member Councils where there are common and shared community of interest linkages;

The objectives of RoeROC shall be:

a) To carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region,
b) To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,
c) To encourage cooperation and resource sharing on a regional basis
d) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

COMMENT

RoeROC meet on the 1 November 2018 and with some minor amendments recommended the revised RoeROC Memorandum of Understanding for approval.

CONSULTATION

RoeROC
RoeROC CEO's

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Member Councils are required to make an annual financial contribution towards the operations of RoeROC as determined by RoeROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of RoeROC.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

GOAL 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry
1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts

GOAL 2: Internal and external relationships actively grow our Shire population and positive financial position
2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals

GOAL 3: We contribute to a healthy community
3.5 We investigate sub regional waste strategies that reduce costs on our community and environment

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-
1. Approve the RoeROC Memorandum of Understanding July 2018 to June 2023.
2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.

COUNCIL RESOLUTION

MIN 6744/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. P Lines

That Council:-

1. *Approve the RoeROC Memorandum of Understanding July 2018 to June 2023.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

CARRIED 7/0

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

July 2018 to June 2023

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AGREEMENT

This Memorandum of Understanding (MOU) dated 1st July 2018 between

the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and

the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and

the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and

the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

("the Member Councils")

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 REGIONAL PURPOSES

The regional purposes for which RoeROC is established are to:

a) Undertake the activities defined as projects and services in accordance with Clause 7:

b) Provide a means for the Member Councils, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
   (i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;
   (ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2;
   (iii) Promote productive effectiveness and financial benefit to the Member Councils where there are common and shared community of interest linkages;

3 OBJECTIVES

The objectives of RoeROC shall be:

a) To carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region,
b) To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,
c) To encourage cooperation and resource sharing on a regional basis
d) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

4 DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

"Act" means the Local Government Act 1995;

"Project" means the undertaking of any activity for a Regional Purpose described in clause 2(b);

"Proposal" means the proposal to undertake a Project;

"Region" means the districts of the Member Councils;

"Regional Purposes" means any regional purpose referred to in clause 2.

"RoeROC" means the Roe Regional Organisation of Councils;
"Secretariat" means and employee of the host Member Council who provides secretarial support to the RoeROC.

5 THE ORGANISATION

5.1 Appointment of members

a) The President and Chief Executive Officer of a Member Council are members of RoeROC.

b) A Member Council may appoint one elected member and one Officer as a deputy from the Council of the Member Council who are able to attend the RoeROC meetings.

c) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 5.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings.

5.2 Tenure of members of ROEROC

A member of RoeROC shall hold office until either:

a) The member ceases to be a member of the Council or CEO of the Member Council or
b) The member is removed by the Member Council.

5.3 Election of Chairperson and Deputy Chairperson

(1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat on a rotational basis as decided by Member Councils following the bi-annual local government elections.

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

5.4 Tenure of Chairperson and Deputy Chairperson

(1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 5.3 (1).

(2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 5.3 (1)

5.5 Role of Chairperson

The Chairperson:

a) Presides at meetings of RoeROC;
b) Carries out civic and ceremonial duties on behalf of RoeROC;
c) Speaks on behalf of RoeROC; and
d) Liaises with the Secretariat on RoeROC's affairs and the performance of its functions.

5.6 Role of Deputy Chairperson

(1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.

(2) The Deputy Chairperson may perform the functions of Chairperson if;

a) The office of Chairperson is vacant; or
b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson,

5.7 Role of Members of Roe Regional Organisation of Council

A member of RoeROC:

a) Represents the interests of the electors and residents of the Region;
b) Facilitates communication between the community of the Region and RoeROC;
c) Participates in the RoeROC's decision-making processes at meetings of the RoeROC and its committees; and
d) Performs such other functions as are given to the member.

6 FINANCIAL CONTRIBUTIONS

6.1 Annual or Capital Contributions

Member Councils are required to make an annual financial contribution towards the operations of RoeROC as determined by RoeROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of RoeROC.

6.2 Manner of Payment

The contributions referred to in clauses 6.1 shall be paid by each Member Council to RoeROC in the manner determined by RoeROC.

7 PROJECTS OR SERVICES

7.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

a) RoeROC is satisfied that any services and facilities that it will provide:
   i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
   ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
   iii) Are managed efficiently and effectively;

b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Footnote:

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.
Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

7.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

7.3 Contents of a Project Plan

A Project Plan should include:

a) A clear definition of the proposed Project or Service;

b) Details of the expected cost and benefits for the Member Councils;

c) A project time-line with performance milestones clearly outlined;

d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
   i) The acquisition of any asset of a capital nature required for the Project or Service;
   ii) The operating expenditure, including administrative expenses, relating to the Project or Service.

di) The manner of payment of the contributions referred to in paragraph (d);

dii) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;

diii) The manner of payment of the entitlement or liability referred to in paragraph (i);

h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;

i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;

j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and

k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

7.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

7.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

7.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

7.7 Review of Project Plan

(1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:

   a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;

   b) Decide whether to proceed with the Project or Service; and

   c) Give notice to each of the Project Member Council of its decision.

(2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 7.7(b).

7.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

7.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

7.10 Division of Assets

(1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.

(2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

7.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

7.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7.13 Current Projects

All current projects and services are listed in schedule 3 as updated from time to time

8 TERM AND TERMINATION

8.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2023.

8.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

8.3 Division of Assets

If the RoeROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of RoeROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Member Councils in the same proportions as the contributions of a particular Member Council to RoeROC.

8.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

9 WITHDRAWAL OF A MEMBER COUNCIL

9.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

9.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 9.1 is given.

9.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds which would have been payable if RoeROC was wound up; or

b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

9.4 Member Councils May be Required to Pay Distribution

If the RoeROC is unable to meet the distribution referred to in clause 9.3(a) from funds on hand then, unless the RoeROC decides otherwise, the Member Council (other than the Member Council that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the RoeROC.

10 ADMITTING NEW MEMBERS

(1) Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.

(2) Prospective new members may be admitted and shall be required to;

a) Submit a project plan to RoeROC that responds to the guidelines described in section 7.3 – Contents of a Project Plan

b) On entry a new member shall be required to contribute to RoeROC a sum that is described in the project plan as ”the entry sum” and in addition a sum equal to the current year’s contribution schedule as described in section 6.1 or a discretionary sum agreed to by the RoeROC.

Footnote:

1. Part 3 Division 4 Section 3.65 (2) of the Local Government Act 1995 describes the process of amending the Establishment Agreement.

11 DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference (‘dispute’) arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Councils or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (‘dispute notice’) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing (’arbitration notice’) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon

receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

11.3 Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

12 INTERPRETATION

12.1 Interpretation

In this Memorandum of Understanding unless the context requires otherwise:

a) Words importing the singular include the plural and vice versa;

b) Words importing any gender include the other genders;

c) References to persons include corporations and bodies politic;

d) References to a person include the legal personal representatives, successors and assigns of that person;

e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);

f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;

g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;

h) An obligation of two or more parties shall bind them jointly and severally;

i) If a word or phrase is defined cognate words and phrases have corresponding definitions;

j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;

k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;

l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;

n) References to this Memorandum of Understanding include its schedules.

12.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

12.3 Time

a) References to time are to local time in Perth, Western Australia;

b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

(1) The Member Councils may amend this Memorandum of Understanding by unanimous agreement of the Member Councils.

(2) This Memorandum of Understanding can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

Schedule 2 – Regional Purposes

1. Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

2. Tourism & Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

3. Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blue print for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.
- Develop the capacity as a group to tender for and undertake major and minor works.

4. Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

5. Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

6. Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

7. Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

8. Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

Schedule 3 – Existing Projects and Services

Regional waste site agreement (Bendering Tip)
Licence to use land
Regional Environmental Health Services Scheme

3.56pm - Mrs S Thomas returned to the meeting.

AGENDA ITEM: 8.3.4 - Roe Regional Environmental Health Services Scheme

Subject:	Roe Regional Environmental Health Services Scheme
Applicant:	RoeROC
File Ref:	ADM499
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	14th November 2018
Attachments:	MOU & Operational Guidelines

SUMMARY

The previous Roe Regional Environmental Health Services Scheme expired on 30 June 2018. The members of RoeROC have reviewed and present a revised document for the period 1 July 2018 to 30 June 2023 for Council endorsement and finalisation.

BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an environmental health service that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2018 and expiring on the 30 June 2023. The MOU can be extended by the Member Councils in writing.

The Shire of Bruce Rock has also been party to the scheme in the past but is longer a participant and has been removed from the agreement.

COMMENT

RoeROC met on the 1 November 2018 and with some minor amendments recommended the revised Roe Regional Environmental Health Services Scheme for approval.

CONSULTATION

RoeROC
RoeROC CEO's

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Scheme Costs and Administration Costs are included in the annual budget each year based on the visitation schedule included in schedule 1 of the MOU

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

GOAL 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry
1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts

GOAL 2: Internal and external relationships actively grow our Shire population and positive financial position
2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals

GOAL 3: We contribute to a healthy community
3.5 We investigate sub regional waste strategies that reduce costs on our community and environment.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the Roe Regional Environmental Health Services Scheme Memorandum of Understanding July 2018 to June 2023
2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.

COUNCIL RESOLUTION

MIN 6745/18 **MOTION** - Moved Cr. P Lines 2nd Cr. W Cowan

That Council:-

1. *Approve the Roe Regional Environmental Health Services Scheme Memorandum of Understanding July 2018 to June 2023*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding, subject to clarification on days and affix the Shire's common seal.*

CARRIED 7/0

3.58pm - Cr A Hardham returned to the meeting.

Roe Regional Environmental Health Services Scheme – renewal of the MOU

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an environmental health service that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2018 and expiring on the 30 June 2023. The MOU can be extended by the Member Councils in writing.

Member Councils are asked to consider the extension of the MOU.

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2018

BETWEEN:

the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;

the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;

the SHRE OF KULIN of Johnston Street, KULIN, WA;

the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and

the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.

collectively known as the (**"Member Councils"**)

BACKGROUND

A. Each of the Member Councils are local government authorities established under the Local Government Act 1995.

B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the Health Act 1911.

C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. ("the Scheme").

D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS).** The Scheme will operate under the shortened title of **RoeHealth**

E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this Memorandum of Understanding in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

AND THE MEMBER COUNCILS AGREE:

1. **Definitions & Interpretation**

1.1 **Definitions**

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

1.1.2 **"Scheme Costs"** means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;

1.1.3 "**Billing Period**" means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;

1.1.4 **"Costs Schedule"** means Schedule 1 attached to this Memorandum;

1.1.5 **"Host Council"** means the **Shire of Corrigin;**

1.1.6 **"Environmental Health Services"** means the services outlined in Schedule 1 attached to this Memorandum;

1.1.7 **"Committee"** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;

1.1.8 **"Scheme"** means the Roe Regional Environmental Health Services Scheme;

1.1.9 **"Memorandum"** means this Memorandum of Understanding;

1.1.10 **"Operating Guidelines"** means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;

1.1.11 **"Other Member Councils"** means the Member Councils that are not the Host Council.

1.2 **Interpretation**

1.2.1 .

1.2.1 ***Unless the contrary intention appears:***

1.2.1.1 Words noting the singular shall include the plural and vice versa.

1.2.1.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.

1.2.1.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.

1.2.1.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.

1.2.1.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. Term

2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2018 and expiring on the 30 June 2023, unless otherwise agreed or extended by the Member Councils in writing.

2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. Negotiate In Good Faith

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. The Member Councils Obligations

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme;**

4.1 Host Council

On behalf of the Other Member Councils, the Host Council agrees;

4.1.1 Administration

4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and

4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme;

4.1.2 **Membership of the Committee**

4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee;

4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.

4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;

4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines;

4.1.3 **Finances**

4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.

4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and

4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network;

4.1.4 **Environmental Health Officers**

4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement ("**EA**") or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate;

4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any);

4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be

provided to enable the Environmental Health Officers to effectively carry out their duties;

4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;

(a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and

(b) supervise the conduct of and compliance of Environmental Health Officers Administrator with the EA;

4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, "approval" means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote;

4.2 **The Other Member Councils**

The Other Member Councils agree;

4.2.1 **Finance**

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 **Membership of the Committee**

4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;

4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;

4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;

4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 **All Member Councils**

The Member Councils agree:

4.3.1 **Reporting**

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

5. **Scheme Committee**

5.1 The Member Councils agree to establish a Committee for the purposes specified below.

5.2 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;

5.2.1 considering the strategic direction of the Scheme;

5.2.2 considering any major policy issues in relation to the Scheme; and

5.2.3 reviewing, discussing and preparing budgets for the Scheme.

5.3 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.

5.4 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.

5.5 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.

5.6 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.

5.7 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

6. **Operational Guidelines**

6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational

Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.

6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.

6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.

6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. **Variation**

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. **Withdrawal**

8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the "Notice Period") to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.

8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. **Additional Members**

9.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;

9.1.1 to be bound by the terms and conditions of this Memorandum;

9.1.2 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. **No Partnership**

This Memorandum does not create or evidence a partnership between the Member Councils.

11. Acknowledgement

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

12. Winding Up

12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

13. Disputes Between Member Councils

13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF LAKE GRACE)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

_____
President

_____
Chief Executive Officer

SCHEDULE 1

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH) OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of RoeHealth.

Role of the Scheme

Governance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

- General health application enquiries;
- Caravan Park and Camping Grounds Compliance and Licensing;
- Effluent disposal applications;
- Food Premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest Control licencing and enforcement;
- Public building inspections and enforcement;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water Sampling;
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

Visitation Schedule
The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	16.66%	2
Shire of Kulin	16.66%	2
Shire of Kondinin	25%	3
Shire of Lake Grace	25%	3
Shire of Narembeen	16.66%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme equipment and resources
Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO
Service Delivery
The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping
Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils
Flexibility in visitation
Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space
Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

Access to ITC networks
Member Councils will provide reasonable access for Environmental Health Officers to ITC networks and the internet.

Record keeping
Member Councils will establish appropriate records management systems for environmental health related records.

Administrative support
Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison person
Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO
The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

a. The services provided are within the scope and expectation of each Council;
b. The local government is represented at all Scheme Committee Meetings; and
c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council
Financial records & reporting
The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

HR management
The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record keeping
The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

Schedule 1

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH)

OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU).

The Scheme will operate under the shortened title of RoeHealth.

Role of the Scheme

Governance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

- General health application enquiries;
- Caravan Park and Camping Grounds Compliance and Licensing;
- Effluent disposal applications;
- Food Premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest Control licencing and enforcement;
- Public building inspections and enforcement;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water Sampling;
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

DRAFT

Visitation Schedule

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	16.66%	2
Shire of Kulin	16.66%	2
Shire of Kondinin	25%	3
Shire of Lake Grace	25%	3
Shire of Narembeen	16.66%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme equipment and resources

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO

Service Delivery

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

DRAFT

Access to ITC networks

Member Councils will provide reasonable access for Environmental Health Officers to ITC networks and the internet.

Record keeping

Member Councils will establish appropriate records management systems for environmental health related records.

Administrative support

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

a. The services provided are within the scope and expectation of each Council;

b. The local government is represented at all Scheme Committee Meetings; and

c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council

Financial records & reporting

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

HR management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

DRAFT

AGENDA ITEM: 8.3.5 – Narembeen Volunteer Emergency Services - Signage

Subject:	Narembeen Volunteer Emergency Services - Signage
Applicant:	Sheree Thomas
File Ref:	ADM620
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	12th November 2018
Attachments:	Signage Options 1, 2 & 3; Quotes – Busselton City Construction & Connelly Images

SUMMARY

Council are requested to determine the type of signage required for the Narembeen Volunteer Emergency Services Facility.

BACKGROUND

The Narembeen Volunteer Emergency Services facility provided for the collocation of the Narembeen Volunteer Bush Fire Brigade and the Narembeen St John Sub-Centre.

The new building centralises emergency services, provides private office space for debriefs and counselling, provides a wash place for volunteers after emergency situations, provides a training area to upskill volunteers and a shared communications room to better manage emergency situations.

The Narembeen Volunteer Emergency Services facility was completed and officially opened in September 2018.

COMMENT

Currently the new building does not have signage which when installed will complete the project. Council are asked to review the signage suggestions attached and make a decision based on cost and design.

Option 1 – metal panel signs on the ground $2,020
(Quote does not include installation)

Option 2 – metal panel signs on the building $1,500
(Quote does not include installation)

Option 3 – steel frame, cladded structure $11,237.50
Quote does not include lettering or electrical works)

It is suggested that Council consider Option 3, but given the costs associated with this type of structure and current budget constraints that Council approve Option 1.

CONSULTATION

Chris Jackson, Chief Executive Officer
Bonnie Cole, Executive Manager Corporate Services
Klint Stone, Building Supervisor
Busselton City Constructions
Connelly Images Corrigin

4.06pm - Mr C Jackson exited the meeting.
4.08pm - Mr C Jackson returned to the meeting

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The total cost of the project to date is $771,389.90.
As per quotes attached.
If we were to proceed with Option 3, a budget amendment would be required.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Goal 3: We contribute to a healthy community
3.4 We enable and support medical and emergency services to serve in our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council approve Option 1 for the signage at the new Narembeen Volunteer Emergency Service Facility at a cost of $2,020 plus installation.

