



**ORDINARY COUNCIL MEETING
21 November 2023**

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting 24 October
2023



COUNCIL CALENDAR

Date	Time	Meeting
21 November 2023	5.00pm	Ordinary Meeting of Council
12 December 2023	5.00pm	Ordinary Meeting of Council

NOVEMBER MEETING PROGRAM

2.00pm	Councillor Discussion Forum
4.00pm	Ordinary Meeting of Council

MEETING GUESTS

Mrs Regina DeLuis

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 24 October 2023, commencing at 4.00pm

1.0 Opening & Welcome

In accordance with Clause 3 of Schedule 2.3 of the *Local Government Act 1995* the Chief Executive Officer is to preside at the meeting until the office of President is filled.

The Chief Executive Officer, Mrs Rebecca McCall welcomed everyone to the meeting and declared the meeting open at 4.11pm.

2.0 Swearing In Ceremony and Elections

In accordance with Section 2.29 of the *Local Government Act 1995*:

Newly Elected Councillor

Reading of the Oath

Cr Hannah Bald read the Declaration by Elected Member, the ceremony was witnessed by Mrs Regina DeLuis, JP.

Re-elected Councillors

Cr Chris Bray read the Declaration by Elected Member, the ceremony was witnessed by Mrs Regina DeLuis, JP.

Cr Amy Hardham read the Declaration by Elected Member, the ceremony was witnessed by Mrs Regina DeLuis, JP.

Election of President

Mrs Regina DeLuis, JP invited nominations for the position of President of the Council, for the ensuing two years.

The following nomination was received:

Cr Scott Stirrat - Accepted

There being no further nominations Cr Scott Stirrat was duly elected to the position of President for the Shire of Narembeen for a term of office expiring October 2025.

Reading of Oath

Cr Scott Stirrat read the Declaration by President, the ceremony was witnessed by Mrs Regina DeLuis JP.

Election of Deputy President

Mrs Regina DeLuis, JP invited nominations for the position of Deputy President of the Council, for the ensuing two years.

The following nomination was received:

Cr Holly Cusack - Accepted

There being no further nominations Cr Holly Cusack was duly elected to the position of Deputy President for the Shire of Narembeen for a term of office expiring October 2025.

3.0 Seating Arrangements

3.1 To be conducted by Ballot

The seating arrangements for the next two-year period were determined by ballot.
From left to right:

Cr Scott Stirrat
Cr Holly Cusack
Cr Chris Bray
Cr Any Hardham
Cr Trevor Cole
Cr Hannah Bald
Cr Michael Currie

4.0 Attendance & Apologies

Attendance

Councillors

Cr Scott Stirrat	President
Cr Holly Cusack	Deputy President
Cr Chris Bray	
Cr Any Hardham	
Cr Trevor Cole	
Cr Hannah Bald	
Cr Michael Currie	

Staff

Rebecca McCall	Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Senior Administration Officer (minute taker)

Public

Regina DeLuis
Kellie Mortimore (until 4.26pm)
Warren Milner (until 4.26pm)
Lorraine Lethlean (until 4.26pm)
Lynda Cornish (until 4.26pm)
Sam Bald (until 4.26pm)
Sheree Thomas (until 4.26pm)
Georgia Atkins (until 4.26pm)
Sarah Kuhne-Munroe (until 4.26pm)
Bailey Kuhne-Munroe (until 4.26pm)
Mason Kuhne-Munroe (until 4.26pm)
Jack Cusack (until 4.26pm)
Charlie Cusack (until 4.26pm)

Apologies

Nil

Approved leave of absence

Nil

5.0 Declarations of Interest

Cr Bald declared an interest in item 10.1.5

6.0 Announcements

6.1 Application for leave of absence

Nil

7.0 Public Question Time & Deputations (15 min)

Nil

8.0 Minutes of Previous Meetings

8.1 Confirmation of Minutes of Ordinary Meeting of Council

8.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 26 September 2023

RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 26 September 2023 be confirmed as a true and accurate record of the proceedings.

MIN 7661/23 MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

8.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 26 September 2023

8.2 Receive Minutes of the Great Eastern Country Zone (GECZ) meeting

RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the meeting of the GECZ Meeting held on Monday 21 August 2023 be received.

MIN 7662/23

MOTION - Moved Cr. Cusack

Seconded Cr. Bray

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

8.3 Receive Minutes of the Bushfire Advisory Committee/Volunteer Fire Brigade meeting

RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the meeting of the Bushfire Advisory Committee/Volunteer Fire Brigade meeting held on Friday 29 September 2023 be received.

MIN 7663/23

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

8.3.1 Committee Recommendation – Office Bearers

RECOMMENDATION/ COUNCIL RESOLUTION

That Council adopts the Narembeen Bushfire Advisory Committee/Volunteer Bushfire Brigade recommendation that the following persons be appointed as Office Bearers for the 2023/2024 fire season:

Chairperson	Murray Dixon
Captain	Brendan Parsons
Lieutenant	Peter Cowan

MIN 7664/23

MOTION - Moved Cr. Cusack

Seconded Cr. Cole

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

8.3.2 Committee Recommendation – Fire Control Officers

RECOMMENDATION/ COUNCIL RESOLUTION

That Council adopts the Narembeen Bushfire Advisory Committee/Volunteer Bushfire Brigade recommendation that the following persons be appointed as Fire Control Officers for the 2023/2024 fire season:

Chief Fire Control Officer	Murray Dixon
Deputy Chief Fire Control Officer	Mitchell Miolini
East Sector	Joel DeLuis
West Sector	Trevor Cole
North Sector	Mitchell Miolini
Central Sector	Alan Yandle
Central Sector	Andrew Hardham

MIN 7665/23

MOTION - Moved Cr. Bald

Seconded Cr. Currie

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

8.3.3 Committee Recommendation – Bushfire Notice

RECOMMENDATION/ COUNCIL RESOLUTION

That Council adopts the Narembeen Bushfire Advisory Committee/Volunteer Bush Fire Brigade recommendation that the Bushfire Notice for 2023/2024:

- Prohibited Burning Period - 1 November to 31 January.
- Restricted Burning Periods - 19 September to 31 October and 1 February to 15 March.

MIN 7666/23

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

9.0 Status Report

RECOMMENDATION/ COUNCIL RESOLUTION

That the Status Report for October be received.

MIN 7667/23

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

10.0 Reports

10.1 Chief Executive Officer

AGENDA ITEM: 10.1.1 - Development Assessment Panels – Local Government Member Nominations

Subject:	Development Assessment Panels – Local Government Member Nominations
Applicant:	Department of Planning, Lands and Heritage
File Ref:	ADM152
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 October 2023
Attachments:	Nil

PURPOSE

Following the elections, the Development Assessment Panel (DAP) membership has changed, and Council needs to consider new representative members.

Council is to nominate two members and two alternate members to the DAP.

BACKGROUND

As a key component of planning reform in Western Australia, DAP is intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each DAP comprises five (5) members – three (3) specialist members (including the presiding member) and two local government members.

Council has the following members nominated as DAP members for the term ending 26 January 2024:

- DAP Local Government Members – Cr H Cusack and Cr S Stirrat
- DAP Local Government Alternate Members – Cr W Milner and Cr C Bray

The Department of Planning, Lands and Heritage have requested that Council nominates four members for a term ending 26 January 2028 by 24 November 2023.

Details of DAPs are as follows:

Mandatory DAP Applications

These are development applications which must be determined by a DAP and cannot be determined by a Local Government or the Western Australian Planning Commission (WAPC). Mandatory applications must meet the following value thresholds:

DAP	Mandatory value threshold
City of Perth	\$20 million or more
Rest of the State	\$10 million or more

Optional “Opt-in” DAP Applications

These are development applications where the applicant may choose to have the application determined by a DAP, or by the Local Government or WAPC under the normal process. In order to be considered an “opt-in” application, the application must fit within the following value thresholds:

DAP	Mandatory value threshold
City of Perth	Between \$2 million - \$20 million
Rest of the State	Between \$2 million - \$10 million

Narembeen is part of the Mid-West/Wheatbelt Joint Development Assessment Panel.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Planning and Development (Development Assessment Panels) Regulations 2011

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

VOTING REQUIREMENTS

Simple Majority

COMMENT

Following the restructure of the Council numbers there is a vacancy for the local government DAP membership.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011, Council is required to nominate as soon as possible following the elections, four elected council members to sit as DAP members for the Shire of Narembeen.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council's Development Assessment Panel members be:

Local Government Member 1 – Cr Cusack

Local Government Member 2 – Cr Stirrat

Local Government Alternate Member 1 – Cr Bray

Local Government Alternate Member 2 – Cr Hardham

The appropriate Development Assessment Panels Local Government Member Nomination is to be completed and forwarded to the Department of Planning, Lands and Heritage.