COUNCIL RESOLUTION

MIN 6746/18 **MOTION** - Moved Cr. S Stirrat 2nd Cr. B Thomas

That Council approve Option 1 for the signage at the new Narembeen Volunteer Emergency Service Facility at a cost of $2,020 plus installation.

MOTION LOST 3/5

COUNCIL RESOLUTION

MIN 6747/18 **MOTION** - Moved Cr A Wright 2nd Cr. P Lines

That Council approve Option 2 for the signage at the new Narembeen Volunteer Emergency Service Facility at a cost of $1,500 plus installation.

MOTION LOST 3/5

OPTION 1
NAREMBEEN
VOLUNTEER EMERGENCY SERVICES
DFES
St
John

OPTION 2
NAREMBEEN
VOLUNTEER EMERGENCY SERVICES
DFES
St
John

OPTION 3
DFES
LOGO
NAREMBEEN
VOLUNTEER EMERGENCY SERVICES
ST
JOHN
LOGO

proud supporter of NATIONAL BREAST CANCER FOUNDATION FUNDING RESEARCH FOR PREVENTION AND CURE

P.O. BOX 1853
Busselton
W.A. 6280
ABN: 65603479287
97548668
0410857246
glenn@bsncityconstruction.com.au

Busselton City Construction Pty Ltd

Quote

For: Shire Of Narembeen
buildings@narembeen.wa.gov.au

Quote No: 217
Date: 02/11/2018

Description	Amount
Narrembeen Combined Facility Signage Job Address: Latham Road, Job number: 1613B	
Construct 1 straight structure and 2 corporate sign structures for signs to be mounted to Straight structure 4.0x0.5 Typical corporate structures 1.2x0.5 each 1.84m3 of concrete To be constructed out of steel framing, mounted onto footings as per architectural detail and clad in FC sheeting and finished in stone cladding with a 500mm wide top to walls 19.2m2 of FC sheeting 16.8m2 of stone cladding	$11,237.50
Note : signs and plaques to be done by others Electrical for LED strip light to be done by others	

Subtotal	$11,237.50
GST 10%	$1,123.75
Total	$12,361.25

Total $12,361.25

Connelly Images
since 1996

SIGNS, DESIGNS, BANNERS, STICKERS,
CAN HOLDERS, SHIRTS, BUSINESS CARDS

ABN 62 175 365 460
29 Murphy St
Corrigin 6375
W.A.

Brett Connelly ph 08 90632439
images@wn.com.au www.connellyimages.com.au

QUOTE 12-11-18

NB SHIRE
EMERGENCY SERVICES

OPTION 2

2 x 900 x 1220 panel signs .....$220.00 ea

1 x triangle facia sign 600x3500 .....$1280.00
includes legs & back fill panel

OPTION 1

2 x 900 x 1220 panel signs with frames .....$790.00 ea
includes legs & back fill panel

1 x ,main sign with frame 900x3500 .....$1230.00

prices exclude gst

Regards
Brett Connelly
Connelly Images

Doors to be closed to the public

That in accordance with Section 5.23 - Meetings generally open to public of the Local Government Act 1995 as follows;

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(a) a matter affecting an employee or employees

It is recommended that that the doors be closed to the public.

COUNCIL RESOLUTION

MIN 6748/18 **MOTION** - Moved Cr. W Cowan 2nd Cr. S Stirrat

That Council close the doors.

CARRIED 8/0

4.12pm - Mr R Conkling, Mr C Jackson, Mrs S Thomas & Miss B Cole exited the meeting.

AGENDA ITEM: 8.3.6 - CEO Annual Performance Review Report – October 2018

Subject:	CEO Annual Performance Review Report – October 2018
Applicant:	Mike FitzGerald
File Ref:	Chris Jackson – Personnel File
Disclosure of Interest (Staff):	Chris Jackson
Disclosure of Interest (Member):	Nil
Author:	Mike FitzGerald
Date:	6th November 2018
Attachments:	Separate Confidential Attachment

OFFICER RECOMMENDATION

That Council:-

1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome.
2. Resolve to adopt the report and note that the CEO's performance review for the review period resulted in a level of satisfactory performance that exceeded the baseline job requirement.
3. Congratulates the CEO on satisfactorily meeting the performance expectations of the Council.
4. Refers the question of the CEO's remuneration review to a later meeting of Council as a confidential item.

COUNCIL RESOLUTION

MIN 6749/18 MOTION - Moved Cr. B Thomas 2nd Cr. A Hardham

That Council:-

1. *Consider this confidential report and note the satisfactory nature of the CEO performance review outcome.*
2. *Resolve to adopt the report and note that the CEO's performance review for the review period resulted in a level of satisfactory performance that exceeded the baseline job requirement.*
3. *Congratulates the CEO on satisfactorily meeting the performance expectations of the Council.*

CARRIED 8/0

AGENDA ITEM: 8.3.7 - CEO Salary Review – October 2018

Subject:	CEO Salary Review Report – October 2018
Applicant:	Chris Jackson
File Ref:	Chris Jackson – Personnel File Chris Jackson
Disclosure of Interest (Staff):	
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12th November 2018
Attachments:	Separate Confidential Attachments

COUNCIL RESOLUTION

MIN 6750/18 **MOTION** - Moved Cr. P Lines 2nd Cr. W Cowan

That Council approve an increase in base rate of $10,000 to $148,000pa.

CARRIED 8/0

4.40pm Meeting adjourned.
4.50pm - meeting reconvened with all members present except Cr A Hardham.

COUNCIL RESOLUTION

MIN 6751/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. W Cowan

That Council open the doors.

CARRIED 7/0

4.48pm - Mr C Jackson, Mrs S Thomas & Miss B Cole returned to the meeting.
4.48pm - Cr A Hardham returned to the meeting.

8.4 Executive Manager Corporate Services

AGENDA ITEM: 8.4.1 - 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
Date:	14 November 2018
Attachments:	Nil

SUMMARY

Council are to 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

Business Continuity Plan
Our Business Continuity Plan has been finalised and a copy has been included with your agendas for your information. You are not required to keep these documents but should you have any queries I would welcome discussion about it.

4.51pm - Cr P Lines exited the meeting.
4.52pm - Cr P Lines returned to the meeting.

LG Professionals Conference
Thank you to Council for allowing myself and Chris to attend the LG Professionals State Conference at Crown Towers last week. I thoroughly enjoyed my time, highlights including Jason Goddard on Friday morning and playing bowls on Friday afternoon.

I think there is a lot to be said for events such as this with regard to meeting people in similar roles and I would encourage staff to attend future LG Professional events such as the Professional Development Conference or the Finance Professionals Conference.

Annual Report
Council is aware that the auditors were on site on the 8 – 10 October 2018. At the date of writing this report, the annual financial report and yearend audit had not yet been signed off. Moore Stephens representatives have been attributing this delay to consultants who undertook our roads revaluation. With the introduction of the Auditor General to the audit process for local governments, even though we are not yet required to present to them, it has made the audit process much more onerous and time consuming.

Council have one more year of Moore Stephens undertaking our audit before transferring to the Office of the Auditor General. I would suggest that for the audit next year to get the auditors on site as early as possible to ensure a timely sign off our annual report.

Rebranding Launch
Earlier this week I sent of the purchase order for the printing on new stationery, and branding items. I am currently waiting on quotes and time frames for the town entry statements and new shire flags. If these are going to be completed quickly, I would like to see the launch take place at the Jingle Mingle on Friday 14th December 2018. Council will already have a stand and this could be a great opportunity to show it off.

If the flags and signs are not likely to be completed in time, Council will need to determine an alternative time and place for the launch to take place.

Transfer of the Narembeen Volunteer Bush Fire Brigade to the Volunteer Fire and Emergency Services

I have been advised by Area Manager of the Lower Wheatbelt Region, Murray McBride, that in order to commence the transfer of the Fire Brigade over to the VFES, the current fire brigade needs to be decommissioned. I have sought clarification from Murray regarding this and the decommission is for the Narembeen Volunteer Bush Fire Brigade only, the Mount Walker Volunteer Bush Fire Brigade will continue to operate as it previously has.

Murray has also advised that he expects the transfer to take place at the end of March 2019.

CONSULTATION

Chris Jackson

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan 2017 – 2027

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council decommission the Narembeen Volunteer Bush Fire Brigade to allow for the creation of the Narembeen Volunteer Fire and Emergency Service. There is to be no change to the operations of the Mount Walker Volunteer Fire Brigade.

COUNCIL RESOLUTION

MIN 6752/18 **MOTION** - Moved Cr. A Hardham 2nd Cr. W Cowan

That Council decommission the Narembeen Volunteer Bush Fire Brigade to allow for the creation of the Narembeen Volunteer Fire and Emergency Service. There is to be no change to the operations of the Mount Walker Volunteer Fire Brigade.

CARRIED 8/0

OFFICER RECOMMENDATION

That Council receive the Executive Manager Corporate Services Report for November 2018 and endorse the associated actions.

COUNCIL RESOLUTION

MIN 6753/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. S Stirrat

That Council receive the Executive Manager Corporate Services Report for November 2018 and endorse the associated actions.

CARRIED 8/0

AGENDA ITEM: 8.4.2 - New Standpipe Charges and Classifications

Subject:	New Standpipe Classifications and
Applicant:	Charges Water Corporation
File Ref:	ADM479
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole
Date:	13 November 2018
Attachments:	Standpipe Report

SUMMARY

Council to consider the future of Standpipes under Council control within the Shire of Narembeen.

BACKGROUND

At its September 2018 Ordinary Meeting, Council resolved:

COUNCIL RESOLUTION

MIN 6704/18 MOTION *Moved: Cr S. Stirrat 2nd: Cr B Cowan*

That Council:

1. *Advertise its intent to undertake a review of all shire standpipes seeking feedback.*
2. *In undertaking the standpipe review take into consideration:-*
   a. *The location of the standpipe*
   b. *The type of standpipes (size, tanks etc)*
   c. *Water Usage*
   d. *Intended usage (Fire, Commercial, local)*
   e. *Fees and charges and Water Corporation costs*
3. *Write to all users of the saleyard standpipe (washdown bay) and advertise that a review will also be undertaken as per point 2 that will include the wash down bay and the environmental considerations.*
4. *A report on the outcome of the consultation process is to be presented to the November 2018 Council meeting; and*
5. *Advise the Water Corporation that all standpipes will remain open subject to the outcome of this review. South Kumminin, Cramphorne and Wadderin-Grabball are to be reclassified as firefighting standpipes, the Depot will become commercial and Latham Road and Soldiers Road will become firefighting standpipes but locked off subject to the outcome of the review.*

CARRIED 8/0

A letter drop was posted to all residents outside of the townsite as well as a copy being placed in the Fence Post for a number of weeks.

COMMENT

At the completion of the advertised consultation period, 2 responses were received. Both of these respondents advised that they are currently using the washdown bay for commercial purposes and would like to see the service continue. One person advised he would be happy to pay for the water if required.

Other comments suggested that many people may be misusing the facility for washing down machinery and leaving mud lying about.

Another comment referenced concerns regarding access to standpipes in the event of a bush fire. All fire trucks have swipe cards with them and many farmers also have swipe card access to the standpipes further from town.

Council has two options for the wash down bay. Given that we only received two responses for the use of the standpipe at the wash down bay, Council may wish to decommission it and close it completely.

Council's other option is to reclassify the standpipe as commercial and have it fitted with swipe card infrastructure, at a significant cost. It may also be advisable the Council engage a consultant to undertake an assessment of the wash down bay area for environmental compliance.

CONSULTATION

Water Corporation
Chief Executive Officer
Works Manager

STATUTORY IMPLICATIONS

Local Government Act 1995

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
(b) supplying a service or carrying out work at the request of a person;
(c) subject to section 5.94, providing information from local government records;
(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
(e) supplying goods;
(f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed* during a financial year; and
(b) amended* from time to time during a financial year.

(4) *Absolute majority required.*

FINANCIAL IMPLICATIONS

There may be costs associated with upgrading some of the standpipes if new recording systems are required. Costs associated with engaging consultant to undertake the assessment will be covered by the Consultants expense – 4111101.
The increased charge rates will be effective from 1 July 2019 and will need to be included in the 2019/2020 annual budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027
Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council, advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:

1. South Kumminin, Cramphorne and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure;
2. Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies.
3. The Depot Standpipe will be reclassified to a commercial standpipe and only be accessible via swipe card access.
4. The Standpipe on Latham Road, the Wash down Bay will be reclassified as commercial, fitted with swipecard infrastructure and only accessible with the use of a swipe card subject to Council engaging a consultant to undertake an assessment of what is required for the wash down bay to be environmentally compliant.

COUNCIL RESOLUTION

MIN 6754/18 **MOTION** - Moved Cr. A Hardham 2nd Cr. B Thomas

That Council advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:-

1. *South Kumminin, Cramphorne and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure;*
2. *Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies.*
3. *The Depot Standpipe will be reclassified to a commercial standpipe and only be accessible via swipe card access.*
4. *The Standpipe on Latham Road, the wash down bay will be reclassified as commercial, be locked off with access only by key at this stage and entering into discussions with current users to determine usage and payment.*

CARRIED 8/0

Reason for Change:-

Point 4, reclassify as commercial, enter into discussions with current users with a view to looking at alternative options.

SHIRE OF NAREMBEEN
Standpipe Report

South Kumminin Standpipe

Location: Corner of Narembeen Corrigin Road and Narembeen Kondinin Road
Metre Number: CK0900269 Metre Size: 25
Infrastructure: Primary Usage: Fire Fighting
Tanks: 2 Concrete, 1 Iron
Swipe Card System: Yes
Hose Type: Ground
Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	178	135	265	431	211	426

Depot Standpipe

Location: Mt Walker Road In front of Shire Depot

Metre Number: FK9501266 Metre Size: 50

Tanks: None Primary Usage: Commercial Purposes

Swipe Card System: Yes

Hose Type: Overhead

Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	2341	1162	1212	1298	1999	2795

Soldiers Road Standpipe

Location: Corner Soldiers Road and Bailey Road

Metre Number: BK0223097 Metre Size: 20

Infrastructure: Primary Usage: N/A

Tanks: Old Concrete Tank with PVC Tank inside

Swipe Card System: No

Hose Type: Ground

Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	155	34	49	10	0	23

Wadderin Graball Road Standpipe

Location: slk 6.31 Wadderin Graball Road
Metre Number: FK1250133 Metre Size: 50
Infrastructure: Primary Usage: N/A
Tanks: No
Swipe Card System: Yes
Hose Type: Overhead
Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	99	93	129	501	352	207

Cramphorne Road Standpipe

Location: Corner Wogarl Muntadgin Road and Cramphorne Road
Metre Number: BK0290546 Metre Size: 20
Infrastructure: Primary Usage: Fire Fighting
Tanks: yes
Swipe Card System: Yes
Hose Type: ground
Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	14	157	19	243	131	194

Latham Road Standpipe
Location: Sale Yards
Metre Number: CK0900266 Metre Size: 25
Infrastructure: Primary Usage: Commercial (Currently unmonitored)
Tanks: no
Swipe Card System: no
Hose Type: ground
Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	613	700	607	806	702	576

Roe Dam Standpipe
Location: Roe Dam
Metre Number: ?? Metre Size: ??
Infrastructure: Primary Usage: N/A Unmonitored
Tanks: no
Swipe Card System: no
Hose Type: Overhead
Usage: Not recorded for Shire of Narembeen

This standpipe is not being addressed in this process as it is focusing on potable water sources only.

AGENDA ITEM: 8.4.3 - Shire of Narembeen 2017/2018 Annual Report

Subject:	Shire of Narembeen 2017/2018 Annual Report
Applicant:	Shire of Narembeen
File Ref:	ADM477
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Bonnie Cole, Executive Manager Corporate Services
Date:	14th November 2018
Attachments:	Shire of Narembeen Annual Report year ending 30 June 2018, Shire of Narembeen Independent Auditors Financial Report and Management Report, CRC Annual Financial Report

SUMMARY

To review Council's Annual Report as required by regulation.

BACKGROUND

Local Governments are required to produce an audited annual financial report each year (Local Government Act 1995 s6.4) for audit.

COMMENT

The audited Annual Financial Report for the 2017/20178 financial year has been received together with the Independent Auditor's Report and Management Report and has been presented to the Audit Committee for consideration and recommendation to Council.

Council's auditor reported that in his opinion the Shire of Narembeen's Financial Report complies with the Local Government Act and associated Regulations and gives a true and fair view of the Shire's financial position and its financial performance and cash flows as at 30 June 2018 and complies with Australian Accounting Standards. This means the audit is a clean (unqualified) audit report.

In the management letter, the auditors have commented on only two ratios, those being our Operating Surplus Ratio and Asset Sustainability Ratio.

The Operating Surplus Ratio has declined from last year. The main reason for this is the increase in operating expenditure. This can be related to the WANDRRA works that have been undertaken but not yet reimbursed for. However it is important to note that the increases in operating expenses do need to be keep in comparison to increases of own source funding.

The Asset Sustainability Ratio compares capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. The auditors have noted that this year ratio down to 0.72 which is below the Department of Local Government, Sport and Cultural Industries target level of 0.90. This ratio has fluctuated over the past five years and is trending downwards. The introduction of revaluation of assets, especially roads, has had a huge impact on this ratio as the depreciation rate now is higher as a result of revaluations. Council have also created a number of new assets rather than renewing old one. While significant funds have been injected into capital works programs, only renewal and replacement is taken into account for this ratio.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Auditors, Moore Stephens
Middleton Accountants
Griffin Valuation Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Part 6 Financial Management

s6.4. Financial report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and

(b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996, Part 4 Financial Reports

r36. Annual financial report, content of (Act s. 6.4(2))
r37. Trust fund, information about in annual financial report
r38. Reserve accounts, information about in annual financial report
r39. Rates, information about in annual financial report
r40. Service charges, information about in annual financial report
r41. Fees and charges, information about in annual financial report
r42. Discounts for early payment etc., information about in annual financial report
r43. Interest charges etc., information about in annual financial report
r44. Fees etc. to council members, information about in annual financial report
r45. Trading undertakings, information about in annual financial report
r46. Major land transactions, information about in annual financial report
r47. Completed major land transactions, information about in annual financial report
r48. Borrowings, information about in annual financial report
r49. Invested money, information about in annual financial report
r50. Financial ratios to be included in annual financial report
r51. Annual financial report to be signed etc. by CEO and given to Department

FINANCIAL IMPLICATIONS

Costs associated with the audit will be charged to Account 4111300 audit fees, in the Shire of Narembeen Annual Budget 2018/2019 as per agreement with Moore Stephens.

POLICY IMPLICATIONS

There are no known policy implications in considering this item.

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

There are no known related party transactions associated with this item.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembeen audited Annual Financial Report for the 2017/2018 financial year, including the Annual Financial Report of the Narembeen Community Resource Centre;
2. Adopt the Annual Report, including the Annual Financial Report, Auditor's Report and Management Report as recommended by the Audit Committee; and
3. Advertise the Annual Electors Meeting to be held at 6.00pm on Tuesday 11th December 2018 in Council Chambers.

COUNCIL RESOLUTION

MIN 6755/18 **MOTION** - Moved Cr. P Lines 2nd Cr. S Stirrat

That Council:-

1. *Receive the Shire of Narembeen audited Annual Financial Report for the 2017/2018 financial year, including the Annual Financial Report of the Narembeen Community Resource Centre;*
2. *Adopt the Annual Report, including the Annual Financial Report, Auditor's Report and Management Report as recommended by the Audit Committee; and*
3. *Advertise the Annual Electors Meeting to be held at 6.00pm on Tuesday 11th December 2018 in Council Chambers.*

CARRIED 8/0

AGENDA ITEM: 8.4.5 - October 2018 Schedule of Accounts

Subject:	October 2018 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock
Date:	12 November 2018
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in October 2018.

BACKGROUND

A schedule of accounts paid during the month of October 2018 is provided as follows:

Municipal Cheque	$	1,581,551.24
Account: Trust Account	$	3,008.39
CRC Cheque Account:	$	9,755.91

COMMENT

The following payments greater than $5,000.00 were made during the month of October 2018:

EFT11440	02/10/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 14 - August 2018	$ 502,251.75
EFT11441	04/10/2018	Western Australian Treasury Corporation	Bulk Payment of Loan 127D Narembeen Homes for the Aged Self Supporting Loan	$ 31,914.86
EFT11447	11/10/2018	Busselton City Construction Pty Ltd	Replace damaged and rotten floor with new water resistant flooring and tiling at Numbats	$ 12,591.70
EFT11454	11/10/2018	GJ & WJ Wilson & Sons	Gravel pushed up at Wadderin	$ 6,600.00
EFT11458	11/10/2018	LGIS - Workcare	LGIS Insurance Second Instalment	$ 41,098.30
EFT11469	11/10/2018	Narembeen Spraying Service	Roadside Spraying (190kms)	$ 24,200.00
EFT11491	25/10/2018	Avon Waste	399 general waste services x4 weeks	$ 13,191.71
EFT11492	25/10/2018	BGC Construction	Progress Claim No. 4 Narembeen Community Prescient Project No #70647	$ 163,120.25
EFT11495	25/10/2018	Busselton City Construction Pty Ltd	Repair roof and replace flashings, additional brickwork	$ 8,019.00
EFT11500	25/10/2018	Conplant Ammann Australia	Roller Hire	$ 5,643.00
EFT11512	25/10/2018	LGIS Insurance Broking	LGIS Property Cover Contribution Second Instalment	$ 28,282.47
EFT11514	25/10/2018	Liberty Oil Rural Pty	23,000l diesel for depot	$ 34,937.00

		Ltd		
EFT11521	25/10/2018	Narembeen Medical Centre	Provision of Medical Services quarterly fee	$ 8,965.68
EFT11528	25/10/2018	Roadswest Engineering Group WA Pty Ltd	Provision of road engineering support services during the construction phase including supply of compaction and materials testing services for the upgrade	$ 8,258.69
EFT11529	25/10/2018	Roe Tourism Association	2018/19 Full Roe Tourism Association Membership	$ 5,000.00
EFT11540	25/10/2018	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	$ 16,348.64
EFT11541	25/10/2018	Western Stabilisers	Soldiers Road Lime Stabilised Subgrade	$ 30,820.42
EFT11543	29/10/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 15 - September 2018	$ 507,760.43
DD9712.3	04/10/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,514.92
DD9728.2	18/10/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,797.88
11052	11/10/2018	Water Corporation	Water Charges 24 Jul - 25 Sep 2018	$ 10,972.33

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations

1996 Reg11. 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 paid 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 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. List of Accounts

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2018/2019 Budget

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Schedule of Accounts for October 2018, including those of the CRC; and
2. Receive the Credit Card Statements for October 2018 for the Shire.

COUNCIL RESOLUTION

MIN 6756/18 **MOTION** - Moved Cr. A Hardham 2nd Cr. K Mortimore

That Council:-

1. *Receive the Schedule of Accounts for October 2018, including those of the CRC; and*
2. *Receive the Credit Card Statements for October 2018 for the Shire.*

CARRIED 8/0

SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 21 NOVEMBER 2018

Chq/EFT	Date	Name	Description	Amount
EFT11440	02/10/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 14 - August 2018	$ 502,251.75
EFT11441	04/10/2018	Western Australian Treasury Corporation	Bulk Payment of Loan 127D Narembeen Homes for the Aged Self Supporting Loan	$ 31,914.86
EFT11442	11/10/2018	All Ways Foods	Cleaning materials	$ 750.61
EFT11443	11/10/2018	Aust Post	Postage Charges September 2018	$ 377.39
EFT11444	11/10/2018	Australian Mineral Fertilisers	Spring Pasture Pluc w/grow safe 25kg bags	$ 1,730.52
EFT11445	11/10/2018	Australian Services Union	Payroll deductions	$ 49.80
EFT11446	11/10/2018	Boc Gases	Gases for Depot	$ 88.87
EFT11447	11/10/2018	Busselton City Construction Pty Ltd	Replace damaged and rotten floor with new water resistant flooring and tiling + Brickwork	$ 12,591.70
EFT11448	11/10/2018	Chris Bray Electrics Pty Ltd	Fit junction box to dead cables	$ 759.00
EFT11449	11/10/2018	Copier Support	Printing Charges 23/07 - 23/08/18	$ 780.82
EFT11450	11/10/2018	Covs	80x hose clamps various sizes	$ 111.32
EFT11451	11/10/2018	Dormakaba Australia Pty Ltd	Inspections of automatic sliding front door	$ 121.00
EFT11452	11/10/2018	Easifleet	Payroll deductions	$ 664.83
EFT11453	11/10/2018	FS & S & M Lopez	Concrete	$ 1,603.80
EFT11454	11/10/2018	GJ & WJ Wilson & Sons	Gravel pushed up at Wadderin	$ 6,600.00
EFT11455	11/10/2018	Great Eastern Country Zone Walga	Annual Subscription 2018/19	$ 3,850.00
EFT11456	11/10/2018	Irving Holdings WA	Catering for various meetings + John Curtin Weekend + Newspapers for the month of September	$ 1,693.29
EFT11457	11/10/2018	Kelyn Training Services	Work safely and follow WHS policies and procedures & Basic WTM + Traffic Control Renewal Course	$ 3,724.00
EFT11458	11/10/2018	LGIS - Workcare	LGIS Insurance Second Instalment	$ 41,098.30
EFT11459	11/10/2018	Landgate	Rural UV interim valuation	$ 82.10
EFT11460	11/10/2018	Marketforce	Advertising in the West Australian on 22/09/18 - Request for tenders	$ 653.37
EFT11461	11/10/2018	Merredin Glazing Service	Supply & install 9 sets of macadamia block out blinds	$ 3,812.60
EFT11462	11/10/2018	Narembeen IGA	Catering for council meeting and other staff get together + staff amenities	$ 521.84
EFT11463	11/10/2018	Narembeen Club Inc	Drinks (Beer + Wine) for Emergency Facility Opening	$ 2,139.16
EFT11464	11/10/2018	Narembeen Elders Limited	20l roundup + 500gm titan ag & 10kg syngenta	$ 832.00
EFT11465	11/10/2018	Narembeen Engineering And Steel Supplies	chairs & mesh	$ 2,116.40
EFT11466	11/10/2018	Narembeen Hardware and Ag Supplies	Contributions crossovers + monthly invoices	$ 2,605.21
EFT11467	11/10/2018	Narembeen Hardware and Ag Supplies - Building A/C	brush cutters	$ 34.40
EFT11468	11/10/2018	Narembeen Hardware and Ag Supplies - Shire Workshop	20kg x 64 bags of cement	$ 1,390.07
EFT11469	11/10/2018	Narembeen Spraying Service	Roadside Spraying (190kms)	$ 24,200.00
EFT11470	11/10/2018	Narembeen Tyre service	repair tyres	$ 341.00
EFT11471	11/10/2018	Nordic Fitness Equipment	New gym equipment as budgeted	$ 2,375.00

EFT11472	11/10/2018	P M Services Narembeen	Waste Station Manager Wages 22/09 - 05/10/18	$ 2,496.00
EFT11473	11/10/2018	Sarah Kuhne-Munroe	Reimbursement for Pool Lifeguard Requalification 'The Royal Life Saving Society'	$ 150.00
EFT11474	11/10/2018	Select a Part	winch ropes	$ 515.00
EFT11475	11/10/2018	Sigma Chemicals	40kg granular chlorine	$ 207.90
EFT11476	11/10/2018	Star Track Express	Freight from Eastern Hills Mundaring	$ 78.27
EFT11477	11/10/2018	Synergy - Western Power	Electricity Charges 03 Sep - 02Oct 2018 for 78 streetlights Payment#3578144321	$ 1,979.10
EFT11478	11/10/2018	Toll Ipec Pty Ltd	Freight from T-Quip	$ 33.12
EFT11479	11/10/2018	Town Planning Innovations	General Planning Services	$ 247.50
EFT11480	11/10/2018	WA Contract Ranger Services	Ranger Services 27/09 + 05/10/18	$ 1,262.25
EFT11486	25/10/2018	Ag Implements Narembeen	1/2 hose + 3/8 hyd hose	$ 237.19
EFT11487	25/10/2018	All Ways Foods	Hand towels + toilet paper	$ 218.48
EFT11488	25/10/2018	Arc Infrastructure	Rent - Licence to use and occupy corridor land 06/08/18 - 05/08/19	$ 1,100.00
EFT11489	25/10/2018	Australia's Golden Outback	Editorial in 2019 Australia's Golden Outback Holiday Planner	$ 1,675.00
EFT11490	25/10/2018	Australian Services Union	Payroll deductions	$ 73.70
EFT11491	25/10/2018	Avon Waste	399 general waste services x4 weeks	$ 13,191.71
EFT11492	25/10/2018	BGC Construction	Progress Claim No. 4 Narembeen Community Prescient Project No #70647	$ 163,120.25
EFT11493	25/10/2018	Boc Gases	Gases for Depot	$ 86.03
EFT11494	25/10/2018	Bovell Surveys Pty Ltd	Soldiers Road Redesign & Survey Set Out	$ 1,922.25
EFT11495	25/10/2018	Busselton City Construction Pty Ltd	Repair roof and replace flashings	$ 8,019.00
EFT11496	25/10/2018	Chris Bray Electrics Pty Ltd	Replace security lights & tubes & starters at pool	$ 1,716.55
EFT11497	25/10/2018	Cody Express Transport	Freight from Replas	$ 58.21
EFT11498	25/10/2018	Combined Pest Control WA	Commercial Annual Termite Inspection 2018	$ 4,950.00
EFT11499	25/10/2018	Commercial Netmakers Pty Ltd	Cricket Practice netting	$ 1,969.00
EFT11500	25/10/2018	Conplant Ammann Australia	Roller Hire	$ 5,643.00
EFT11501	25/10/2018	Copier Support	Printing Costs 16/09 - 22/10/18	$ 650.87
EFT11502	25/10/2018	Corsign WA PTY LTD	red + white reflective tape	$ 165.00
EFT11503	25/10/2018	Covs	fuel filter cartridge	$ 13.74
EFT11504	25/10/2018	D4 Data Pty Ltd	Clean & calibration - Pooltest 6	$ 179.30
EFT11505	25/10/2018	Department Of Fire And Emergency Services (FESA)	2018/19 ESL(Emergency Services Levy)	$ 2,132.00
EFT11506	25/10/2018	Easifleet	Payroll deductions	$ 664.83
EFT11507	25/10/2018	Great Southern Fuel Supplies	Fuel for CEO Car September 2018	$ 433.74
EFT11508	25/10/2018	Henry Schein Regional Pty Ltd	Monthly Digital IT support	$ 35.00
EFT11509	25/10/2018	Ixom	70kg chlorine	$ 81.84
EFT11510	25/10/2018	Kalamunda Sweeping	Sweeping of town streets 11th October 2018	$ 1,958.00
EFT11511	25/10/2018	Kellie Jane Mortimore	Reimbursement for equipment purchases (display cabinets + photo frames) purchased on behalf of Historical Society	$ 1,696.50
EFT11512	25/10/2018	LGIS Insurance Broking	LGIS Property Cover Contribution Second Instalment	$ 28,282.47
EFT11513	25/10/2018	Landgate	Land Enquiry	$ 25.70
EFT11514	25/10/2018	Liberty Oil Rural Pty Ltd	23,000l diesel for depot	$ 34,937.00
EFT11515	25/10/2018	Local Government Professionals Australia WA	Annual State Conference 2018 - Chris Jackson + Bonnie Cole	$ 3,570.00
EFT11516	25/10/2018	Market Creations	Rebranding Services - Corporate Stationery and Style Guide	$ 1,430.00

EFT11517	25/10/2018	Midvale The Framing Factory	Framing of winning banners in the terrace painting	$ 233.55
EFT11518	25/10/2018	Narembeen Community Shed	Community Grants Program - purchase of floor sweeper as per MIN6640/18	$ 1,332.00
EFT11519	25/10/2018	Narembeen Engineering And Steel Supplies	24 tubes builders glue	$ 1,192.40
EFT11520	25/10/2018	Narembeen Hardware and Ag Supplies	chlorine, stabilizer, water polisher & soda ash	$ 1,827.25
EFT11521	25/10/2018	Narembeen Medical Centre	Provision of Medical Services quarterly fee	$ 8,965.68
EFT11522	25/10/2018	Narembeen Shire Council	12mths vehicle registration renewal NB7943	$ 77.95
EFT11523	25/10/2018	Ness Gas Supplies	8x 45kg gas bottle for Caravan Park	$ 1,040.00
EFT11524	25/10/2018	P M Services Narembeen	Waste Station Manager Wages 06/10 - 19/10/18	$ 2,496.00
EFT11525	25/10/2018	Perfect Computer Solutions Pty Ltd	HP 21inch computer + monthly computer services	$ 2,612.50
EFT11526	25/10/2018	Plus Architecture	Revised Perspective Drawings - Cemetery Concept	$ 968.00
EFT11527	25/10/2018	Reinforced Concrete Pipes Australia (WA) Pty Ltd	end walls for pipe (2x 600 + 4x 300)	$ 2,255.00
EFT11528	25/10/2018	Roadswest Engineering Group WA Pty Ltd	Provision of road engineering support services during the construction phase including supply of compaction and materials testing services for the upgrade	$ 8,258.69
EFT11529	25/10/2018	Roe Tourism Association	2018/19 Full Roe Tourism Association Membership	$ 5,000.00
EFT11530	25/10/2018	Shire Of Corrigin	ROEEHO - Roe Regional Environmental Health Services Scheme Jul - Sep 2018	$ 4,679.40
EFT11531	25/10/2018	Shire Of Merredin	Central Wheatbelt Visitor Centre Membership - Annual Contribution for Regional Program 18/19	$ 187.00
EFT11532	25/10/2018	Shire Of Plantagenet	Contribution Long Service Leave - Leanne Briggs	$ 426.10
EFT11533	25/10/2018	Star Track Express	Late Payment Fee	$ 5.16
EFT11534	25/10/2018	State Law Publisher	Government Gazette Advertising 28/09/18 - Local Law 2018 Amendment	$ 408.12
EFT11535	25/10/2018	Supafit Seat Covers	Front Driver & Passenger Seat Covers	$ 291.10
EFT11536	25/10/2018	Synergy - Western Power	Electricity Charges 12 Sep - 10 Oct	$ 2,903.80
EFT11537	25/10/2018	The Workwear Group Pty Ltd	Admin Staff Uniform Costs 2018	$ 415.50
EFT11538	25/10/2018	Toll Ipec Pty Ltd	Freight from Work Clobber	$ 246.32
EFT11539	25/10/2018	Truckline	6x brake shoe kit	$ 475.20
EFT11540	25/10/2018	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	$ 16,348.64
EFT11541	25/10/2018	Western Stabilisers	Soldiers Road Lime Stabilised Subgrade	$ 30,820.42
EFT11542	25/10/2018	Wurth Australia Pty Ltd	bolt assortment, washer assortment 24x brake cleaner + 1x impact screw driver	$ 1,128.19
EFT11543	29/10/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 15 - September 2018	$ 507,760.43
			TOTAL EFT PAYMENTS	**$ 1,541,424.91**