MIN 7668/23 **MOTION** - Moved Cr. Currie Seconded Cr. Cole

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

AGENDA ITEM: 10.1.2 - Council Representation on Committee and Working Groups

Subject:	Council Representation on Committee and Working Groups
Applicant:	Not applicable
File Ref:	ADM146
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 October 2023
Attachments:	Nil

PURPOSE

Council to appoint representatives to committees and working groups following the 2023 Local Government Election.

BACKGROUND

Council reviews the representation on committee and working groups every two years.

Having Council representation on Council and Community Working Groups provides for effective community consultation and advocacy.

The 2021 - 2023 representation is included below:

Committee/Working Group	Delegates	Proxy
Audit and Risk Management Committee	All Councillors	
Central Agcare	Cr Hardham	Cr Currie
Community Shed	Cr Milner	Cr Bray
Development Assessment Panel - Wheatbelt	Cr Cusack Cr Stirrat	Cr Milner Cr Bray
Eastern Wheatbelt Biosecurity Group	Cr Stirrat	Cr Cole
Go Naremben	Cr Currie	Cr Hardham
Great Eastern Country Zone WALGA	Cr Mortimore Cr Stirrat	Cr Milner
Historical Society	Cr Bray	Cr Mortimore
Recreation Working Group	Cr Stirrat Cr Mortimore	Cr Currie
Local Emergency Management Committee	Cr Mortimore	Cr Bray
Local Skeleton Weed Advisory	Cr Currie	Cr Cole
Naremben Aged Homes Management Committee	Cr Hardham	Cr Cusack
Naremben Bushfire Advisory Committee/Volunteer Fire Brigade	CEO Murray Dixon Cr Cole	Cr Stirrat
Plant Replacement Advisory Committee	Cr Currie Cr Mortimore Cr Milner	Cr Cole
Roe Regional Organisation of Councils (RoeROC)	Cr Mortimore Cr Stirrat	Cr Milner
Roe Sub-Group RRG	Cr Stirrat	Cr Cusack
Roe Tourism	Cr Hardham	Cr Bray
School P & C	Cr Cusack	Cr Currie

St John Ambulance	Cr Mortimore	Cr Milner
Wheatbelt South Regional Road Group	Cr Stirrat	Cr Cusack
Main Street Project Working Group	Cr Hardham Cr Milner	Cr Bray
Rural Water Council	Cr Bray	Cr Cusack
Shire of Narembeen and Ramelius Resources Community Benefit Fund	Cr Mortimore	Cr Stirrat

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.8 – Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

Section 5.10 – Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish — (a) to be a member of the committee; or (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Local Government Act Section 5.11 – Deputy committee members

5.11A. Deputy committee members

(1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.

* Absolute majority required.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member. [Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or (d) the next ordinary elections day, whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the term of the person's appointment as a committee member expires; or
- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
- (c) the committee is disbanded; or (d) the next ordinary elections day, whichever happens first.

Bush Fires Act 1954

67. Advisory committees (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

Shire of Narembeen Standing Orders Local Law 2020.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

4.2.17 – Members Sitting Fees and Travel Expenses

4.2.18 – Presidents Representation of Council Great Eastern Zone WALGA

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

Goal Area 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Audit and Risk Management Committee

This committee meets at least twice a year and is held before an Ordinary Meeting of Council. The purpose of this committee is to oversee risk management, internal control, legislative compliance, and external audit processes. This includes acceptance of the auditors' statements and management reports.

To fulfil its functions under regulation 16(c) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is to report direct to Council.

It is recommended that all members of Council sit on this committee.

Central Agcare

There are no records showing when this committee last met, therefore it is proposed to remove this committee from the list.

Community Shed

The community shed incorporates both the Men's Shed and the community space for Arts and Crafts.

WALGA Great Eastern Country Zone

The Zone meeting provides for Council input on local government issues at a regional level. The representation of this committee is the Shire President and Deputy. A proxy is required.

Eastern Wheatbelt Biosecurity Group

The objects of the association are to limit the impacts of pest animals and pest plant species within Eastern Wheatbelt communities by initiating, promoting and fostering the control of pests on all classes of land in the area, and encouraging landholders, land managers and other persons to adopt sound pest management practices on all classes of land throughout the area.

Go Naremben

Go Naremben is Naremben's Progress Association.

Historical Society

The Naremben Historical Society works to preserve, collect, research and interpret historical information and items.

Recreation Working Group

To provide advice and guidance on sport and recreation relevant to Shire of Narembeen while representing the community's needs and aspirations in line with the Sport and Recreation Plan.

Local Emergency Management Advisory Committee (LEMAC)

The purpose of the LEMAC is to provide advice and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

This group meets quarterly.

Skeleton Weed Local Action Group

The Local Action Group assists its members in meeting all lawful obligations under the *Biosecurity and Agriculture Management Act 2007* and associated Regulations 2011, by identifying and treating the invasive weed, Skeleton Weed.

Narembeen Aged Homes Management Committee

Narembeen Aged Homes Inc provides housing and support services to the elderly in Narembeen.

Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade

Advise Council on all matters relating to bushfire control including the management of bush fire brigades and coordination of prevention, preparation, and response strategies.

This group meets quarterly.

Plant and Works Working Group

Together with staff representatives, discuss and make recommendations to Council for plant required by the Shire of Narembeen.

Roe Regional Organisation of Councils (RoeROC)

RoeROC is a group of four regional councils consisting of Narembeen, Corrigin, Kondinin and Kulin. The group share health services and management of the Waste Management facility in Bendering.

The representation of this committee is the Shire President and Deputy. A proxy is required.

Roe Subgroup Regional Road Group

Subgroup of the Wheatbelt South Regional Road Group focussed specifically on roads within the region.

Roe Tourism

Roe Tourism is a not-for-profit incorporated community tourism group incorporating six Shires of the Roe district – Corrigin, Kulin, Kondinin, Lake Grace, Narembeen, Beverley, Bruce Rock and Quairading. Roe Tourism is a tourism marketing body for the well-recognised Pathways to Wave Rock self-drive route, which includes the iconic and internally recognised Wave Rock.

School P&C

Representation on the P&C continues to strengthen our relationship with the school.

St John Ambulance

St John volunteers provide first aid services, training, and equipment for our local community.

Wheatbelt South Regional Road Group

The Shire President has historically represented Shire on this group with a focus on our regional road network.

OFFICER RECOMMENDATION

That Council appoints the following Councillors to the committee and working groups listed below:

Committee/Working Group	Representatives	Proxy
Audit and Risk Management Committee		
Community Shed		
Eastern Wheatbelt Biosecurity Group		
Go Narembeen		
Great Eastern Country Zone WALGA		
Historical Society		
Recreation Working Group		
Local Emergency Management Committee		
Local Skeleton Weed Advisory		
Narembeen Aged Homes Management Committee		
Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade	CEO Murray Dixon	
Plant & Works Working Group		
Roe Regional Organisation of Councils (RoeROC)		
Roe Sub-Group RRG		
Roe Tourism		
School P & C		
St John Ambulance		
Wheatbelt South Regional Road Group		

COUNCIL RESOLUTION

Committee/Working Group	Representatives	Proxy
Audit and Risk Management Committee	All Councillors	
Community Shed	Cr Bray	Cr Cole
Eastern Wheatbelt Biosecurity Group	Cr Stirrat	Cr Currie
Go Narembeen	Cr Currie	Cr Hardham
Great Eastern Country Zone WALGA	Cr Stirrat	Cr Cusack
Historical Society	Cr Bray	Cr Hardham
Recreation Working Group	Cr Stirrat Cr Cusack	Cr Curie
Local Emergency Management Committee	Cr Stirrat	Cr Bray
Local Skeleton Weed Advisory	Cr Cole	Cr Currie
Narembeen Aged Homes Management Committee	Cr Cusack	Cr Hardham
Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade	CEO Murray Dixon	Cr Cole
Plant & Works Working Group	Cr Cole Cr Currie Cr Bray	Cr Stirrat
Roe Regional Organisation of Councils (RoeROC)	Cr Stirrat Cr Cusack	Cr Hardham
Roe Sub-Group RRG	Cr Stirrat	Cr Cusack
Roe Tourism	Cr Hardham	Cr Bald
School P & C	Cr Bald	Cr Cusack
St John Ambulance	Cr Bald	Cr Currie
Wheatbelt South Regional Road Group	Cr Stirrat	Cr Cusack
Housing Committee	Cr Cusack Cr Hardham Cr Bald	
CEACA	Cr Cusack	Cr Hardham Cr Bald
Shire of Narembeen and Ramelius Resources Community Benefit Fund	Cr Stirrat	Cr Cusack

MIN 7669/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Cusack

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

Reason for change: There was a need to nominate representatives and proxies for all committees and working groups listed under Background, except for Central Agcare.

AGENDA ITEM: 10.1.3 - 2024 Council Meeting Dates

Subject:	2024 Council Meeting Dates
Applicant:	Not applicable
File Ref:	ADM195
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 October 2023
Attachments:	Nil

PURPOSE

To consider the Ordinary Council meeting dates for 2024.

BACKGROUND

Council is required to consider and adopt the Ordinary Council Meeting dates including venue, time and place and the advertising of this information by way of local public notice.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - g) the giving of public notice of the date and agenda for council or committee meetings

Local Government (Administration) Regulations 1996

Regulation 12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 4.2.13 - Meetings – When Held

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The suggested dates for 2024 are:

20 February 2024

19 March 2024

16 April 2024

21 May 2024

18 June 2024

16 July 2024

20 August 2024

17 September 2024

15 October 2024

19 November 2024

17 December 2024

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. resolves to hold its Ordinary Council Meetings for 2024 on the third Tuesday of every month, with meetings commencing at 5.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembeen, except for January.
2. directs the Chief Executive Officer to give local public notice of the date, time, and place of the 2024 Ordinary Council Meetings.

MIN 7670/23

MOTION - Moved Cr. Cole

Seconded Cr. Bald

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

AGENDA ITEM: 10.1.4 - Christmas and New Year Administration, Depot, and Community Resource Centre Closure

Subject:	Christmas and New Year Administration, Depot, and Community Resource Centre Closure
Applicant:	Not applicable
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 October 2023
Attachments:	Nil

PURPOSE

For Council to acknowledge the closure of the administration, depot, and Community Resource Centre (CRC) over the 2023/24 Christmas and New Year period.

BACKGROUND

Shire of Narembeen historically closes the administration, depot, and CRC between Christmas and New Year.

CONSULTATION

Executive Manager Corporate Services
Works Manager
Staff

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy, and inclusive community.

Civic Leadership: Well governed and efficiently managed Local Government.

VOTING REQUIREMENTS

Simple Majority

COMMENT

In considering the Christmas and New Year period, it is proposed to close the administration, depot, and CRC between COB Friday 22 December 2022 to 5 January 2024, reopening Monday 8 January 2024.

The CEO will be available to response to emergency callouts. The CEO will provide public notice.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council acknowledges the administration, depot and Community Resource Centre closure for the period commencing Monday 25 December 2023, reopening 8.30am Monday 8 January 2024.

MIN 7671/23 **MOTION** - Moved Cr. Cusack Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

AGENDA ITEM: 10.1.5 - Debtor Write Off – Venue Hire Charges

Subject:	Debtor Write – Venue Hire Charges
Applicant:	Laura Cala – For the Country Kids Dance School
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 October 2023
Attachments:	Letter - request to waive fees

PURPOSE

For Council to approve the write off of venue hire charges at the request of For the Country Kids Dance School.

BACKGROUND

For the Country Kids Dance School is having their annual end of year showcase on Thursday 16 November 2023.

A representative from For the Country Kids contacted the Chief Executive Officer (CEO) requesting if the hire charges could be waived to help facilitate the event. Historically, hire fees have been approved.

As part of the annual budget for the year ended 30 June 2024, Council adopted fees for the hire of the Town Hall of \$140.91 (excluding GST) per 24 hours, plus a bond of \$300.00.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

FINANCIAL IMPLICATIONS

Waiving the charge would forgo \$140.91 in fees and charges revenue. Council has budgeted \$2,000.00 for the 2024 financial year for writing off debts.

POLICY IMPLICATIONS

Council Policy 1.8 – Debt Management
Executive Policy – Debtor Management
Delegation F.2 – Writing off debts

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan – 2022 – 2032

Strategic Priority 1.1: Together with key stakeholders identify and deliver opportunities for young people across the Shire.

Strategic Priority 1.3: Inclusive community activities, events and initiatives.

Corporate Business Plan 2022 – 2024

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

Goal 3: We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Supporting the dance school to host the event aligns with Council's goals outlined in the Strategic Community Plan.

Given that the financial impact is minimal and within budget it is recommend approving the request to waive the hire fees.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, write off the Town Hall hire charges for the end of year Showcase for the Country Kids Dance School.

MIN 7672/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Cusack

**CARRIED 7 / 0
BY SIMPLE MAJORITY**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

AGENDA ITEM: 10.1.6 - Rural Industry – Lot 300 Merredin-Narembeen Road/ Fricker Road, Wadderin

Subject:	Rural Industry (2 bulkheads) – Lot 300 Merredin-Narembeen Road / Fricker Road, Wadderin
Applicant:	Cooperative Bulk Handling
File Ref:	ADM 550
Disclosure of Interest (Staff):	Nil
Author:	Liz Bushby, Town Planning Innovations
Date:	4 October 2023
Attachments:	1. Temporary works exemption, 2022 2. Site Plan

PURPOSE

Council is to consider a new application lodged by Cooperate Bulk Handling (CBD) for two permanent bulkheads on Lot 300 Merredin-Narembeen Road/Fricker Road, Wadderin.

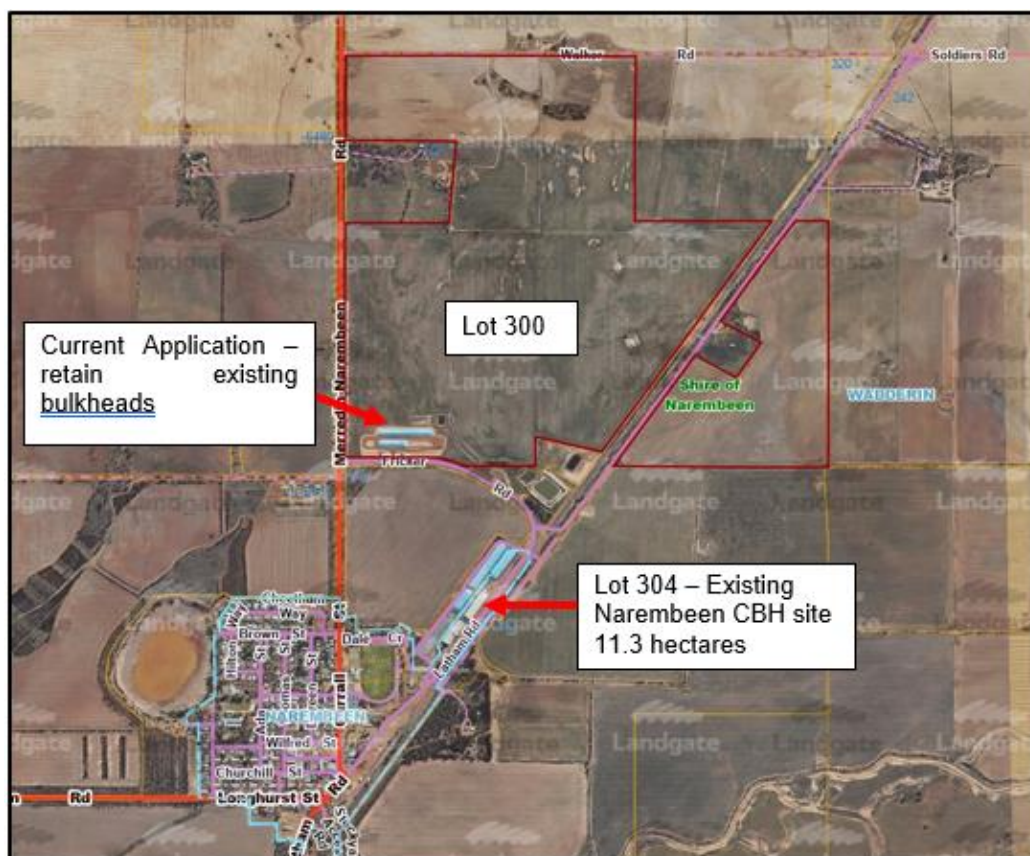
BACKGROUND

There is an existing CBH receival facility on Lot 304 adjacent to Latham Road.