Chq/EFT	Date	Name	Description	Amount
DD9712.1	04/10/2018	Australian Super	Superannuation contributions	$ 897.02
DD9712.2	04/10/2018	CBUS Super	Superannuation contributions	$ 471.51
DD9712.3	04/10/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,514.92
DD9712.4	04/10/2018	West State Super	Superannuation contributions	$ 400.81
DD9712.5	04/10/2018	Prime Superannuation Fund	Superannuation contributions	$ 181.78
DD9712.6	04/10/2018	Plum Super Fund	Superannuation contributions	$ 229.71
DD9712.7	04/10/2018	AMP Life Limited	Superannuation contributions	$ 241.11
DD9712.8	04/10/2018	IOOF Employer Super	Superannuation contributions	$ 321.98
DD9716.1	02/10/2018	BUPA Australia	health insurance Chris Jackson as per contract	$ 433.40

DD9716.2	09/10/2018	Commander Australia Pty Ltd	admin phone charges	$ 68.51
DD9720.1	11/10/2018	Commander Australia Pty Ltd	Admin Phone Charges	$ 68.51
DD9720.2	22/10/2018	Bankwest	September Creditcard Payment	$ 2,683.97
DD9728.1	18/10/2018	Australian Super	8o9 Superanuation contributions	$ 881.21
DD9728.2	18/10/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,797.88
DD9728.3	18/10/2018	CBUS Super	Superannuation contributions	$ 471.51
DD9728.4	18/10/2018	West State Super	Superannuation contributions	$ 400.81
DD9728.5	18/10/2018	Hostplus	Superannuation contributions	$ 43.32
DD9728.6	18/10/2018	Prime Superannuation Fund	Superannuation contributions	$ 162.04
DD9728.7	18/10/2018	Plum Super Fund	Superannuation contributions	$ 229.71
DD9728.8	18/10/2018	AMP Life Limited	Superannuation contributions	$ 241.11
DD9728.9	18/10/2018	IOOF Employer Super	Superannuation contributions	$ 321.98
DD9732.1	15/10/2018	Nib Health Insurance	Direct Debit - Health insurance for Bonnie Cole as per contract	$ 198.34
DD9732.2	18/10/2018	On Hold Productions PTY LTD	POWER ICT - ON HOLD Recording charges	$ 75.90
DD9749.1	30/10/2018	BUPA Australia	Bupa Australia	$ 433.40
			TOTAL DIRECT DEBIT PAYMENTS	**$ 26,770.44**

Chq/EFT	Date	Name	Description	Amount
11050	11/10/2018	Shire Of Narembeen Payroll Trust Deductions	Payroll deductions	$ 150.00
11051	11/10/2018	Telstra	Phone Charges up to 24 Sep 18	$ 1,763.52
11052	11/10/2018	Water Corporation	Water Charges 24 Jul - 25 Sep 2018	$ 10,972.33
11053	25/10/2018	Shire Of Narembeen Payroll Trust Deductions	Payroll deductions	$ 150.00
11054	25/10/2018	Telstra	Phone Charges up to 09 Oct 2018	$ 53.94
11055	25/10/2018	Water Corporation	Water Charges 27 Jul - 1 Oct 2018	$ 266.10
			TOTAL CHEQUE PAYMENTS	**$ 13,355.89**
			TOTAL MUNICIPAL PAYMENTS	**$ 1,581,551.24**

Chq/EFT	Date	Name	Description	Amount
EFT11481	18/10/2018	Ashlyn Savin	GYM CARD BOND REFUND - ASHLYN SAVIN	$ 50.00
EFT11482	18/10/2018	Department of Commerce	BA18-06 19 CHURCHILL ST STAGE 3	$ 1,698.39
EFT11483	18/10/2018	Kody Pratzky	GYM CARD BOND REFUND - KODY PRATZKY	$ 50.00
EFT11484	18/10/2018	Narembeen Club Inc	REFUND OF HOUSING BOND	$ 600.00
EFT11485	18/10/2018	Narembeen Shire Council	BA18-05 19 CHURCHILL ST STAGE 2	$ 10.00
			TOTAL EFT TRUST PAYMENTS	**$ 2,408.39**

Chq/EFT	Date	Name	Description	Amount
DD9749.3	04/10/2018	Bond Administrator	Bond Payment - B COLLARD 4/33 Currall Street NAREMBEEN T129	$ 600.00
			TOTAL DIRECT DEBIT TRUST PAYMENTS	**$ 600.00**
			TOTAL TURST PAYMENTS	**$ 3,008.39**

Chq/EFT	Date	Name	Description	Amount
00023312	1/10/2018	Narembeen Roadhouse	1 x icebag - John Curtin Weekend, 2 x platters - Forklift Course	$164.00
00023303	5/10/2018	Craig Gmeiner	Mispayment to the CRC	$350.00
00023314	5/10/2018	Shire of Narembeen - Supplier	CRC Reimbursements Salaries for September, CRC Reimbursements Superannuation for September	$7,996.90
00023311	12/10/2018	Telstra	Telephone Usage	$185.09
00023313	22/10/2018	Copier Support	Meter from - 19/09/2018 - 22/10/2018 Black Copies Meter From 19/09/2018 - 22/10/2018 Colour Copies	$216.21
00023315	23/10/2018	Office Works	A3 Paper - 250GSM	$36.58
00023316	25/10/2018	Narembeen Dental	Remibursement for over payment	$60.00
00023317	25/10/2018	Miller, Keith & Julie	Reimbursement for Tear Drop flag purchase	$231.00
00023320	31/10/2018	IGA	Staff requirememts	$24.15
00023321	31/10/2018	Dorcas Clothing	Washing and Ironing 5 table cloths	$25.00
00023322	31/10/2018	Patrica Sloss	Refund for over payment	$467.00
			TOTAL CRC PAYMENTS	**$9,755.91**

Credit Card Purchases

EMCS 2 October 2018 - 1 November 2018

Date	Store	Description	Amount
11/10/2018	Narembeen Shire	MDL Shane Biddulph	$ 44.05
18/10/2018	SumWare	Athenaeum Library Software	$ 587.60
23/10/2018	ARC Ltd	Refrigeration Licence	$ 705.00
		EMCS Credit Card Payments	**$ 1,336.65**

CEO 2 October 2018 - 1 November 2018

Date	Store	Description	Amount
1/10/2018	RSEA Pty Ltd	K Stone Uniforms	$ 279.60
5/10/2018	Circumtec	1NB Car Wash	$ 18.50
9/10/2018	Albert Facey Motor Inn	Accommodation S Welsh	$ 125.00
12/10/2018	Officeworks	Stationery	$ 99.28
12/10/2018	Landgate	CT for Avoca Farm	$ 51.40
15/10/2018	Crown	Meals & Accom Roads Conference	$ 821.14
22/10/2018	Silver Sponge Carwash	1NB Full Detail	$ 299.43
24/10/2018	RLSSWA	Watch Around Water Registration	$ 400.00
		CEO Credit Card Payments	**$ 2,094.35**

Bankwest Corporate MasterCard Statement

Account Number	**5586 0207 8811 5284**
Period	**2 Oct 18 - 1 Nov 18**
Monthly Spend Limit	**$10,000**

305BC3C 000124 (053N)

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

SUMMARY OF YOUR SPEND

Purchases	**$2,094.35**
Cash Advances & Balance Transfers	**$0.00**

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
01 OCT 18	RSEA PTY LTD - ONLINE	HEATHERTON		$279.60	
05 OCT 18	CIRCUMTEC	MENTONE	VIC	$18.50	
09 OCT 18	ALBERT FACEY MOTOR I	NARROGIN	WA	$125.00	
12 OCT 18	OFWKS ONLINE BENTLEIGH	E 03	AUS	$99.28	
12 OCT 18	LANDGATE	MIDLAND		$25.70	
12 OCT 18	LANDGATE	MIDLAND		$25.70	
15 OCT 18	CROWN PROMENADE PERT	BURSWOOD		$50.60	
16 OCT 18	CROWN JUNCTION GRILL	BURSWOOD		$286.00	
16 OCT 18	CROWN PROMENADE PERT	BURSWOOD		$462.28	
16 OCT 18	CROWN PROMENADE PERT	BURSWOOD		$22.26	
22 OCT 18	SILVER SPONGE CARWASH	BOORAGOON	WA	$299.43	
24 OCT 18	RLSSWA	MOUNT CLAREMO	WA	$400.00	
Total				**$2,094.35**	**$0.00**

Reviewed

Authorised

Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945

Bankwest Corporate MasterCard Statement

Account Number	**5586 0203 0212 1909**
Period	**2 Oct 18 - 1 Nov 18**
Monthly Spend Limit	**$10,000**

305BC3C 000125 (053N)

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

SUMMARY OF YOUR SPEND

Purchases	**$1,336.65**
Cash Advances & Balance Transfers	**$0.00**

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
11 OCT 18	SHIRE OF NAREMBEEN	NAREMBEEN		$44.05	
18 OCT 18	PAYPAL *SUMWARECONS	4029357733	AUS	$587.60	
23 OCT 18	ARC LTD	BOX HILL	VIC	$705.00	
Total				**$1,336.65**	**$0.00**

Reviewed

Authorised

305BC3C 000125 000631

Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945

AGENDA ITEM: 8.4.6 - Financial Report October 2018

Subject:	Financial Report October 2018
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole
Date:	1 November 2018
Attachments:	October 2018 Financial Report, Bank Reconciliation for October 2018, October 2018 CRC Financial Report, Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 October 2018.

COMMENT

Council's closing position at 31 October 2018 amounts to $1,806,373 with current assets of $4,830,285 and $2,454,359 of reserve funds.

CONSULTATION

Finance Officer
Administration Officer
Senior Staff

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations

Reg 34 Financial Activity Statement

FINANCIAL IMPLICATIONS

Shire of Narembeen 2018/2019 Budget

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

5.22pm - Cr P Lines exited the meeting.
5.23pm - Cr P Lines returned to the meeting.
5.24pm - Cr A Hardham exited the meeting.
5.27pm - Cr A Hardham returned to the meeting.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of October 2018;
2. Receive the bank reconciliation for the month of October 2018 for all Shire Bank Accounts; and
3. Receive the Narembeen Community Resource Centre Financial Report for the month of October 2018.
4. Receive the Outstanding Rates Report as at 14th November 2018.

COUNCIL RESOLUTION

MIN 6757/18 MOTION - Moved Cr. P Lines 2nd Cr. K Mortimore

That Council:-

1. *Receive the Shire of Narembeen's Financial Report for the month of October 2018;*
2. *Receive the bank reconciliation for the month of October 2018 for all Shire Bank Accounts; and*
3. *Receive the Narembeen Community Resource Centre Financial Report for the month of October 2018.*
4. *Receive the Outstanding Rates Report as at 14th November 2018.*

CARRIED 8/0

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 4 Cash and Investments

Note 5 Budget Amendments

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Note 10 Information on Borrowings

Note 11 Grants and Contributions

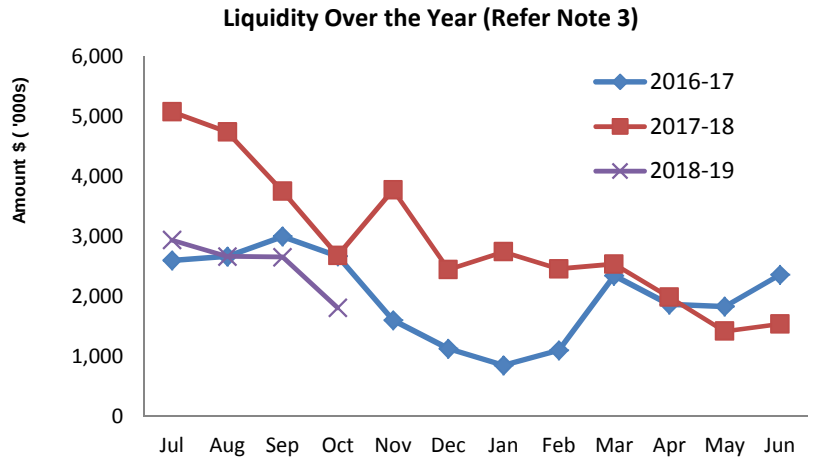
Note 12 Trust

Note 13 Capital Expenditure

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 October 2018

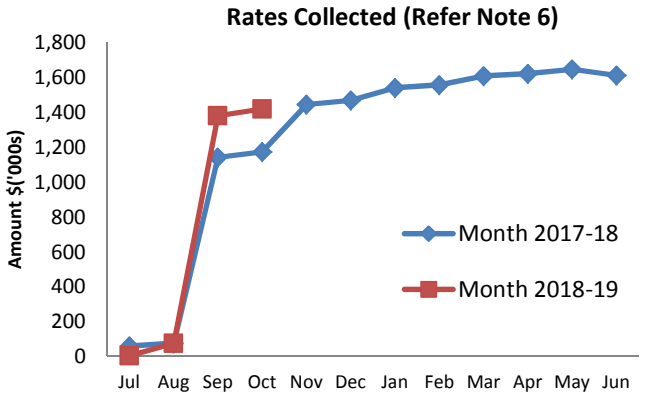


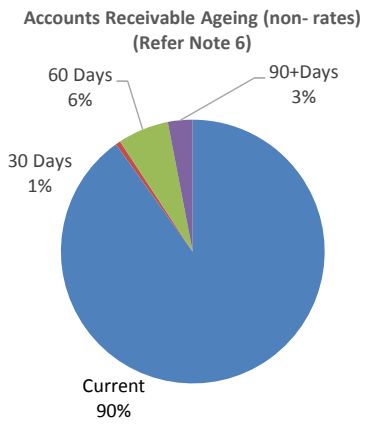
Cash and Cash Equivalents as at period end

Unrestricted	$	1,720,989
Restricted	$	2,454,359
	$	4,175,347

Receivables

Rates	$	383,041
Other	$	268,011
	$	651,052





Comments

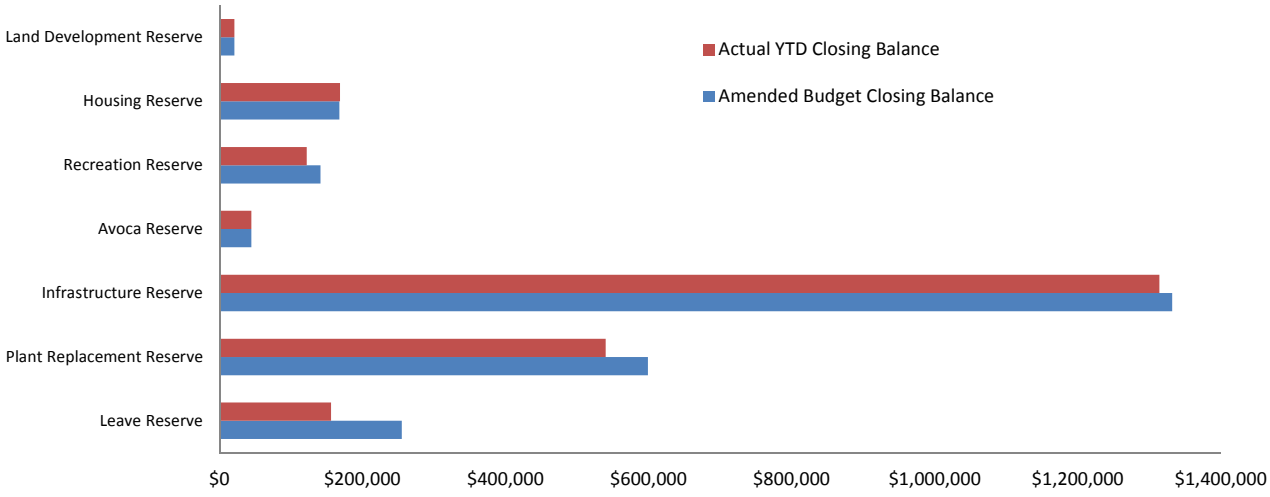
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 October 2018

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



Comments

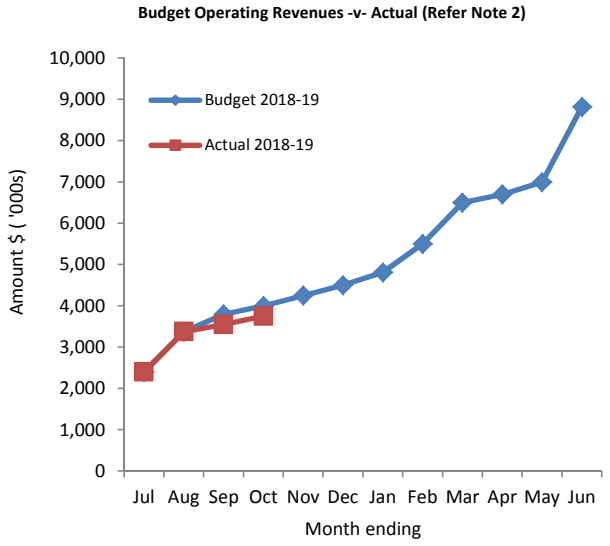
This information is to be read in conjunction with the accompanying Financial Statements and notes.