At the Ordinary Meeting held on 19 July 2022, Council resolved to grant delegated authority to the Chief Executive Officer (CEO) to deal with requests seeking an exemption from the need for planning approval for temporary works (Item 8.1.4).

The delegation was put in place for 12 months between the 19 July 2022 to the 19 July 2023.

On 22 July 2022, the CEO granted an exemption for emergency bulkheads on Lot 300 for a maximum period of twelve months. Construction of the bulkheads was completed on 7 December 2022. A location plan of Lot 300 is included over page for ease of reference.



Left: Location Plan showing Lot 300

CONSULTATION

The application has not been advertised for public comment. The Shire has discretion to advertise any application for public comment.

STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 –

Lot 300 is zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 ('the Scheme').

The objectives of the Farming zone are:

- to ensure the continuation of broad-hectare farming as the principal land use in the district and encourage where appropriate the retention and expansion of agricultural activities; and
- to 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 proposed land use is construed as a 'Rural Industry' defined in the Scheme as means "*an industry handling, treating, processing, or packing primary products grown, reared, or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality*".

A 'Rural Industry' is listed as an 'AA' use in the Farming zone. In the Zoning Table of the Scheme, 'AA' means "*that the use is not permitted unless the local government has granted development approval*".

Council has discretion to approve the development.

Planning and Development (Local Planning Schemes) Regulations 2015

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

FINANCIAL IMPLICATIONS

Development application fees apply.

POLICY IMPLICATIONS

The Town Planning Scheme No 2 is applicable.

RISK MANAGEMENT IMPLICATIONS

There are no known risk management implications associated with this report.

STRATEGIC PLAN REFERENCE

Not applicable.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Due to back-to-back record harvests over the last two years, CBH has advised that they have a large amount of grain left across the network that they continue to hold in addition to this year’s harvest.

Subsequently, CBH have applied to retain the two existing bulkheads on Lot 300 which have a total storage capacity of 60,260 tonnes. The bulkheads may be replaced or upgraded if required.

CBH has advised that:

- a) The CBH Narembeen facility is a key site within its Kwinana North zone that has been identified for expansion, however, it is constrained.
- b) CBH is working collaboratively with one landowner over a long-term solution however due to the confidential nature of these discussions is not able to comment any further on this.
- c) CBH is grateful to both the landowner and Shire for their ongoing assistance allowing CBH to continue to store and handle crop in the area.

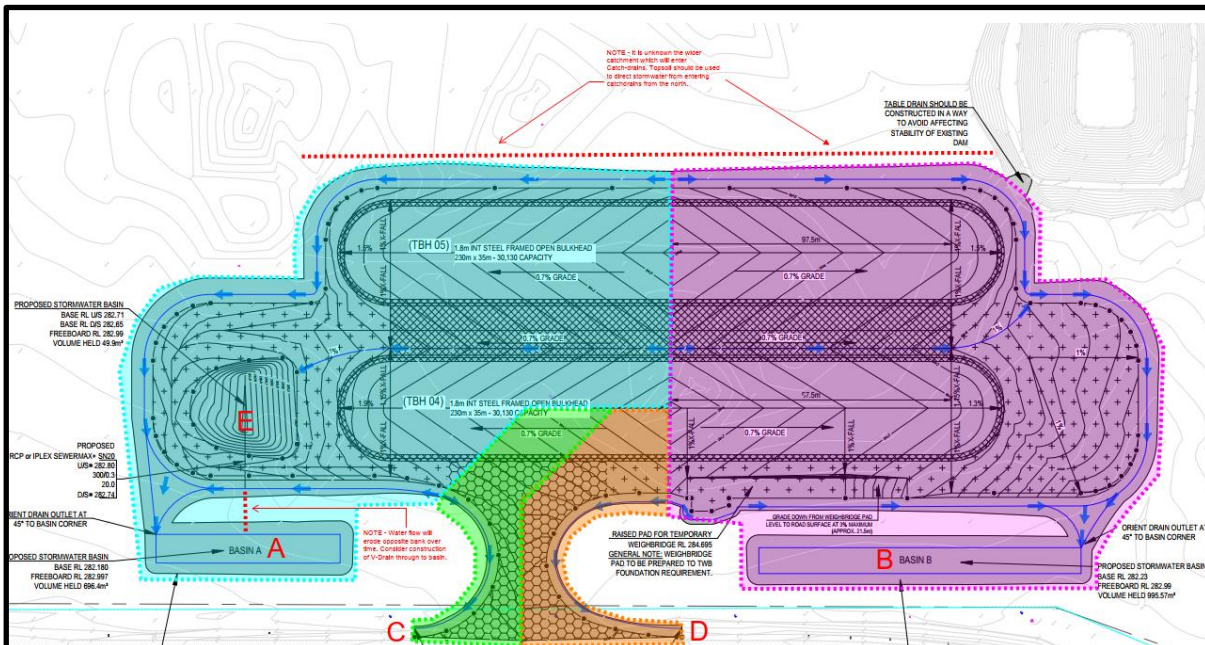
A site plan and elevations are included.

Stormwater drainage was addressed as part of the proposal lodged in 2022 for temporary works.

This development application proposes to retain the impervious surfaces and associated stormwater runoff created by the construction of the two bulkheads.

Two drainage basins have been designed and constructed to detain runoff volume in excess of predevelopment flows. Basin A has been designed to detain flows from the western portion of the site and Basin B has been designed to detain flows from the eastern portion of the site.

A storage volume of 696m³ has been provided for Basin A and 995m³ has been provided for Basin B to cater for the development. The storage volumes are greater than the minimum storage required of 573m³ and 633m³ respectively.



Above: Extract of drainage plan from the Drainage Report, which shows Basin A and B

Maintenance (pumping out) of the two stormwater drainage basins by the CBH site operations team will be undertaken after each storm event to return the basin to pre-storm levels. Maximum basins pump out rates have been estimated at 40l/s however pumping is monitored as per the recommendations within the drainage report.

CBH has advised that they will ensure that noise from the specification and installation of any mechanical equipment as well as traffic and construction noise does not exceed assigned levels prescribed in the *Environmental Protection (Noise) Regulations 1997*.

CBH has advised they frequently undertake noise and dust monitoring across its sites when required.

The Shire has not received any complaints about dust or noise associated with the two bulkheads on Lot 300.

CBH has also lodged a Traffic Impact Statement (TIA) prepared by a traffic consultant to support retention of the existing bulkheads.

A summary of the TIA is as follows:

- (a) if local production exceeds the capacity of the Narembeen receival site, CBH must out-turn grain simultaneously (Harvest Essential Moves) to continue to offer a service to growers, and by doing so, increase the traffic on surrounding roads during the peak harvest period.
- (c) the proposal to retain the bulkheads on Lot 300 will enable CBH to reduce the volume of Harvest Essential Moves (HEMs) with the intention of reducing trucks on road during the harvest, and instead holding the grain on site to out-turn over the remaining 9 months of the year when the road network is less busy.
- (d) If the two bulkheads are decommissioned, then a total of 1004 additional truck movements (Harvest Essential Moves) would be required during the harvest period (which equates to 23 truck movements per day) – refer Table 4 below.

	Decommission OBH	Retain OBH
Record Site Task ¹	217,568t	217,568t
Available Site Capacity	135,100t	195,360t
Harvest Essential Moves (HEMs) - Road	82,468t	22,208t
Road HEMs per Harvest	1,374	370
Road HEMs per Day	31	8

Notes: A. $1,374 - 370 = 1004$ truck movements

B. The figures in Table 4 outline truck movements for the Narembeen receival site and the storage/bulkheads on Lot 300

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council approves the application for a Rural Industry (two bulkheads) on Lot 300 Merredin Narembeen Road/Fricke Road, Wadderin subject to the following conditions:

1. 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.
2. the Drainage Report prepared by EDG (20 September 2022) together with any requirements and recommendations detailed thereon, are approved as part of this application, and shall form part of the development approval issued. The operator, Cooperative Bulk Handling, shall implement the approved plans as they relate to the operational phase of the development, during the life of the development.

MIN 7673/23 MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 5 / 2

For: Cr Cusack, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Cr Stirrat, Cr Bray

AGENDA ITEM: 10.1.7 – Budget Amendment – Fees and Charges

Subject:	Inclusion of Feed Vendor Fees
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	13 October 2023
Attachments:	Nil

PURPOSE

For Council to consider and approve a budget amendment to include fees for food vendors:

1. Food Vendor – Annual Fee
2. Mobile Food Vendors
3. Mobile Food Vendors (Charity, Local Sporting, Community Groups Exempt)

BACKGROUND

Under Section 6.19 of the *Local Government Act 1995*, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted.

This item brings a recommendation from Management before Council to give local public notice of the introduction of fees for food vendors to the fees and charges schedule.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Environmental Health Officer

STATUTORY IMPLICATIONS

Food Act 2008
Local Government Act 1995

6.19. Local Government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed

FINANCIAL IMPLICATIONS

The addition of fees and charges will generate unbudgeted revenue for the 2023/24 financial year.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Civic Leadership – Well governed and efficiently managed Local Government
Compliant and resourced Local Government

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Periodically, the Shire of Narembeen receives requests from food vendor requesting seeking permission to operate within the townsite. It is deemed appropriate to incorporate fees and charges, aligning with the provisions of the *Food Act 2008*.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council adopts the inclusion of the below listed fees and charges:

	Ex-GST
7524010 Food Vendors Trading in Public places – Annual Fee	\$156.00
7524010 Mobile Food Vendors – per application	\$75.00
7524010 Mobile Food Vendors (Charity, Local Sporting, Community Groups Exempt) – per application	\$0.00

MIN 7674/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Bald

CARRIED 7 / 0
BY ABSOLUTE MAJORITY

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil

AGENDA ITEM: 10.1.8 – Disposal of Property

Subject:	Disposal of Property; Plant and Equipment
Applicant:	Not Applicable
File Ref:	ADM597
Disclosure of Interest (Staff):	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	13 October 2023
Attachments:	Nil

PURPOSE

This item presents a proposal for Council to consider the reserve price of budgeted disposal of property; plant and equipment.

BACKGROUND

The annual budget 2023/2024 includes the disposal of the following assets – plant and equipment:

Mack Prime Mover NB 6079
Mack Prime Mover NB 7704
Volvo Loader PE1207
Toro Reelmaster Mower PE156

Except as stated in Section 3.58 of the *Local Government Act 1995*, a local government can only dispose of property to the highest bidder at public auction or 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.

CONSULTATION

Plant Replacement Advisory Committee
Chief Executive Officer
Executive Manager Corporate Services
Works Manager
Pickles

STATUTORY IMPLICATIONS

Section 3.58 of the *Local Government Act 1995* is applicable and states:

3.58 Disposing of property

- (1) *In this section –*
dispose includes to sell, lease, or otherwise dispose 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.*

FINANCIAL IMPLICATIONS

The annual budget 2023/2024 includes the disposal of asset, plant and equipment. The value provided by Pickles is considerably lower than the budgeted proceeds as depicted below:

Plant	\$ (GST Exclusive)		
	Budgeted Proceeds	Budgeted Book Value	Budgeted Profit/(Loss)
Mack Prime Mover NB 6079	105,000	100,000	5,000
Mack Prime Mover NB 7704	100,000	100,000	0
Volvo Loader PE1207	250,000	110,000	140,000
Toro Reelmaster Mower PE156	3,500	8,000	(4,500)

Plant	\$ (GST Exclusive)		
	Estimated Proceeds	Budgeted Book Value	Estimated Profit/(Loss)
Mack Prime Mover NB 6079	75,205	100,000	(24,795)
Mack Prime Mover NB 7704	79,628	100,000	(20,372)
Volvo Loader PE1207	88,476	110,000	(21,524)
Toro Reelmaster Mower PE156	4,424	8,000	(3,576)

Based on the estimated proceeds after fees, the Shire will incur a net loss of (\$70,267) instead of the budgeted gain of \$140,500 resulting in an overall deficit in the budget of \$215,767.

Prior to the Budget Review, the staff in conjunction with the Plant Replacement Advisory Committee will need to identify the implications of the reduced proceeds and what strategies can be considered by Council to accommodate the deficit.

POLICY IMPLICATIONS

Council Policy 1.2 – Procurement Framework
Executive Policy

RISK MANAGEMENT IMPLICATIONS

Risk Rating – High; risk acceptable with adequate controls, managed by senior management and subject to monthly monitoring.

There is a high risk of not achieving the budgeted plant replacement program.

STRATEGIC PLAN REFERENCE

Strategic Community Plan – 2022 – 2032

4. Civic Leadership: well governed and efficiently managed Local Government.
- 4.2: Compliant and resourced local government.

Corporate Business Plan 2022 – 2024

2.1(b): Continue to meet compliance with statutory and regulatory requirements.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The annual budget 2023/2024 included acquisitions to replace identified plant. Council nominated to go to auction for the disposal of plant and equipment rather than trade at the time of replacement.

Pickles provided values based on the latest sales history available and online research.

Description	Registration	Auction Value Inclusive GST plus Fees	Photo
2011 6X4 Mack CMMT M Drive Auto Granite Prime Mover Day Cab MP8 435hp 50,000KG GCM 226622km's 8497 Engine Hours	NB 6079	\$65,000.00 – 75,000.00	
2012 6X4 Mack CMMT M Drive Auto Granite Prime Mover Day Cab MP8 435hp 70,000KG GCM 163800km's 7188 Engine Hours	NB 7704	\$75,000.00 - \$85,000.00	
Volvo L120F Wheel Loader Volvo D7E Engine Approx 2013 Model 8380 Hrs To Be Sold Unregistered Transmission Oil Leak Visible Underneath	NB461	\$55,000.00 - \$65,000.00	
Toro Reelmaster 3100D Reel Mower 3175 Hrs Showing Kubota D1102-ES04 Engine Estimate around 2016 To Be Sold Unregistered Hydraulic Leak Visible Underneath	NB7536	\$3,500.00	

The Plant Replacement Advisory Committee recommended setting the following reserve prices:

Plant	Reserve Price (\$) GST Inclusive + Fees
Mack Prime Mover NB 6079	85,000
Mack Prime Mover NB 7704	90,000
Volvo Loader PE1207	100,000
Toro Reelmaster Mower PE156	5,000

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council proceeds with Pickles to auction the listed plant with a set reserve price of:

Plant	Reserve Price (\$) GST Inclusive + Fees
Mack Prime Mover NB 6079	85,000
Mack Prime Mover NB 7704	90,000
Volvo Loader PE1207	100,000
Toro Reelmaster Mower PE156	5,000

MIN 7675/23 MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

R DeLuis left the meeting 5.35pm

AGENDA ITEM: 10.1.9 – RFT 02/2023 – Provision of Engineering Technical Services

Subject:	RFT 02/2023 Provision of Engineering Technical Services
Applicant:	Not Applicable
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	12 October 2023
Attachments:	Panel Assessments & Price Summary (Confidential)

PURPOSE

This item presents Request for Tender (RFT) 02/2023 Provision of Engineering Technical Services for consideration and if satisfactory endorsement.