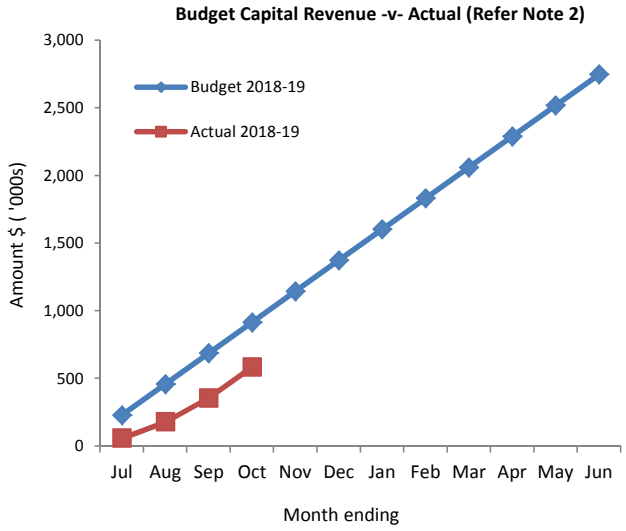
Shire of Narembeen

Monthly Summary Information

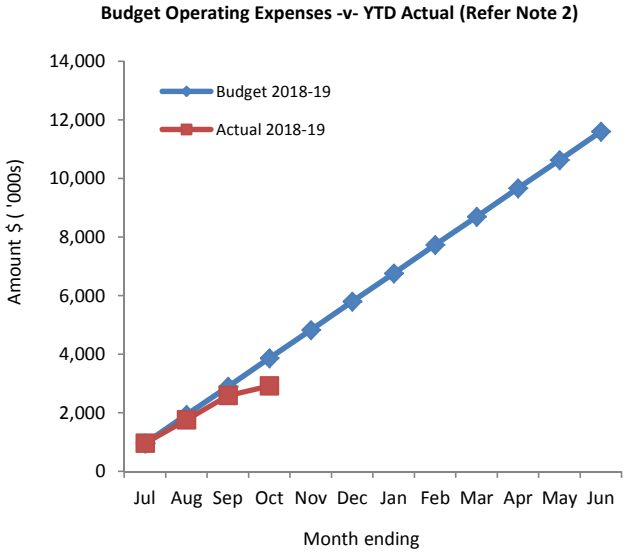
For the Period Ended 31 October 2018

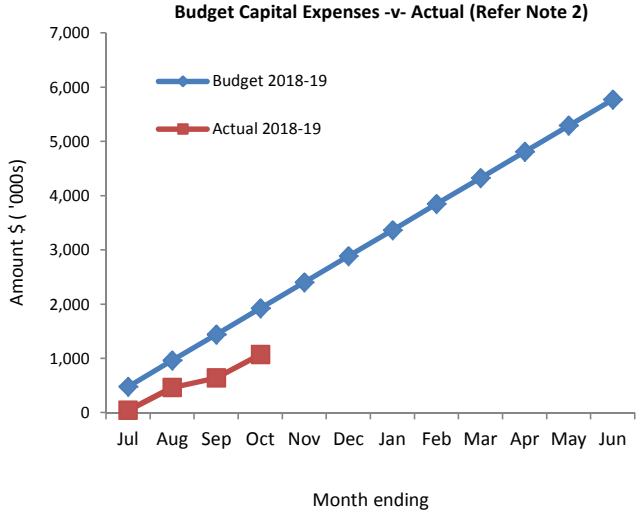
Revenues





Expenditure





Comments

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

Shire of Narembeen

Compilation Report

For the Period Ended 31 October 2018

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 October 2018 of $1,806,373.

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: Chris Jackson

Date prepared: 1-Nov-18

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		44,000	14,660	**44,161**	29,501	201.23%	▲
General Purpose Funding - Rates	9	1,669,192	1,669,192	**1,719,255**	50,063	3.00%	
General Purpose Funding - Other		1,156,467	(727,324)	**246,982**	974,306	(133.96%)	
Law, Order and Public Safety		71,166	(147,124)	**57,277**	204,401	(138.93%)	
Health		0	0	**0**	0		
Housing		120,793	40,764	**37,755**	(3,009)	(7.38%)	
Community Amenities		462,747	(16,332)	**135,770**	152,101	(931.33%)	
Recreation and Culture		57,005	2,323	**17,507**	15,184	653.63%	
Transport		4,359,520	844,282	**986,292**	142,010	16.82%	▲
Economic Services		256,800	85,584	**184,362**	98,778	115.42%	▲
Other Property and Services		667,007	222,312	**322,840**	100,528	45.22%	▲
Total Operating Revenue		**8,864,697**	**1,988,337**	**3,752,200**	1,763,863		
Operating Expense							
Governance		(364,779)	(132,995)	**(372,334)**	(239,339)	(179.96%)	▼
General Purpose Funding		(117,860)	(39,280)	**(1,011)**	38,269	97.43%	▲
Law, Order and Public Safety		(210,201)	(70,141)	**(33,717)**	36,424	51.93%	▲
Health		(171,933)	(57,384)	**(37,629)**	19,755	34.43%	▲
Housing		(198,966)	(66,843)	**(54,519)**	12,324	18.44%	▲
Community Amenities		(814,547)	(274,256)	**(131,501)**	142,755	52.05%	▲
Recreation and Culture		(1,191,014)	(400,177)	**(187,803)**	212,374	53.07%	▲
Transport		(7,582,040)	(2,540,190)	**(1,877,091)**	663,099	26.10%	▲
Economic Services		(507,202)	(171,410)	**(89,482)**	81,928	47.80%	▲
Other Property and Services		(450,417)	(139,630)	**(131,351)**	8,279	5.93%	
Total Operating Expenditure		**(11,608,959)**	**(3,892,306)**	**(2,916,438)**	975,868		
Funding Balance Adjustments							
Add back Depreciation		**3,825,297**	**1,275,068**	**0**	(1,275,068)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	**(36,698)**	0	**0**	0		
Adjust Provisions and Accruals		0		**0**	0		
Net Cash from Operations		**1,044,337**	**(628,901)**	**835,762**	**1,464,662**		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,747,016	903,831	**583,209**	(320,622)	(35.47%)	
Proceeds from Disposal of Assets	8	200,280	0	**0**	0		
Total Capital Revenues		**2,947,296**	**903,831**	**583,209**	(320,622)		
Capital Expenses							
Land and Buildings	13	(1,737,373)	(366,852)	**(366,852)**	0	0.00%	
Infrastructure - Roads	13	(2,795,393)	(523,913)	**(523,913)**	0	0.00%	
Plant and Equipment	13	(1,136,249)	(187,816)	**(187,816)**	0	0.00%	
Furniture and Equipment	13	(90,000)	(2,712)	**(2,712)**	0	0.00%	
Total Capital Expenditure		**(5,759,015)**	**(1,081,294)**	**(1,081,294)**	0		
Net Cash from Capital Activities		(2,811,719)	(177,463)	(498,085)	**(320,622)**		
Financing							
Proceeds from New Debentures			0		0		
Proceeds from Advances		0	0		0		
Self-Supporting Loan Principal		6,275	0	**30,000**	30,000		
Transfer from Reserves	7	572,373	0	**0**	0		
Advances to Community Groups		0	0		0		
Repayment of Debentures	10	(67,639)	(60,297)	**(60,297)**	0	0.00%	
Transfer to Reserves	7	(222,011)	(12,467)	**(12,467)**	0	0.00%	
Net Cash from Financing Activities		**288,998**	**(72,765)**	**(42,765)**	**30,000**		
Net Operations, Capital and Financing		**(1,478,384)**	**(879,128)**	**294,913**	1,174,040		
Opening Funding Surplus(Deficit)	3	**1,493,384**	**1,493,384**	**1,511,460**	18,076		
Closing Funding Surplus(Deficit)	3	**15,000**	**614,256**	**1,806,373**	1,192,116		

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 October 2018

	Note	Amended Annual Budget	YTD Actual (b)
Operating Revenues		$	$
Rates	9	1,669,192	**1,669,948**
Operating Grants, Subsidies and Contributions	11	5,917,036	**1,463,842**
Fees and Charges		1,151,926	**588,539**
Service Charges		0	
Interest Earnings		79,800	**29,871**
Other Revenue		0	**1**
Profit on Disposal of Assets	8	46,743	
Total Operating Revenue		8,864,697	**3,752,201**
Operating Expense			
Employee Costs		(1,929,582)	**(704,421)**
Materials and Contracts		(5,310,774)	**(1,941,473)**
Utility Charges		(253,550)	**(71,640)**
Depreciation on Non-Current Assets		(3,825,297)	
Interest Expenses		(54,949)	**(16,307)**
Insurance Expenses		(195,262)	**(181,859)**
Other Expenditure		(29,500)	**(738)**
Loss on Disposal of Assets	8	(10,045)	
Total Operating Expenditure		(11,608,959)	**(2,916,438)**
Funding Balance Adjustments			
Add back Depreciation		3,825,297	**0**
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	**0**
Adjust Provisions and Accruals		0	**0**
Net Cash from Operations		**1,044,337**	**835,763**
Capital Revenues			
Grants, Subsidies and Contributions	11	2,747,016	**583,209**
Proceeds from Disposal of Assets	8	200,280	**0**
Total Capital Revenues		2,947,296	**583,209**
Capital Expenses			
Land and Buildings	13	(1,737,373)	**(366,852)**
Infrastructure - Roads	13	(2,795,393)	**(523,913)**
Plant and Equipment	13	(1,136,249)	**(187,816)**
Furniture and Equipment	13	(90,000)	**(2,712)**
Total Capital Expenditure		(5,759,015)	**(1,081,294)**
Net Cash from Capital Activities		**(2,811,719)**	**(498,085)**
Financing			
Proceeds from New Debentures		0	**0**
Proceeds from Advances		0	**0**
Self-Supporting Loan Principal		6,275	**30,000**
Transfer from Reserves	7	572,373	**0**
Advances to Community Groups		0	**0**
Repayment of Debentures	10	(67,639)	**(60,297)**
Transfer to Reserves	7	(222,011)	**(12,467)**
Net Cash from Financing Activities		**288,998**	**(42,765)**
Net Operations, Capital and Financing		**(1,478,384)**	**294,914**
Opening Funding Surplus(Deficit)	3	**1,493,384**	**1,511,460**
Closing Funding Surplus(Deficit)	3	**15,000**	**1,806,374**

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

SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget
Operating Revenues	$	$	$
Governance	44,000		44,000
General Purpose Funding - Rates	1,669,192		1,669,192
General Purpose Funding - Other	1,156,467		1,156,467
Law, Order and Public Safety	71,166		71,166
Housing	120,793		120,793
Community Amenities	462,747		462,747
Recreation and Culture	57,005		57,005
Transport	4,359,520		4,359,520
Economic Services	256,800		256,800
Other Property and Services	667,007		667,007
Total Operating Revenue	8,864,697	0	8,864,697
Operating Expense			
Governance	(364,779)	(16,188)	(380,967)
General Purpose Funding	(117,860)		(117,860)
Law, Order and Public Safety	(210,201)		(210,201)
Health	(171,933)		(171,933)
Housing	(198,966)		(198,966)
Community Amenities	(814,547)		(814,547)
Recreation and Culture	(1,191,014)		(1,191,014)
Transport	(7,582,040)		(7,582,040)
Economic Services	(507,202)		(507,202)
Other Property and Services	(450,417)		(450,417)
Total Operating Expenditure	(11,608,959)	(16,188)	(11,625,147)
Funding Balance Adjustments			
Add back Depreciation	3,825,297		3,825,297
Adjust (Profit)/Loss on Asset Disposal	(36,698)		(36,698)
Adjust Provisions and Accruals			0
Net Cash from Operations	**1,044,337**	**(16,188)**	**1,028,149**
Capital Revenues			
Grants, Subsidies and Contributions	2,747,016		2,747,016
Proceeds from Disposal of Assets	200,280		200,280
Total Capital Revenues	2,947,296	0	2,947,296
Capital Expenses			
Land Held for Resale	0		0
Land and Buildings	(1,737,373)		(1,737,373)
Infrastructure - Roads	(2,795,393)		(2,795,393)
Infrastructure - Public Facilities	0	(30,000)	(30,000)
Infrastructure - Footpaths	0		0
Infrastructure - Drainage	0		0
Heritage Assets	0		0
Plant and Equipment	(1,136,249)		(1,136,249)
Furniture and Equipment	(90,000)		(90,000)
Total Capital Expenditure	(5,759,015)	(30,000)	(5,789,015)
Net Cash from Capital Activities	**(2,811,719)**	**(30,000)**	**(2,841,719)**
Financing			
Proceeds from New Debentures			0
Self-Supporting Loan Principal	6,275		6,275
Transfer from Reserves	572,373		572,373
Repayment of Debentures	(67,639)		(67,639)
Transfer to Reserves	(222,011)	0	(222,011)
Net Cash from Financing Activities	**288,998**	**0**	**288,998**
Net Operations, Capital and Financing	**(1,478,384)**	**(46,188)**	**(1,524,572)**
Opening Funding Surplus(Deficit)	**1,493,384**		1,493,384
Closing Funding Surplus(Deficit)	**15,000**	**(46,188)**	**(31,188)**

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

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.

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.

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.

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.

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.

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.

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 October 2018

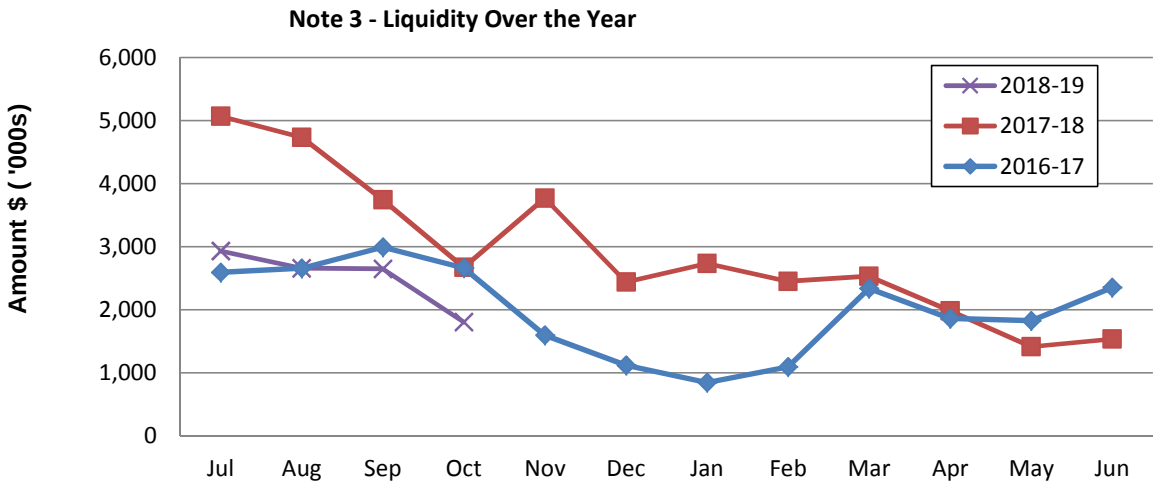
Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	29,501	201.23%	▲	permanent	insurance reimbursements
General Purpose Funding - Rates	50,063	3.00%			
General Purpose Funding - Other	974,306	(133.96%)		Timing	Timing profile error
Law, Order and Public Safety	204,401	(138.93%)		Timing	ESL raised with rates and grant for CCTV
Health	0				
Housing	(3,009)	(7.38%)			
Community Amenities	152,101	(931.33%)		Timing	Rubbish raised with rates
Recreation and Culture	15,184	653.63%			
Transport	142,010	16.82%	▲	Timing	WANDRRA Funding
Economic Services	98,778	115.42%	▲	Timing	Skeleton weed funding received
Other Property and Services	100,528	45.22%	▲	Timing	Private Works
Operating Expenditure					
Governance	(239,339)	(179.96%)	▼	Timing	Reallocations not performed
General Purpose Funding	38,269	97.43%	▲	Timing	Discount allowed allocated
Law, Order and Public Safety	36,424	51.93%	▲		
Health	19,755	34.43%	▲		
Housing	12,324	18.44%	▲		
Community Amenities	142,755	52.05%	▲	Timing	CRC expenses not included yet.
Recreation and Culture	212,374	53.07%	▲	Timing	Depreciation not yet run
Transport	663,099	26.10%	▲	Timing	Depreciation not yet run
Economic Services	81,928	47.80%	▲	Permanent	Depreciation & Admin Allocations not yet run.
Other Property and Services	8,279	5.93%			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Oct 2018	Previous Period	Same Period Last year
		$	$	$
Current Assets				
Cash Unrestricted	4	1,720,989	3,038,661	2,409,197
Cash Restricted	4	2,454,359	2,451,035	2,057,626
Receivables - Rates	6	383,041	421,882	351,711
Receivables -Other	6	256,965	53,834	235,105
Inventories		14,932	14,932	15,513
		4,830,285	5,980,344	5,069,152
Less: Current Liabilities				
Payables		(259,915)	(571,351)	(209,156)
Provisions		(340,705)	(340,705)	(302,889)
		(600,619)	(912,056)	(512,045)
Less: Cash Reserves	7	(2,454,361)	(1,873,668)	(2,057,626)
Net Adjustment for Borrowings.		31,068	31,068	29,547
Net Current Funding Position		**1,806,373**	**3,225,687**	**2,529,028**