BACKGROUND

At its Ordinary Council Meeting dated June 2020 (**MIN 7055/20**), Council endorsed the following:

1. *Approved that SEMC Pty Ltd, based on the recommendation of the evaluation panel, local knowledge as the current provider and their company experience be awarded the contract for the Provision of Engineering and Technical Services for the Shire of Narembeen for the period 1 July 2020 until 30 June 2021, with an option to extend for a further two years subject to satisfactory performance of the contractor.*
2. *Approve that the CEO be endorsed to undertake the contract performance assessment at 30 June 2021 and to approve to the two year option to extend the contract if the assessment is confirmed that the contractor is performing to a satisfactory standard.*

Upon the expiration of the initial two (2) period and satisfactory contract performance of the contractor, the CEO approved the two-year option to extend the contract.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

Section 3.57 of the *Local Government Act 1995* is applicable:

3.57 Tenders for providing goods and services

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

Division 2 of the *Local Government (Functions and General) 1996* is application for the conduct of the tender process.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program – indent required.

FINANCIAL IMPLICATIONS

Budgeted funds for engineering and technical services are included as part of road construction and design, and future budgets will also incorporate a separate allocation for the development of identified projects.

POLICY IMPLICATIONS

Council Policy 1.2 – Procurement Framework
Executive Policy

RISK MANAGEMENT IMPLICATIONS

Risk Rating – Low

Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

The formation of the contract will include appropriate conditions to minimise the exposure to risk.

STRATEGIC PLAN REFERENCE

Strategic Community Plan – 2022 – 2032

- 4. Civic Leadership: well governed and efficiently managed Local Government.
- 4.2: Compliant and resourced local government.

Corporate Business Plan 2022 – 2024

2.1(b): Continue to meet compliance with statutory and regulatory requirements.

VOTING REQUIREMENTS

Simple Majority

COMMENT

In accordance with Section 3.57 of the *Local Government Act 1995* tenders were invited from suitably experienced and qualified contractors for the provision of engineering services for an initial period of one (1) year with the option to extend for a further two (2) years.

The Confidential Attachment outlines the scope of engagement, which aims to support the Shire of Narembeen in successfully carrying out its annual capital and maintenance projects and programs.

The statutory advertising period commenced on 12 August 2023 and upon closing on 1 September 2023, eight (8) submissions were received.

The submissions were assessed by the selection panel against the Qualitive Criteria outlined in the RFT, with the price summary and panel assessments shown in the Confidential Attachments.

The assessment indicated score variances, however upon a consultative discussion with the Works Manager and carrying out due diligence, including reference checks, the panel recommends SEMC Pty Ltd as the preferred supplier.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. accepts the Tender submitted by SEMC Australia Pty Ltd as the successful supplier for Request for Tender 02/2023 – Provision of Engineering Technical Services in the amount as per the Confidential Attachment as the most advantageous tender to form a Contract; and
2. in accordance with regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.
3. authorises the Chief Executive Officer to execute the contract.

MIN 7676/23 MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

R DeLuis re-entered the meeting at 537

AGENDA ITEM: 10.1.10 - Rural Industry (2 Bulkheads) – Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker

Subject:	Rural Industry (2 Bulkheads) – Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker
File Ref:	ADM550
Disclosure of Interest (Staff):	Nil
Author:	Liz Bushby, Town Planning Innovations
Date:	4 October 2023
Attachments:	1. Temporary planning approval, 2021 2. Temporary works exemption, 2022 3. Site Plan with TPI notes (in red text)

PURPOSE

Council is to consider a new application lodged by Cooperative Bulk Handling for two permanent bulkheads on Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker.

BACKGROUND

In 2021, CBH advised of their intention to seek a temporary planning approval for an emergency bulkhead on Lot 278 (now known as Lot 15). A report on the proposal was considered by Council at the Ordinary Meeting held on 20 July 2021 (**MIN 7244/21**)

In July 2021, Council resolved to grant delegated authority to the Chief Executive Officer to determine the application once formally lodged.

Formal development approval was issued on the 7 September 2021 by the Chief Executive Officer – Attachment 10.1.10. The approval was for a two-year period.

Lot 15 originally formed part of Lot 278 Hyden-Mount Walker Road in Mount Walker.

In 2021, a boundary re-alignment was pursued between original Lots 3119, 278 and 2165 Hyden-Mount Walker Road, Mount Walker.

The purpose of the boundary re-alignment was to contain all CBH infrastructure on a new Lot 15. Council supported the application at the Ordinary Meeting held on the 16 November 2021 (**MIN 7289.21**).

The subdivision/boundary re-alignment was subsequently approved by the Western Australian Planning Commission on the 23 November 2021.

A location plan is included over page.



Above: Aerial showing Lot 15

At the Ordinary Council Meeting held on the 19 July 2022, Council resolved to grant delegated authority to the Chief Executive Officer to deal with requests seeking an exemption from the need for planning approval for temporary works **(MIN 7464/22)**.

The delegation was put in place for 12 months between the 19 July 2022 to the 19 July 2023.

On the 22 July 2022, the Chief Executive Officer granted an exemption for an emergency bulkhead on the subject land for a maximum period of twelve months.

CONSULTATION

The application has not been advertised for public comment. The Shire has discretion to advertise any application for public comment.

STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 –

Lot 15 is zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 ('the Scheme').

The objectives of the Farming zone includes:

- to ensure the continuation of broad-hectare farming as the principal land use in the District and encourage where appropriate the retention and expansion of agricultural activities; and
- to 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 proposed land use is construed as a 'Rural Industry' defined in the Scheme as '*means an industry handling, treating, processing, or packing primary products grown, reared, or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality*'.

A 'Rural Industry' is listed as an 'AA' use in the Farming zone in the Zoning Table of the Scheme, which '*means that the use is not permitted unless the local government has granted development approval*.'

Council has discretion to approve the development.

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.

Clause 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.

FINANCIAL IMPLICATIONS

Development application fees will be applicable.

POLICY IMPLICATIONS

The Town Planning Scheme No 2 is applicable.

RISK MANAGEMENT IMPLICATIONS

There are no known risk management implications associated with this report.

STRATEGIC PLAN REFERENCE

Not Applicable.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Due to back-to-back record harvests over the last two years, CBH has advised that they have a large amount of grain left across the network that they continue to hold in addition to this year's harvest.

Subsequently CBH have applied to retain the two existing bulkheads on site permanently which provides an additional total storage capacity of 60,260 tonnes.

The two existing bulkheads currently contain carryover grain. The intention is to use the bulkheads during peak or above average years to avoid the need to seek temporary approvals as has been done over the last two seasons.

A site plan showing the existing bulkheads is included. The site plan has been marked to reflect the 2021 and 2022 approval history.

Stormwater drainage was addressed as part of the application lodged in 2021 for a temporary approval, and as part of the request for an exemption for a temporary bulkhead in 2022.

The first bulkhead (TBH 03) established in 2021 incorporated a new cut off drain and bunded area, as well as diversion of stormwater drainage to an off-site catchment discharged to the south of the site.

A storage volume of 400m³ was provided for the second 2022 bulkhead (TBH 04) which was in excess of the minimum storage required of 240m³.

The stormwater information lodged in 2021 and 2022 has been re-lodged to support this new application.

CBH has advised that they will ensure that noise from the specification and installation of any mechanical equipment as well as traffic and construction noise does not exceed assigned levels prescribed in the *Environmental Protection (Noise) Regulations 1997*.

CBH has advised they frequently undertake noise and dust monitoring across its sites when required.

The Shire has not received any complaints about dust or noise associated with the two bulkheads.

CBH has also lodged a Traffic Impact Statement (TIA) prepared by a traffic consultant to support retention of the bulkhead extensions.

A summary of the TIA is as follows:

- (a) CBH propose to retain the two existing bulkheads and maintain the existing nameplate capacity of 142,060 tonnes.
- (b) if local production exceeds the capacity of the Mount Walker, CBH must out-turn grain simultaneously (Harvest Essential Moves) to continue to offer a service to growers, and by doing so, increase the traffic on surrounding roads during the peak harvest period.
- (c) the proposal to retain the bulkhead extensions will enable CBH to reduce the volume of Harvest Essential Moves (HEMs) with the intention of reducing trucks on road during the harvest, and instead holding the grain on site to out-turn over the remaining 9 months of the year when the road network is less busy.
- (d) if the bulkhead extensions are decommissioned, then an additional 274 truck movements per day would be required during the harvest period – refer Table 4 below.

Table 4: Retaining the development.

	Decommission TBH 04	Retain TBH 04
Record Site Task ¹	128,341t	128,341t
Available Site Capacity	111,930t	142,060t
Harvest Essential Moves (HEMs)	16,411t	-
HEMs per Harvest	274	-
HEMs per Day	6	-

¹ For the purposes of this assessment the record site task has been adopted and therefore should not be interpreted as the average.

² Figures may not sum due to rounding.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council approves the application for a Rural Industry (two bulkheads) on Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker subject to the following conditions:

1. 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.
2. all existing drainage infrastructure associated with this development shall be maintained in a clean and clear condition.

MIN 7677/23 MOTION - Moved Cr. Currie

Seconded Cr. Cole

CARRIED 6 / 1

For: Cr Stirrat, Cr Cusack, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Cr Bray

10.2 Executive Manager Corporate Services

AGENDA ITEM: 10.2.1– Request to Waive Aquatic Centre Entrance Fees

Subject:	Request to Waive Aquatic Centre Entrance Fees
Applicant:	Narembeen District High School
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	16 October 2023
Attachments:	Nil

PURPOSE

For Council to approve the waiver of entrance fees to the Narembeen pool for Narembeen District High School students attending the Education Department’s Interim Swimming program.

BACKGROUND

The Department of Education runs an Interim Swimming program for two weeks every year, teaching school children how to swim for students in pre-primary through to Year 6.

This long-standing program sees consistent attendance by the students.

The school has estimated about 940 children would enter the facility over the two-week period, not accounting for any existing season pass holders.

Entry fees for children aged 5-16 are \$2.27 (ex-GST); based on the school’s estimates, waiving the fees would forgo approximately \$2,133 (ex-GST) in fees.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

FINANCIAL IMPLICATIONS

Waiving the charge would forgo approximately \$2,133 (ex-GST) in fees and charges revenue.

Council has budgeted \$2,000.00 for the year ended 30 June 2024 for debt write off.

POLICY IMPLICATIONS

Council Policy 1.8 – Debt Management
Executive Policy – Debtor Management
Delegation F.2 – Writing off Debts

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan – 2022 – 2032

Strategic Priority 1.1: Together with key stakeholders identify and deliver opportunities for young people across the Shire.

Strategic Priority 1.3: Inclusive community activities, events and initiatives.

Corporate Business Plan 2022 – 2024

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

Goal 3: We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

There is historical precedent to the school's application; entry fees were waived in 2019, 2020 and 2021 for the same program.

Given that the financial impact is relatively minimal, the school does a lot to generate traffic and business throughout the town and the fee waiver is strongly in alignment with Council's strategic community plan there is good reason to waive the fees.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, waive the entrance fees for the Narembeen District High School for all student entry under the Education Department's Interim Swimming program.

MIN 7678/23 **MOTION** - Moved Cr. Cusack Seconded Cr. Cole

**CARRIED 7 / 0
BY SIMPLE MAJORITY**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

AGENDA ITEM: 10.2.2 - Monthly Financial Statements for the Month ended 30 September 2023

Subject:	Monthly financial statements for month ended 30 September 2023
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	17 October 2023
Attachments:	Monthly financial statements – 30 September 2023

PURPOSE

For Council to accept the financial statements for the month ended 30 September 2023.

BACKGROUND

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

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic priority 4.2: “We have sound financial and asset management policies and practices in place”.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council’s closing funding surplus as at 30 September 2023 is \$6,316,795, with cash on hand of \$10,517,836 including \$4,734,815 of restricted reserves.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 30 September 2023.

MIN 7679/23 **MOTION** - Moved Cr. Currie Seconded Cr. Cusack

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

AGENDA ITEM: 10.2.3 - Schedule of Accounts for Month Ended 30 September 2023

Subject:	Schedule of Accounts for month ended 30 September 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Annette Byrne – Administration Officer
Date:	10 October 2023
Attachments:	Schedule of accounts paid - 1 September to 30 September 2023 Credit card payments - 14 July 2023 – 15 August

PURPOSE

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 30 September 2023.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a) The payee's name;
 - b) The amount of the payment;
 - c) The date of the payments; and
 - d) Sufficient information to identify the transaction.

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

- We have sound financial and asset management policies and practices in place.
- Transparent, accountable, and integrated reporting.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The schedule of accounts paid during the month of September 2023 is attached to this report. Total payments from the municipal fund for the month ended 30 September 2023 is \$269,738.54

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Receive the schedule of accounts paid for the month ended 30 September 2023
2. Receive the credit card payments list for the period 14 July 2023 – 15 August 2023.

MIN 7680/23

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 7 / 0

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil*

10.3 Confidential Reports

Nil

R DeLuis left the meeting at 5.42pm

11.0 Urgent Business as Permitted by Council

COUNCIL RESOLUTION

That Council agrees to allow urgent business.

MIN 7681/23 **MOTION** - Moved Cr. Stirrat Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

COUNCIL RESOLUTION

That Council close the meeting to public, under Section 5.23 (2) (a) (b) and (c), of the Local Government Act 1995, as the following agenda item relates to a contract that may be entered into.

MIN 7682/23 **MOTION** – Moved Cr. Cusack Seconded Cr. Cole

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.

Against: Nil

The meeting was closed to the public.

AGENDA ITEM: 11.1.1 – Prism Contracting & Consulting Pty Ltd

Subject:	Draft Minor Works Contract
Applicant:	Not Applicable
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	12 October 2023
Attachments:	Draft Contract; Technical Requirement & Scope of Works

PURPOSE

This item presents the draft Minor Works Contract between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd for consideration and if satisfactory endorsement.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. endorses the draft Minor Works Contract and Technical Requirements and Scope of Works between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd;
2. in accordance with regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.
3. authorises the Chief Executive Officer to execute the contract.
4. authorises the Chief Executive Officer to approve project variations after the execution of the contract as per the below:

Project Variations	Value	Authorisation
Single Project Variation	Capped at \$20,000	CEO Authorised
Single Project Variation	Above \$20,000	To be presented to Council
Total Project Variations	Capped at \$55,000	CEO Authorised
Total Project Variations	Above \$55,000	To be presented to Council

MIN 7683/23 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil

COUNCIL RESOLUTION

That Council re-open the meeting to public.

MIN 7684/23 **MOTION** – Moved Cr. Cole Seconded Cr. Bald

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.
Against: Nil

The meeting was re-opened to the public and R DeLuis returned.

12.0 Councillor's Reports

Cr S Stirrat

Attended

- Swearing In Ceremony
- EWBG AGM

Cr H Cusack

Attended

- Swearing In Ceremony
- CEACA Auditors. CEACA will be having a meeting with State Government in next few weeks regarding funding options for housing projects.

Cr T Cole

Attended

- Swearing In Ceremony
- Bushfire AGM

Cr C Bray

Attended

- Swearing In Ceremony

Cr A Hardham

Attended

- Swearing In Ceremony
- Wadderin Meeting
- Town Team Meeting – intend to install Christmas lights at the clock tower

Cr M Currie

Attended

- Swearing In Ceremony

Cr H Bald

Attended

- Swearing In Ceremony

13.0 Date, time & place of next meeting

Tuesday 21 November, 5.00pm at the Shire of Narembreen Council Chambers.

14.0 Closure

There being no further business the Chair declared the meeting closed at 5.56pm.

ATTACHMENT – AGENDA ITEM 6.2.1
Minutes – EWBG AGM 16 October 2023



Minutes for the Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting held Monday 16th of October, 2023 at Merredin Recreation Centre.

Chairperson: Scott Stirrat.

- 1. Opening of Meeting:** 10.33am.
- 2. Attendance and Apologies:**
 - a. Attendance:** Ross Della Bosca, Mark Crees, Steve Hunt, Jim Sullivan, Margaret Sullivan, Jamie Taylor, Travis McConnell, Steve Palm, Stuart Putt, Scott Stirrat, Lisa O'Neill, Peter Barnes, Ron Burro, Jason Davis, Romolo Patroni.
 - b. Apologies:** Melissa Price, Len Armstrong, Jo Dean, Mia Davies, Rebecca McCall, Dean Sinclair, Darren West, Tom Mulcahy, Hon. Jackie Jarvis and Gary Guerini.
- 3. Disclosure of Interests:** Nil.
- 4. Confirmation of Minutes:**
 - a. Board Meeting held 12th of June 2023, at Merredin CRC, Merredin.
 - b. AGM held 18th of October 2022, at Merredin CRC, Merredin.