Comments - Net Current Funding Position

The Spike in funding in November was due to the receipt of Financial Assistance Grants, Road Project grants and Grants for the Emergency Services Building

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted $	Restricted $	Trust $	CRC $	Total Amount $	Institution	Maturity Date
(a) **Cash Deposits**								
Municipal Account	0.01%	2,936,057				2,936,057	BankWest	At Call
Operating Account	0.01%				31,963	31,963	Bankwest	At Call
Trust Bank Account	0.01%			22,889		22,889	BankWest	At Call
Reserve Account	1.25%		2,451,035			2,451,035	BankWest	At Call
Cash Management Account	1.25%	4,791				4,791	BankWest	At Call
(b) **Term Deposits**								
Gold Term Deposit	2.50%				65,000	65,000	BankWest	01-Jan-19
Total		2,940,848	2,451,035	22,889	96,963	5,511,735		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						0
	New Entry Statements as per rebranding	6711/18	Capital Expenses			(30,000)	(30,000)
4211300	Admin Computer Charges - Upgrade Website	6711/18	Operating Expenses			(16,188)	(46,188)
							(46,188)
							(46,188)
							(46,188)
							(46,188)
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							(46,188)
							(46,188)
				0	0	(46,188)	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

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

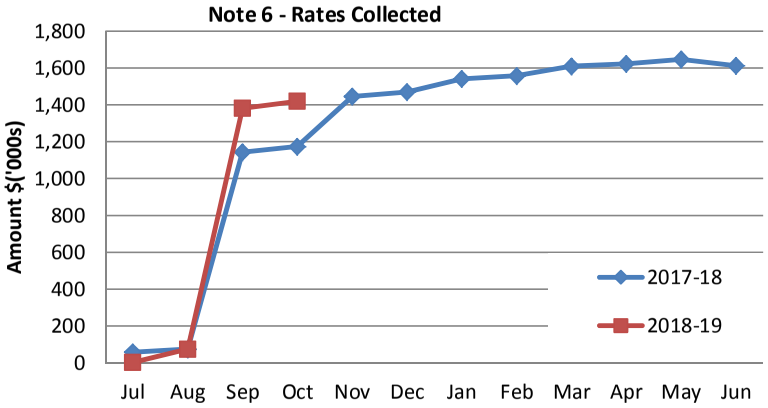
A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the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

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

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Oct 2018	30 June 2018
	$	$
Opening Arrears Previous Years	82,539	87,332
Levied this year	1,720,816	
Less Collections to date	(1,420,314)	
Equals Outstanding	**383,041**	**87,332**
Net Rates Collectable	**(383,041)**	**87,332**
% Collected	82.54%	0.00%



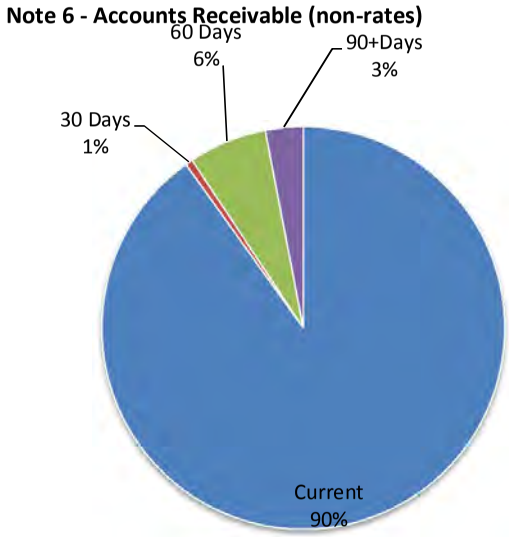
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	241,460	1,582	16,848	8,121

Total Receivables General Outstanding **268,011**

Amounts shown above include GST (where applicable)



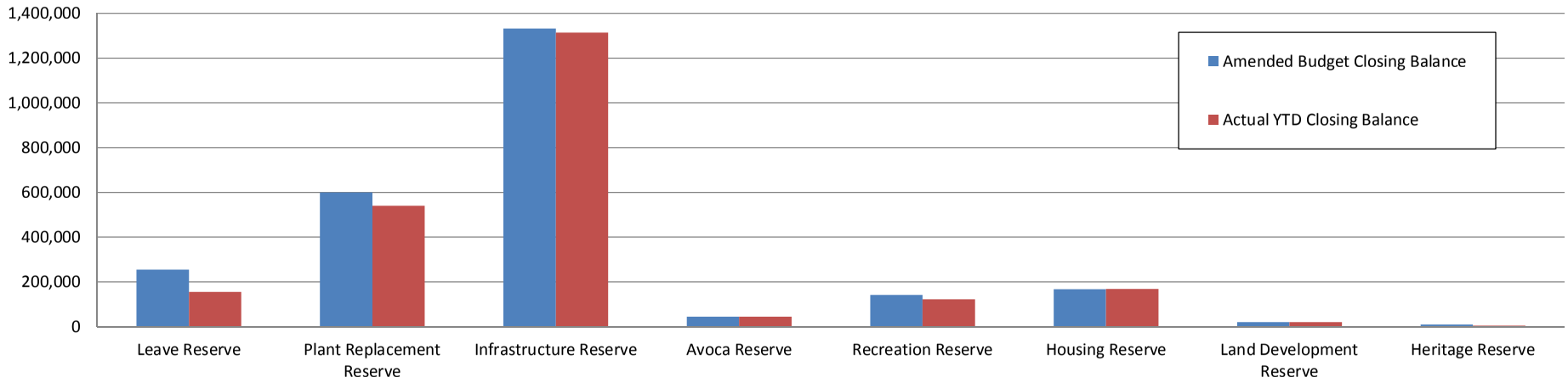
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 7: Cash Backed Reserve

2018-19 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	155,077	0	792	100,000	0	0	0		255,077	155,868
Plant Replacement Reserve	537,223	0	2,743	62,011	0	0	0		599,234	539,966
Infrastructure Reserve	1,307,151	0	6,674	25,000	0	0	0		1,332,151	1,313,825
Avoca Reserve	44,433	0	227	0	0	0	0		44,433	44,660
Recreation Reserve	121,459	0	620	20,000	0	0	0		141,459	122,079
Housing Reserve	167,806	0	857	0	0	0	0		167,806	168,663
Land Development Reserve	20,807	0	106	0	0	0	0		20,807	20,913
Heritage Reserve	5,075	0	26	5,000	0	0	0		10,075	5,101
Medical Service Support Reserve	82,861	0	423		0	0	0		82,861	83,285
Bendering Landfill Renewal Reserve				10,000						
	2,441,893	**0**	**12,467**	**222,011**	**0**	**0**	**0**	**0**	**2,653,904**	**2,454,361**

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



SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 31 10 2018			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
$	$	$	$		$	$	$	
				Plant and Equipment				
			0	Grader NB880	20,631	0	(20,631)	
			0	Works Manager Vehicles NB1	3,600	0	(3,600)	
			0	Canter Truck NB56	0	0	0	
			0	Prime Mover NB109	17,500	0	(17,500)	
			0	Prime Mover NB6789	(10,045)	0	10,045	
			0	Side Tipper NB5766	5,012	0	(5,012)	
			0			0	0	
0	**0**	**0**	**0**		**36,698**	**0**	**(36,698)**	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
General Rate											
GRV	0.1224	220	1,735,612	212,356	(1,487)	0	210,869	212,356	0	0	212,356
UV	0.0145	327	101,722,500	1,472,331	0	0	1,472,331	1,472,331	0	0	1,472,331
UV Mining	0.0145	2	89,423	1,294	0	0	1,294	639	0	0	639
Sub-Totals		549	103,547,535	1,685,981	(1,487)	0	1,684,494	1,685,326	0	0	1,685,326
	Minimum										
Minimum Payment	**$**										
GRV	455.00	17	7,735	7,735	0	0	7,735	7,735	0	0	7,735
UV	455.00	43		19,565	(455)	0	19,110	19,565	0	0	19,565
UV Mining	455.00	21	89,423	9,555		0	9,555	8,190	0	0	8,190
Sub-Totals		81	97,158	36,855	(455)	0	36,400	35,490	0	0	35,490
							1,720,894				1,720,816
Discount							(50,932)				(51,624)
Amount from General Rates							**1,669,962**				**1,669,192**
Specified Area Rates											
Totals							**1,669,962**				**1,669,192**

Comments - Rating Information

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

10. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual $	Amended Budget $	Actual $	Amended Budget $	Actual $	Amended Budget $
Loan 127 Homes for the Aged (SSL)	67,155		30,000	6,274	37,155	60,881	1,915	2,773
Loan 125 Swimming Pool	218,521		9,050	18,402	209,471	200,119	7,299	14,295
Loan 128 Recreation Centre	698,802		14,192	28,758	684,610	670,044	18,379	36,384
Loan 129 Solar Panels	59,170		7,055	14,205	52,115	44,965	796	1,497
	1,043,648	0	60,297	67,639	983,351	976,009	28,388	54,949

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 funsing is received for the project.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	2018-19 Amended Budget	Operating	Capital	Recoup Status	
					Received	Not Received
		$	$	$	$	$
GENERAL PURPOSE FUNDING						
Grants Commission - General	WALGGC	435,685	435,685			
Grants Commission - Roads	WALGGC	614,795	614,795			
Ex Gratia Rates	CBH	14,187	14,187			
Instalment Fees		2,500	2,500			
LAW, ORDER, PUBLIC SAFETY						
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	14,000	14,000			
ESL Contribution	DFES	4,000	4,000			
CCTV Systems				50,000	49,998	
Health						
Doctor Surgery	NSRF	477,200		477,200		
COMMUNITY AMENITIES						
Community Service Centre	Fencepost	30,000		30,000		
	DRD	252,300		252,300		
Community Bus	Lotterwest	49,998		41,998		
RECREATION AND CULTURE						
Lesser Hall	Lotterywest	100,000		100,000		
TRANSPORT						
1212 Direct Grant	Main Roads	105,000	105,000			
Regional Road Group	Main Roads	342,901		342,901		
Regional Road Group 17/18 balance	Main Roads	69,099		69,099		
R2R	Dept. Infrastructure	363,518		363,518		
WANNDRA	Main Roads	4,254,020	4,254,020			
Grain Freight Network	Main Roads	1,632,000		1,020,000		
ECONOMIC SERVICES						
Skeleton Weed Funding	DAFFWA	140,000	140,000		140,000	
TOTALS		**8,901,203**	**5,584,187**	**2,747,016**	**189,998**	**0**
Operating	Operating	5,584,187			140,000	
Non-Operating	Non-operating	2,747,016			0	
		8,331,203			140,000	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

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 18	Amount Received	Amount Paid	Closing Balance 31-Oct-18
	$	$	$	$
Wadderin Reserve	0			**0**
Sundry Deposits	1,800		(200)	**1,600**
Gym Card Bonds	6,538	1,500	(300)	**7,738**
Nominations	0			**0**
BCITF Levy	0			**0**
Building Services Levy	0	1,770	(1,770)	**0**
Joint Venture Bonds	2,350	850		**3,200**
Wheatbelt Railway Retention Alliance	8,981			**8,981**
	19,669	**4,120**	**(2,270)**	**21,519**

Level of Completion Indicators

0% ○
20% ○
40% ○
60% ◉
80% ◉
100% ●

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	YTD Actual	YTD 31 Variance Under/(Over)
	Buildings				
	Law Order & Public Safety				
○	emergency Services Facility	1702		9,185	(9,185)
○				0	0
	Law & Order Total		**0**	**9,185**	**(9,185)**
	Community Amenities			0	
	Cemetery Entrance and Niche Wall upgrade	1817	(137,373)	880	136,493
○	Community Shed - Replace Apron, Flashing & Roof Repairs	1905	(7,000)	6,049	951
	Community Amenities Total		**(144,373)**	**6,929**	**137,444**
	Health				
○	CRC & Medical Centre Extension	1701	(1,250,000)	290,248	959,752
○	**Health Total**		**(1,250,000)**	**290,248**	**959,752**
	Housing				
○	10A Ada Street - Replce carpets	1901	(5,000)	0	5,000
○	**Housing Total**		**(5,000)**	**0**	**5,000**
	Recreation And Culture				
	Netball Fence Installation	1801	(30,000)	**23,705**	6,295
	Lesser Hall Interpretation Centre	1802	(185,000)	**0**	185,000
	Recreation Centre - Upgrade Gas HWS	1904	(40,000)	**0**	40,000
	Roads Board Building	1815	(60,000)	**0**	60,000
○	**Recreation And Culture Total**		**(315,000)**	**23,705**	**231,295**
	Transport				
	Depot Storage Shed Concrete Floor	1818	(23,000)	25,338	48,338
○	**Transport Total**		**(23,000)**	**25,338**	**0**
	Other Property and Servi ces				
	Fire prevention			**0**	
○	Numbats - Replace Floor	1902	(15,000)	11,447	3,553
○	Buildings Total		(1,737,373)	366,852	1,324,306

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	YTD Actual	Variance Under/(Over)
					YTD 31
	Furniture & Office Equip.				
	Law, Order & Public Safety				
○	CCTV Systems	1906	(70,000)	0	70,000
○	**Governance Total**		**(70,000)**	**0**	**70,000**
	Recreation And Culture				
○	Town Hall Lighting Upgrade	1907	(5,000)	0	5,000
○	**Recreation And Culture Total**		**(5,000)**	**0**	**5,000**
	Other Property & Services				
○	Churchill street - Community Outdoor area seating	1908	(15,000)	2,712	12,288
○	**Recreation And Culture Total**		**(15,000)**	**2,712**	**12,288**
○	Furniture & Office Equip. Total		(90,000)	2,712	75,000
	Plant , Equip. & Vehicles				
	Transport				
○	Grader NB880	1909	(375,000)	0	375,000
○	Bus 0NB	1824	(171,710)	167,803	3,907
○	Works Manager Vehicle NB1	1912	(70,000)	0	70,000
	Side Tipper NB5766	1913	(100,000)	0	100,000
	Dolly	1914	(26,500)	0	26,500
	Canter Crew Cab	1915	(103,450)		
	Prime Mover NB109 NB6789	1916	(250,900)		
○	**Transport Total**		**(1,097,560)**	**167,803**	**548,907**
	Economic Services				
○	Skeleton Weed Spray Unit - Balance Payment	1917	(20,000)	20,013	**(13)**
	Upgrade Standpipe Controllers	1821	(18,689)	0	**18,689**
	Economic Services Total		**(38,689)**	**20,013**	**18,676**
○	Plant , Equip. & Vehicles Total		(1,136,249)	187,816	567,583
	Roads				
	Transport				
○	Bruce Rock Narembeen Road 17/48 RRG	1828	(107,526)	0	107,526
○	Townsite Project - State Initiative	1523	(1,700,000)	514,370	1,185,630
○	Cumminin Road Floodway	1918	(19,433)	0	19,433
	Cramphorne Road slk 25.06-28.5 RRG 18/19	1919	(470,468)	0	470,468
	Narembeen South Road slk 0-3.25 R2R	1920	(360,700)	0	360,700
○	Ada Street slk 0-0.2	1921	(18,232)	0	18,232
○	Wakeman Street slk 0.15-0.12	1922	(18,232)	0	18,232
○	Soldiers Road - Bailey to Schwartz Floodways	1923	(27,802)	0	27,802
○	Kondinin Road GFN - Land Settlement Fees	1524		9,543	(9,543)
	Footpath Construction	1924	(73,000)	0	73,000
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○	**Transport Total**		**(2,795,393)**	**523,913**	**2,271,480**
○	Roads (Non Town) Total		(2,795,393)	523,913	2,271,480
○	**Capital Expenditure Total**		(5,759,015)	1,081,294	4,238,369

Shire of Narembeen

Bank Reconciliation - October 2018

	Municipal	Resticted Cash	Reserves	Trust
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	**$ 1,620,740.53**	**$ 4,791.00**	**$ 2,454,358.94**	**$ 21,539.51**
Plus				
Unpresented Cheques/EFT	74.03			$ -
Outstanding as per Synergy report	**74.03**	**0.00**	**0.00**	**0.00**
PLUS				
ɔerword - BOND COLLARD				**600.00**
tober receipt posted to Sept Banking not deposited				
T131 - 11.10.18	**61.65**			**(61.65)**
T136 - 25.10.18	61.65			**(61.65)**
Cleared Payment - no paperwork - BUPA	**(433.40)**			
TOTAL	**(310.10)**	**0.00**	**0.00**	**476.70**
Total	**$ 1,620,504.46**	**$ 4,791.00**	**$ 2,454,358.94**	**$ 22,016.21**
Balance as per BW Statement	**$ 1,620,504.46**	**$ 4,791.00**	**$ 2,454,358.94**	**$ 20,816.21**
Difference	*$ -*	*$ -*	*$ -*	*$ 1,200.00*
		yes	*yes*	*yes*

OUTSTANDING CHEQUES

Muni			
	11034	$	5.52
		$	68.51
		$	74.03
Trust			
		$	-

Prepared By: Teresa Cousins

Signed: TCousins

Date: 2/11/18

Checked By: Bonnie Cole

Signed: BCole

Date: 2/11/18.

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of October 2018

13/11/2018
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Assets			
Trading Cheque Account		$83,540.25	
Petty Cash		$100.00	
Cash Sale Float		$100.00	
Undeposited Funds		$263.75	
Term Deposit 917		$65,000.00	
Withholding Credits			
Trade Debtors	$6,872.25		
Total Withholding Credits		$6,872.25	
Total Assets			$155,876.25
Liabilities			
Trade Creditors		$540.78	
Gym Bonds (Trust)		$950.00	
Gym Memberships		$2,371.02	
Pop-up Shop		$120.00	
GST Liabilities			
GST Collected	$11,773.90		
GST Paid	-$7,828.27		
Total GST Liabilities		$3,945.63	
Total Liabilities			$7,927.43
Net Assets			$147,948.82
Equity			
Retained Earnings		$99,673.84	
Prior Year Adjustment		$40.63	
Current Earnings		$48,234.35	
Total Equity			$147,948.82

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2018 through October 2018

13/11/2018
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Income				
Grants and Funding				
Service Contract Funding				
DRD Govt & Community Info	$19,118.84			
DRD Economic & Business Dev	$19,118.84			
DRD Hot Office Service	$1,916.06			
DRD Social Development	$9,158.38			
DRD - Traineeship Grant	$38,500.00			
Dept Human Services	$4,991.44			
Total Service Contract Funding		$92,803.56		
Project/Event Funding				
Buy A Bale	$10,901.00			
Total Project/Event Funding		$10,901.00		
Merchandise Sales				
Souvenirs	$6.00			
Directory Sales	$727.82			
Customer Merchandise	$1,269.01			
Total Merchandise Sales		$2,002.83		
Total Grants and Funding			$105,707.39	
Operational Income				
Narembeen Shire Contributions		$1,100.00		
Memberships Income				
Membership	$3,570.90			
Total Memberships Income		$3,570.90		
Project Income				
Community Markets	$127.26			
Networking Events	$909.08			
Total Project Income		$1,036.34		
Service Income				
Printing/Photocopying	$4,236.48			
Photo Editing	$20.00			
Fax Service	$3.18			
Internet/Computer	$69.11			
Room Hire/Hot Office	$334.09			
Customer Postage	$16.81			
Binding	$31.82			
Staff Assistance	$1,284.73			
Desktop Publishing	$959.09			
Laminating	$260.18			
Media Conversion	$10.00			
Large Format Printing	$440.29			
Donations	$31.60			
Photography Competition	$36.36			
Interest Income	$1,116.03			
Total Service Income		$8,849.77		
Workshop Income				
Adult Workshops	$11,158.21			
Seniors Movie Days	$35.18			
Children's Workshops	$40.91			
Total Workshop Income		$11,234.30		
Total Operational Income			$25,791.31	
Total Income				$131,498.70
Cost of Sales				
Inactive Accounts				
Printing		$88.66		
Total Cost of Sales				$88.66
Gross Profit				$131,410.04

Narembeen Community Resource Centre

Profit & Loss Statement

July 2018 through October 2018

13/11/2018
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Expenses				
Grant and Funding Expenses				
Operational Expenses				
Traineeship	$316.25			
Total Operational Expenses		$316.25		
Capital Funding Purchases				
Equipment Purchase	$268.95			
Project/Event Expenses				
Other Grant Costs	$272.73			
Networking Events	$49.40			
John Curtain Weekend	$538.71			
Buy a Bale	$10,800.00			
Total Project/Event Expenses		$11,660.84		
Merchandise Purchases				
Directory Purchases	$1,876.27			
Customer Merch Purchases	$1,018.46			
Canvas Frames	$115.00			
Total Merchandise Purchases		$3,009.73		
Total Grant and Funding Expenses			$15,255.77	
Operational Expenses				
Photocopying & Printing Costs		$1,603.53		
Laminating Costs		$125.78		
Workshop Expenses				
Adult Workshops	$5,398.00			
Children's Workshops	$71.94			
Seniors Movie Day	$13.13			
Total Workshop Expenses		$5,483.07		
Administrative Expenses				
Bank Charges	$421.50			
Electricity	$1,110.14			
Postage	$102.21			
Stationery	$313.25			
Internet Costs	$339.29			
Telephone/Fax	$1,193.41			
Amenities	$100.76			
Licences	$84.27			
Memberships	$350.00			
Total Administrative Expenses		$4,014.83		
Staff Expenses				
Wages & Salaries	$51,643.83			
Superannuation	$4,165.24			
Staff Travel & Accommodation	$883.64			
Total Staff Expenses		$56,692.71		
Regional Price Index Costs				
Total Operational Expenses			$67,919.92	
Total Expenses				$83,175.69
Net Profit/(Loss)				$48,234.35

Shire of Narembeen
Outstanding Rates as at 14 November 2018

Property Ass	Address	Outstanding Amount	Notes
A1006	36 Longhurst Street	$ 1,021.85	Final Notice Sent 19/9/18
A1021	1 Wakeman Street	$ 1,362.12	Final Notice Sent 19/9/18
A1022	4 Doreen Street	$ 1,641.51	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC 13/12/17 payment plan agreement signed Legal fees Final Notice Sent 19/9/18
A1050	3 Wakeman Street	$ 1,219.53	Final Notice Sent 19/9/18
A1058	17 Doreen Street	$ 1,538.66	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. Final Notice Sent 19/9/18
A1066	29 Churchill Street	$ 1,210.64	Final Notice Sent 19/9/18, Payment plan Authorised by CEO Final Notice Sent 19/9/18
A1075	5 Doreen Street	$ 5,211.74	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale Final Notice Sent 19/9/18
A1076	Lot 2 Latham Road	$ 4,853.04	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale Final Notice Sent 19/9/18
A1077	10 Longhurst Street	$ 508.88	Final Notice Sent 19/9/18 Payment Arrangement
A1083	51 Churchill Street	$ 1,127.89	Final Notice Sent 19/9/18
A1084	11 Thomas Street	$ 1,234.68	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan $50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1094	Lot 200 Currall Street	$ 3,708.44	Final Notice Sent 19/9/18 - Payment Plan Auth by CEO
A1099	45 Thomas Street	$ 1,180.65	Final Notice Sent 19/9/18
A1116	15 Doreen Street	$ 2,793.53	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Payment plan 29/05/18 reminder letter sent 04/07/18 sent to AMPAC Final Notice Sent 19/9/18
A1124	41 Currall Street	$ 1,141.76	Final Notice Sent 19/9/18
A1143	42 Churchill	$ 845.33	Payment plan - $130PFN Final Notice Sent 19/9/18
A1157	13 Doreen	$ 680.64	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC 11/12/17 made contact re payment, updated address details - Legal fees outstanding
A1182	17 Currall Street	$ 62.57	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Short payment due to interest Final Notice Sent 19/9/18
A1185	3 Ada Street	$ 417.81	Final Notice Sent 19/9/18
A1197	23 Doreen	$ 1,201.85	Final notice sent 09/10/17 sent letter Payment plan $100 per FN Final Notice Sent 19/9/18
A1242	18 Thomas Street	$ 2,480.25	Final Notice Sent 19/9/18, Payment plan Authorised by CEO
A1249	11 Wakeman Street	$ 2,762.34	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 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18

A1254	9 Northmore Street	$ 1,474.29	Reminder Letter sent 25/10/16, 17/01/17 sent final Sent to Ampac 10/02/17 02/03/17 payment plan 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18
A1256	17 Northmore Street	$ 1,219.53	Final Notice Sent 19/9/18
A1261	11 Northmore Street	$ 3,349.57	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay $500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made Final Notice Sent 19/9/18
A2015	Coverley Road	$ 11,242.02	sent to AMPAC. Agreement entered into 03/01/17 - last payment, currently 4 years unpaid rate Final Notice Sent 19/9/18
A2048	Dixon Road	$ 12,118.87	sent to AMPAC. Agreement entered into 21/07/17 - last payment, currently 4 years unpaid rates
A2086	Lot 27524 Dixon Road	$ 5,139.82	Final Notice Sent 19/9/18
A2092	1287 Wadderin-Graball Road	$ 16,446.85	sent to AMPAC. Agreement entered into 03/10/16 - last payment, currently 6 years unpaid rates Final Notice Sent 19/9/18
A2825	11 Doreen Street	$ 1,193.61	Final Notice Sent 19/9/18
A3083	Soldiers Road	$ 18,761.87	sent to AMPAC. Agreement entered into 30/11/16 - last payment, currently 8 years unpaid rates Final Notice Sent 19/9/18
A4047	Narembeen Boundary Road	$ 6,332.83	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencment of payment plan - confirmed payments to commence 05/01/18 letter re payments plan 06/02/18 Sent to AMPAC
A4072	Narembeen Boundary Road	$ 5,169.65	Final notice sent 10/10/17 letter sent 05/01/18 letter re payment plan 06/02/18 Sent to AMPAC
A4089	1530 Billericay East Road	$ 197.36	discount , Final Notice Sent 19/9/18
A4132	Cheethams Road	$ 4,437.80	Overdue instalments, Final Notice Sent 19/9/18
A5120	Lot 8 Kondinin - NBN rd	$ 545.50	Final Notice Sent 19/9/18
A5124	Narembeen	$ 4,143.91	sent to AMPAC. Agreement entered into. 6 years unpaid Final Notice Sent 19/9/18
A5187	2656 Calzoni Road	$ 10,772.20	Final Notice Sent 19/9/18
A5195	Narembeen South Road	$ 8,741.43	Waiting on owner dispute over sale 06/11/17 Settlement agent advised paperwork to be signed by owner 11/12/17 Owner to finalise with bank 20/02/18 Sent to AMPAC Final Notice Sent 19/9/18
A5197	Lot 18341 Narembeen	$ 30,338.79	sent to AMPAC. Agreement entered into 3 Years outstanding Final Notice Sent 19/9/18
A5247	2275 Corrigin - Narembeen Road	$ 1,133.49	Dispute over ownership Owner deceased - created 01/07/17 Final Notice Sent 19/9/18
A5253	E77/02393 mining	$ 463.50	Final Notice Sent 19/9/18
A5265	2792 Dixon Road	$ 2,765.96	Final Notice Sent 19/9/18
		$ 184,194.56	

With AMPAC	$ 113,117.65
Repayment Plan	$ 19,758.89
Other	$ 51,318.02
Deferred Rates	$ -
Instalments	$ 236,492.58
	$ 420,687.14

9.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN 6758/18 **MOTION** - Moved Cr. A Wright 2nd Cr. A Hardham

That Council receive late agenda item 9.1 - Review of Local Government Act Phase 2, late agenda item 9.2 - Proposal for Solar Farm - Shire of Narembeen and a matter relating to the Narembeen Medical Centre Locum.

CARRIED 8/0

LATE AGENDA ITEM: 9.1 - Review of Local Government Act Phase 2

Subject:	Review of Local Government Act Phase 2
Applicant:	Shire of Narembeen
File Ref:	ADM127
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole
Date:	19 November 2018
Attachments:	GECZ Workshop Notes from 24th October 2018

SUMMARY

Council to undertake a review as per phase 2 of the Local Government Act.

BACKGROUND

Earlier this year, Council was invited to make comment on phase 1 review of the Local Government Act. At the February 2018 Ordinary meeting, Council was advised that Phase 1 focused on four main areas.

- Electronic availability of information
- Meeting public expectations for accountability, including gift disclosures
- Meeting community expectations of standards, ethics and performance
- Building capacity

Phase 2 has now been released and is focused on the following;

- Financial management
- Administrative efficiencies/local laws
- Community Engagement/IPR
- Local Government Elections
- Rating

In the 24th October 2018, the Shire President and Executive Manager Corporate Services attended a Local Government Act 1995 Consultation Forum in Merredin to discuss the above areas.

COMMENT

Below is a breakdown of the topics raised and Council's suggested position:-

1. KEY ISSUES RAISED BY TOPIC

Topic	Key issues raised	Council Position
Financial management	• Alter advertising requirements for tenders and notices. State- wide advertising should not be mandatory, with local publishing options (ie: local newspapers and newsletters), online advertising and use of Shire and associated websites preferable • Banding approach to compliance needed that aligns with the budget of the Shire	- Agree -Agree

	• Provide greater clarity re the procurement process. Especially re time over which a contract should go to tender (1 or 3 yrs) • Greater flexibility needed with procurement (eg: threshold limits with local suppliers, pre-qualification and being able to add new suppliers in small communities)	- Agree -Agree
Financial management	• Align procurement thresholds with State Government. • Basic financial management course to be offered to Councillors	- Agree -Agree
Administrative efficiencies/local laws	• Gazettal advertising should be online and/or local focus to reduce costs • Local law process needs to be simplified re models, costs and advertising requirements • Suggested eight year review period for local laws	- Agree -Agree - Agree
Community engagement/IPR	• Banding model should be applied to community engagement and IPR requirements. Many Shires finding it challenging to get community attendance at events or in engagement processes. Feedback from rate payers and residents is that they've elected the Councillors to make decisions on their behalf • Community engagement processes to be based on local Strategic Community Plans rather than requirements of the Local Government Act	- Agree -Agree
Local government elections	• Voting should not be compulsory • Electronic voting option should be considered • If postal voting, Shires should be able to conduct process (without expense of using WAEC) • If an Elected Member resigns, Shires should have be the ability to appoint the next most successful candidate, rather than run an extra-ordinary process (cost saving) • Retain 'first past the post' and 2+2' split terms for elections	- Agree - Agree -Agree -Agree -Agree
Rating	• Remove the charitable and other exemptions and allow Council's discretion to determine whether to offer rate relief (eg: CBH, aged care, government-owned properties) • Review and simplify the differential rating system	- For Discussion - Agree

2. KEY IDEAS FOR AMENDED LEGISLATION RAISED BY TOPIC

Topic	Suggested amendments to legislation	Council Position
Financial management	• Alter advertising requirements for tenders and notices	- Agree

Administrative efficiencies/local laws	• Local Government Act should acknowledge and accommodate differences in size, location, demographics, etc of local governments • Remove requirement for Annual Electors Meeting • Councillors should be able to attend meetings remotely (eg: via Skype etc.) from *any* location • Local laws should be able to be advertised online rather than having to pay for print versions	- Agree - Agree - For Discussion - Agree
Community engagement/IPR	• Community engagement processes to be based on local Strategic Community Plans rather than requirements of the Local Government Act • Use the banding model to guide community engagement and IPR requirements • Five year timeframes are more realistic for IPR, especially for financial plans	- Agree - Agree - Agree
Community engagement/IPR	• Asset management plan needs to be relevant to size of Shire	- Agree
Local government elections	• Provide option for Councils to conduct own elections for cost effectiveness	- Agree
Rating	• Remove requirement for Ministerial approval of differential rating models • Enable all properties (including State and Federal Government owned properties) to be rated • Clear definitions are needed re differential rating in the Act	- Agree - Disagree - Agree

3. POINTS OF GENERAL AGREEMENT

Topic	Suggested amendments to legislation	Council Position
Financial management	• Alter advertising requirements for tenders and notices. State- wide advertising should not be mandatory • Provide greater clarity re the procurement process	- Agree - Agree
Administrative efficiencies/local laws	• Local Government Act should acknowledge and accommodate differences in size, location, demographics, etc of local governments	- Agree
Community engagement/IPR	• Community engagement processes to be based on local Strategic Community Plans or banding framework, rather than requirements of the Local Government Act	- Agree
Local government elections	• Retain skills and experience of Councillors through staggered election scheduling, ie: 2+2' split terms for elections	- Agree
Rating	• Differential rating model needs to be better defined with the option for Councils to determine rating models	- Agree

CONSULTATION

Department of Local Government, Sport and Cultural Industries
Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals.

2.3 We are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound and equitable.

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council endorse their position of the comments on the Local Government Act Phase Two Review and instruct staff to advise the Department of Local Government, Sport and Cultural Industries of these.

5.44pm - Cr P Lines exited the meeting and did not return.

5.44pm - Mr C Jackson exited the meting.

COUNCIL RESOLUTION

MIN 6759/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. A Hardham

That Council endorse their position of the comments on the Local Government Act Phase Two Review and instruct staff to advise the Department of Local Government, Sport and Cultural Industries of these and comments provided by Councillors will be noted.

CARRIED 7/0

LOCAL GOVERNMENT ACT 1995 CONSULTATION FORUMS

OCTOBER TO NOVEMBER 2018

FACILITATOR REPORT

DATE:	24TH OCTOBER 2018
ZONE:	EASTERN WHEATBELT
TOWN/VENUE:	MERREDIN RECREATION CENTRE, MERREDIN
FACILITATOR:	ANDREW HUFFER
NUMBER OF ATTENDEES:	34

PRIORITY TOPICS:

i. Financial management
ii. Administrative efficiencies/local laws
iii. Community engagement/IPR
iv. Local government elections
v. Rating

1. KEY ISSUES RAISED BY TOPIC

Topic	Key issues raised
Financial management	• Alter advertising requirements for tenders and notices. State-wide advertising should not be mandatory, with local publishing options (ie: local newspapers and newsletters), online advertising and use of Shire and associated websites preferable • Banding approach to compliance needed that aligns with the budget of the Shire

	• Provide greater clarity re the procurement process. Especially re time over which a contract should go to tender (1 or 3 yrs) • Greater flexibility needed with procurement (eg: threshold limits with local suppliers, pre-qualification and being able to add new suppliers in small communities)
Financial management	• Align procurement thresholds with State Government. • Basic financial management course to be offered to Councillors
Administrative efficiencies/local laws	• Gazettal advertising should be online and/or local focus to reduce costs • Local law process needs to be simplified re models, costs and advertising requirements • Suggested eight year review period for local laws
Community engagement/IPR	• Banding model should be applied to community engagement and IPR requirements. Many Shires finding it challenging to get community attendance at events or in engagement processes. Feedback from rate payers and residents is that they've elected the Councillors to make decisions on their behalf • Community engagement processes to be based on local Strategic Community Plans rather than requirements of the Local Government Act
Local government elections	• Voting should not be compulsory • Electronic voting option should be considered • If postal voting, Shires should be able to conduct process (without expense of using WAEC) • If an Elected Member resigns, Shires should have be the ability to appoint the next most successful candidate, rather than run an extra-ordinary process (cost saving) • Retain 'first past the post' and 2+2' split terms for elections
Rating	• Remove the charitable and other exemptions and allow Council's discretion to determine whether to offer rate relief (eg: CBH, aged care, government-owned properties) • Review and simplify the differential rating system

2. KEY IDEAS FOR AMENDED LEGISLATION RAISED BY TOPIC

Topic	Suggested amendments to legislation
Financial management	• Alter advertising requirements for tenders and notices
Administrative efficiencies/local laws	• Local Government Act should acknowledge and accommodate differences in size, location, demographics, etc of local governments • Remove requirement for Annual Electors Meeting • Councillors should be able to attend meetings remotely (eg: via Skype etc.) from *any* location • Local laws should be able to be advertised online rather than having to pay for print versions

Community engagement/IPR	• Community engagement processes to be based on local Strategic Community Plans rather than requirements of the Local Government Act • Use the banding model to guide community engagement and IPR requirements • Five year timeframes are more realistic for IPR, especially for financial plans
Community engagement/IPR	• Asset management plan needs to be relevant to size of Shire
Local government elections	• Provide option for Councils to conduct own elections for cost effectiveness
Rating	• Remove requirement for Ministerial approval of differential rating models • Enable all properties (including State and Federal Government owned properties) to be rated • Clear definitions are needed re differential rating in the Act

3. POINTS OF GENERAL AGREEMENT

Topic	Areas of agreement
Financial management	• Alter advertising requirements for tenders and notices. State-wide advertising should not be mandatory • Provide greater clarity re the procurement process
Administrative efficiencies/local laws	• Local Government Act should acknowledge and accommodate differences in size, location, demographics, etc of local governments
Community engagement/IPR	• Community engagement processes to be based on local Strategic Community Plans or banding framework, rather than requirements of the Local Government Act
Local government elections	• Retain skills and experience of Councillors through staggered election scheduling, ie: 2+2' split terms for elections
Rating	• Differential rating model needs to be better defined with the option for Councils to determine rating models

4. POINTS OF CONTENTION

No major differences within the group.

5. ANY SUGGESTIONS FOR NEXT PHASE OF CONSULTATION?

• Keep open approach that invites input. Keep participants well informed of progress from here

6. ANY OTHER OBSERVATIONS?

7. OVERALL EFFECTIVENESS OF WORKSHOP

8. Process well received, especially the use of Group Map to capture input. Seen as efficient use of time and enabled more discussion. Participants commented on value of exchange of ideas across local government jurisdictions

8. ANY LOGISTICAL/VENUE RELATED ISSUES?

5.46pm - Mr C Jackson returned to the meeting.

LATE AGENDA ITEM: 9.2 - Proposal for Solar Farm – Shire of Narembeen

Subject:	Proposal for Solar Farm – Shire of Narembeen
Applicant:	Hawks Renewable Energy Corporation Ltd
File Ref:	P3101
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	18 November 2018
Attachments:	Proposal Brief

SUMMARY

Prior to proceeding to a development/planning application Hawks Renewable Energy Corporation Ltd have requested that Council consider approval for use of a portion of land currently owned by the Shire of Narembeen 'Avoca Farm" for the purpose of establishing a proposed solar farm.

BACKGROUND

The executive has been in discussions with representatives from Hawks Renewable Energy Corporation Ltd for some time regarding the possibility of establishing a solar farm located within the Shire of Narembeen. Avoca farm was put up as an option together with other farming property located in the Shire. The concept of the solar farm has also been raised with representatives from Explaurum who are also looking to develop a portion of Avoca for a proposed 200 person mine camp and the synergies that may come from both projects.

COMMENT

Hawks Renewable Energy Corporation Ltd has put the following summary of the proposal with further details contained in the attached Proposal Brief.

It is proposed to build, own and operate a utility scale solar farm on a designated portion of the Council owned Avoca farm area in Narembeen. The electricity generated from the solar farm is to be sold into the Western Australia Wholesale Electricity Market (WEM) via the Western Power network.

The proposed phase 1 initial size is 1.28 MWDC with a proposed possible second and third phase expansion to 5.12 MWDC and then 10.24 MWDC after Phase 1 has demonstrated its performance.

The project is planned to be funded and operated by a private company formed for this purpose ("Hawks Renewable Energy Corporation Ltd") owned by the founders Alan Hopkins, Emran Malhi & James Fleay who are experienced in the energy market.

The life of the project is for a minimum of 25 years & a proposed commercial basis to site the project on the farm for that term is included in this document.

The project would use current tier 1 quality components. From the time of receiving all approvals (expected to take ~ a few months) & settling all commercial arrangements & documents, the completion of the preliminary geotechnical works, procurement & construction phases should take ~ 5 to 6 months in total.

Once the project is constructed, the main risk to the project is any changes by the Government to the revenue streams which would impact the future returns from the solar farm.

This proposal provides the Shire of Narembeen with an exciting opportunity to be part of a process of investing in renewable energy and the long term benefits that could flow including cheaper energy costs for the whole community, future off grid options and the benefits of tourism with a viewing area. The construction phase would also provide economic benefits for the local community together with ongoing maintenance requirements (Cleaning).

It is strongly recommended that Council support the proposal and allow a formal process of compliance, leasing and planning approval to proceed.

CONSULTATION

Hawks Renewable Energy Corporation Ltd Representatives
Liz Bushby Consultant Planner
Explaurum representatives
Civic Legal

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. Disposing of property
(1) In this section —dispose includes selling, leasing, or otherwise disposing of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —
(a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
(a) the names of all other parties concerned; and
(b) the consideration to be received by the local government for the disposition; and
(c) the market value of the disposition —
(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
(d) any other disposition that is excluded by regulations from the application of this section

FINANCIAL IMPLICATIONS

Negotiated lease payment. Possible long term future savings in energy costs for the Shire and broader community.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

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

GOAL 3: We contribute to a healthy community

3.5 We investigate sub regional waste strategies that reduce costs on our community and environment

Shire energy cost reduces annually (solar panels etc)

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

1. That Council approve of entering into discussions with Hawks Renewable Energy Corporation Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on Deposited Plan 225562 (C/T 2046/541) for a proposed solar farm subject to:

   I. Compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 Disposing of property.
   II. Formal planning application being submitted and approved.
   III. Entering into a lease agreement to the satisfaction of both parties.
   IV. Conditions being applied as part of both the planning and lease agreement process that deal with issues such as design and visual amenity, landscaping, loss of viable community cropping land and road access.

2. That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541).

COUNCIL RESOLUTION

MIN 6760/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. K Mortimore

1. *That Council approve of entering into discussions with Hawks Renewable Energy Corporation Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on Deposited Plan 225562 (C/T 2046/541) for a proposed solar farm subject to:*

   I. Compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 Disposing of property.
   II. Formal planning application being submitted and approved.
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   IV. Conditions being applied as part of both the planning and lease agreement process that deal with issues such as design and visual amenity, landscaping, loss of viable community cropping land and road access.

2. *That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541).*

CARRIED 7/0

Proposal for Solar Farm – Shire of Narembeen

Index:

1) Summary of Proposal
2) Background
3) Size & Location of Project
4) Broad Description of Solar Farm Technical Components
5) Impact on Area
6) Timetable & Life of Solar Farm
7) Owner Operator Details
8) Commercial Aspects
9) Other

16 November 2018

1) Summary of Proposal

It is proposed to build, own and operate a utility scale solar farm on a designated portion of the Council owned Avoca farm area in Narembeen. The electricity generated from the solar farm is to be sold into the Western Australia Wholesale Electricity Market (WEM) via the Western Power network.

The proposed phase 1 initial size is 1.28 MW_{DC} with a proposed possible second and third phase expansion to 5.12 MW_{DC} and then 10.24 MW_{DC} after Phase 1 has demonstrated its performance.

The project is planned to be funded and operated by a private company formed for this purpose ("Hawks Renewable Energy Corporation Ltd") owned by the founders Alan Hopkins, Emran Malhi & James Fleay who are experienced in the energy market.

The life of the project is for a minimum of 25 years & a proposed commercial basis to site the project on the farm for that term is included in this document.

The project would use current tier 1 quality components. From the time of receiving all approvals (expected to take ~ a few months) & settling all commercial arrangements & documents, the completion of the preliminary geotechnical works, procurement & construction phases should take ~ 5 to 6 months in total.

Once the project is constructed, the main risk to the project is any changes by the Government to the revenue streams which would impact the future returns from the solar farm.

2) Background:

Rural areas in Western Australia have the necessary attributes for the development of cost effective solar farms.

i.e.

- Good year-round sun conditions
- Availability of large, less expensive land area
- Good access to suitable connections to the electrical grid

In recent years, there has been a significant decrease in the cost of PV solar panels, resulting in a significant increase in the construction of solar generated electricity facilities.

Western Australia has its own independent electricity grid, with the South West Interconnected System (SWIS) covering the area from Albany in the south to Kalbarri in the north and Kalgoorlie in the east. Western Power (WA Government owned) manages the physical network but doesn't generate or sell electricity.

Synergy is responsible for sales and generating most of the utility scale electricity to small customers. There are a number of other electricity retailers who sell energy to larger customers. Both these retailers and generators participate in the WEM.
Historically, coal & gas have powered most of the SWIS, but with one in four houses now having solar panels on the roof, Solar now represents the grid's biggest collective generator in the system, accounting for almost 700 MW & growing rapidly. The development of utility scale solar powered generators is now expanding.

Solar power is not base load (i.e. constant) and as a result, causes issues for the grid to manage. The wide adoption of batteries (when prices of solar batteries drop in the coming years) will reduce this

issue. The design proposed by "Hawks Renewable Energy Company" will accommodate future battery integration when this is economically viable.

Projects of 1 MW_{AC} or under have a simpler, faster & less expensive approval process from Western Power as this scale is seen as less disruptive to the grid.

3) Size & Location of Project

Size:

Stage 1 of the project (1.28 MW_{DC}) would cover of approximately 2.2 hectares (i.e. 230m X 110m) with a 10.24MW_{DC} covering approximately 18 hectares. This includes not only the area of the PV solar panels but also the electrical control rooms etc.

Location:

A physical site inspection conducted earlier this year identified suitable land areas that are well located to appropriate grid connecting poles with good slope conditions. Preliminary geotechnical work will need to be undertaken on those areas to confirm the ground conditions are suitable to secure the panel frames.

Attached in Appendix A are the detailed proposed locations. The areas to be occupied by the solar farms are shown for stage 1 (the original 1MW_{AC} blocks) only including the planned connection points to the grid. Stage 2 would be three more 1MW_{AC} blocks with stage 3 taking the total up to eight 1MW_{AC} blocks.

4) Broad description of Solar Farm Components

Panels – Canadian Solar, C-Sun, Trina or ABB (will be decided during detailed design and closer to a final investment decision)

- Inverters - ABB
- Racking – Arctech Pro
- Tracking – Arctech Pro
- Monitoring – TBD in detailed design phase
- High Voltage Switchgear and Transformer – ABB

5) Impacts on Area

Construction Phase

- Noise impact during the installation of the driven piles
- Possible short-term dust impact during trenching for main cable runs

- Some laydown area required for delivered panels, road access required down Wilson Rd and farm tracks
- Onsite parking for workforce 5-6 days per week during peak construction (3-4 months duration)
- Two or three small demountable buildings for meal breaks, site office and toilets

Operations Phase

- Panel cleaning 3-4 times per year requiring 5-10kl of water and access for cleaning machinery and personnel
- Vegetation control underneath and between panels and around perimeter of installation may be by mowing, spraying or a combination of both
- Access to site for periodic maintenance (planned, approx. 4 times per year) or for breakdowns (unplanned)

Remote monitoring

- The performance and health of the farm will be monitored remotely.

6) Timetable & Life of Solar Farm

Phase 1:	Landowner Access agreement Shire DA Network Connection Approval (Western Power) Prelim Design	
Phase 2:	1 month:	EPC contract Management & other Commercial Agreements Geotech testing & analysis

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Phase 3:	1 Month:	Funding commitments formalised
Phase 4:	1 Month:	Procurement, detailed design & mobilisation
Phase 5:	3-4 Months	Construction & commissioning
Phase 6:	25 years	Operations
After 25 years:	Either upgraded or landowner has option to takeover	

7) Owner Operator Details

The project will be owned by Hawks Renewable Energy Corp P/L, a special purpose vehicle formed to hold this project.

The 3 directors & shareholders of this Company are:

- Alan G Hopkins:

Former Managing Director of leading renewable energy company Carnegie Corporation Ltd & principle now of Westbridge & partners.

- Emran Malhi:

Principal of leading energy advisory group SpringCity

- James Fleay

Project Manager – Commercial & Utility - Solar projects – Spring City

This Company will be responsible for the development of the project. It will enter into a performance oriented operating agreement with Spring City to optimise the revenues from energy sales.

8) Commercial Aspects

Lease:

It is proposed to lease the area required for the solar PV farm (~ 2.1 ha initially for stage 1).

It is suggested here that a rate per annum be set.

For stage 1:	An annual lease of $xxxxx per annum adjusted annually for any increases in the CPI.
For each stage thereafter:	An additional $xxxxx per annum per expansion area, also adjusted for increases in the CPI

If such an arrangement is suitable, a lease agreement will be prepared to cover the project area for the life of the project (25 years)

Stages 2 and 3 can only be proceeded with subject to the agreement of both parties

Additionally, fees will be paid in accordance with the usual planning evaluation and approval process.

Insurances:

The project operators will insure and keep insured the project during both the construction and the operating phases.

10) Other

Tourist Viewing:

The project could be established for tourist viewing with a project summary board readable from the roadside

Additionally, a large digital display panel showing real time solar power electricity generation could be positioned in the council office if desired

Local Contracts:

"Hire & Buy Local" policy will be adopted during the construction phase wherever possible and commercially near neutral.

During the operating phase, the periodic cleaning requirement would be sourced from the local area if possible.

Potential Powering of Township

In the event the Government proceeds with full contestability plans, the solar farm could sell the electricity to the town at the wholesale prices normally achieved by selling into the grid, resulting in considerable potential power savings.

Additionally, with the possible future addition of battery capability (once costs come down), there is the potential for the township to go "off grid"

Appendix A:

Map of Proposed Area for Solar farm – Stage 1

5.56pm - Cr K Mortimore exited the meeting

Medical Centre Financial Assistance for Locum

The Chief Executive Office, Mr Chris Jackson presented an email to Council that he had received from Mrs K Mortimore requesting financial assistance in covering the costs of a Locum whilst Dr P Lines was on leave.

COUNCIL RESOLUTION

MIN 6761/18 **MOTION** - Moved Cr. B Thomas 2nd Cr. W Cowan

That Council agree to pay up to $3,500 to assist with the funding of a Locum during Dr Peter Lines' absence, funds are to be paid from the Medical Centre Reserve Fund.

CARRIED 6/0

6.04pm - Cr A Wright exited the meeting.
6.05pm - Cr A Wright returned to the meting.
6.05pm - Cr K Mortimore returned to the meeting.

8.0 Councillor's Reports – including other Councillor business

Cr K Mortimore
Attended Historical Society meeting, Purple Bench Opening, RoeROC meeting, Special Meeting of Council and CEO review.

General Business
- Standpipe item – query about community use standpipes

Cr P Lines
Attended Purple Bench Opening, Special Meeting of Council and Go Narembeen meeting

Cr B Thomas
Attended Special Meeting of Council, CEO review and signed new EO for Roe Tourism.

Cr B Cowan
Attended Purple Bench Opening and Special Meeting of Council

General Business
- Congratulated staff on attending to unsafe roads that Cr W Cowan had previously reported.
- Soldiers Rd – accident area at the moment, message needs to go out to the community.

Cr S Stirrat
Attended Special Meeting of Council and CEO review meeting.

Cr A Wright
Nil

Cr A Hardham
Nil

Cr R Cole
Attended Zone Act Review, RoeROC meeting, Citizenship Ceremony, CEO review, Special Meeting of Council and Zone teleconference

General Business
- Jeff Henderson from WALGA came to Narembeen to do a story.
- WAEC – Rhonda asked CEO Chris Jackson about the meeting and Chris told the Council about the potential opportunities this proposal could bring for CRC's.

11.0 Date, time & place of next meeting

Wednesday 19th December 2018 at Narembeen Shire Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 6.16pm

13.0 Certification of Meeting Minutes

I, Cr Rhonda Cole, Shire President certify that the minutes of the meeting held on Wednesday 21st November 2018, as shown on page numbers 1 to 195 are confirmed as a a true and correct record of the meeting.

Cr Rhonda Cole
Presiding Person

21 - 12 - 18
Date