Motion:

That the minutes presented from the meeting held on the 12th of June 2023 are accepted as a true and accurate record.

***Moved: R. Patroni. Seconded: M. Crees.
Carried.***

Motion:

That the minutes presented from the meeting held on the 18th of October 2022 are accepted as a true and accurate record.

***Moved: J. Sullivan. Seconded: S Palm.
Carried.***

- 5. Business Arising from Previous Minutes:**
 - a. Wild Rabbit Control Update (addressed in general business).
 - b. Bankwest Term deposit (addressed in finance).
- 6. Adoption of Financial Statement:**
 - a. 2022/2023 Audited Financials presented.

Action – that the motion to move the 2022/2023 Audited Financials occurs at the next EWBG Board meeting due to a small error in the totalled numbers. Audit Partners Australia will resend audit and the board will set to move this audit at the next meeting.



b. 2022/23 Budget Forecast as per Operational Plan.

Action: The Committee of Management will meet prior to the end of December 2023 to endorse the 2024/25 Operation Plan for EWBG.

c. Change of Bank

EWBG Executive Officer to investigate the change from Bankwest to Bendigo/Commonwealth/Westpac as Bankwest will no longer be holding a business section to their bank.

7. Appointment of Auditor

Motion:

The Eastern Wheatbelt Biosecurity Group appoint Audit Partners Australia as the auditors for 2023/24 fiscal year.

**Moved: S. Hunt. Seconded: S. Putt.
Carried.**

8. Setting of Membership Fee

Motion:

The Eastern Wheatbelt Biosecurity Group's will set a membership fee of \$100 for 2023/24 for the eleven member Shire's of the group.

**Moved: M. Crees. Seconded: S. Palm.
Carried.**

9. Chairs Report

Motion:

That the Eastern Wheatbelt Biosecurity Group's Chairpersons report was presented by Scott Stirrat and included in the 2022-2023 Annual report.

**Moved: S. Stirrat. Seconded: M. Crees.
Carried.**

10. Agenda Items

a. EWBG Overview

EWBG Executive Officer provided an overview of the operations and set up of the EWBG to increase understanding of the EWBG for all interested parties.



Action: to increase public promotion of environmental benefits from the EWBG's control activities.

b. LPMT Update

An update on operations was presented by Jamie Taylor and a written update from Stuart McEwan.

c. DBCA Update

DBCA will be providing a new MOU for the EWBG. Operations will continue the same for this financial year. In 2024/25 DBCA will be looking to employ an individual to assist with Biosecurity operations and will no longer be providing funds to the EWBG. The EWBG will continue to support DBCA's control activities where possible.

d. DPIRD Update

DPIRD update as per presented document.

e. WSA Update (IGO).

Western Area's Ltd (known now as IGO) will no longer be parting in a Sponsorship Agreement with the EWBG.

f. Rabbit Control

The EWBG to this point have received 16 EOI's into the Wild Rabbit Bait Mixing Days (3 x Kondinin, 5 x Lake Grace, 3 x Kulin, 2 x Merredin, 1 x Westonia, 1 x Yilgarn). The EWBG will continue to advertise these mixing days through to January.

11. General Business:

a. National Biosecurity Levy

Concerns were raised regarding the introduction of a National Biosecurity Levy. The EWBG will further investigate this levy and provide an update to the Board at the next meeting.

b. Newsletter to landholders

The EWBG will look for ways to actively engage landholders on a more regular basis. Every 6 months will look to send a newsletter with information about activities of the EWBG.

Action: The EWBG will approach the eleven member Shire's to obtain information about data sharing opportunities for Landholders of the EWBG (mailing list).

12. Next Meeting: March 2024 (TBC).

13. Close of Meeting: 11.43am.

**ATTACHMENT – AGENDA ITEM 6.3.1
Minutes CEACA Management Committee
Meeting 26 October 2023**



CEACA

Supporting Wheatbelt Communities

MINUTES OF THE CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON FRIDAY, 20TH OCTOBER 2023 (VIA TEAMS)

ATTENDEES:

Terry Waldron – CEACA Chairperson, Richard Marshall – CEACA Executive Officer (EO), Stephen Strange – Shire of Bruce Rock, Darren Mollenoyux – Shire of Bruce Rock, Quentin Davies (via telephone) - Shire of Wyalkatchem, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse, – Shire of Mt Marshall, Ben McKay - Shire of Mt Marshall, Bill Price – Shire of Westonia, Wayne Della Bosca – Shire of Yilgarn, Nic Warren - Shire of Yilgarn, Mark McKenzie - Shire of Merredin, Holly Cusack - Shire of Narembeen, Maria Cavallo (Auditor) – AMD Chartered Accountants (for item 2.1 only).

Minute Taker: Richard Marshall – CEACA Executive Officer

APOLOGIES

Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Rebecca McCall - Shire of Narembeen, Peter Klein - Shire of Wyalkatchem, Lisa Clack – Shire of Merredin, Jo Trachy - CEACA Operations Manager.

1.0 MEETING OPENING

The Chairperson apologised for the late start due to technical IT issues, opened the meeting at 10.09am and welcomed all attendees.

The Chairperson welcomed Maria Cavallo, auditor from AMD Chartered Accountants.

Apologies were noted.

Gary Shadbolt and Rebecca McCall had tried to attend the meeting but were prevented by technical IT issues. EO spoke to Gary Shadbolt after the meeting to provide an update and answer various questions.

A quorum was declared, with eight (8) committee members or their delegates in attendance.

2.0 MEETING MATTERS

2.1 Audited Financial Statements

Richard Marshall spoke to the Financial Statements, highlighting the significant items in the Profit & Loss Account, Balance Sheet and Notes to the accounts.

Maria Cavallo advised the scope of the audit work and the audit findings, noting the only item pointed out in the Management letter was the provisions for annual leave and long-service leave were slightly understated due to the exclusion of the salary on-costs components (superannuation and workers compensation insurance). This is immaterial and does not require adjustment.

Tony Sachse asked whether the deficit on the Governance section of the profit & loss account (governance costs net of membership fees) is a problem. Ms Cavallo advised it is not a problem as the overall profit & loss account is considered.

Ms Cavallo left the meeting at 10.25am.

RESOLUTION

The Management Committee resolved:

1. For the Chairperson and EO to sign the Letter of Representation to the auditors, as provided in the meeting papers.
2. For Terry Waldron and Stephen Strange to sign the Statement from the Management Committee approving the Financial Statements, as provided in the meeting papers.

2.2 Term Deposit Account

Mr Marshall spoke to the report provided with the meeting papers. He advised that CEACA currently has approximately \$800,000 in an interest-bearing account earning 1.5%, whereas Term Deposit accounts are currently earning over 4% depending on the term.

RESOLUTION

The Management Committee resolved:

1. To set up a Term Deposit account at Westpac Bank, with \$600,000 for a period on nine (9) months.

2.3 AGM Matters

Call for Nominations have been sent to Members and are required to be submitted by 30 October 2023, one week prior to the AGM scheduled for 6 November 2023.

It was discussed that with local government elections being held on 21 October it would be extremely difficult for some shires to elect their CEACA representative by 30 October 2023.

RESOLUTION

The Management Committee resolved:

1. If due to the timeframe imposed by the date of local government elections, a member Shire is unable to elect its CEACA representative in time, the deadline for submission of nominated candidates will be extended to the scheduled date of the AGM.

3. GENERAL BUSINESS

The Chairperson advised a funding submission in relation to building additional properties had been provided to the Department of Communities and a meeting to follow-up on this is expected shortly.

EO advised that the Registrar for Community Housing Providers (CHP) had provided written confirmation that the wind-up clause required in the Constitution for CHP status, does not apply to existing land and property. This will be confirmed by CEACA legal advisors prior to consideration by members of any proposed amendments to the Constitution in this regard.

4. MEETING CLOSURE

There being no further business, the meeting closed at 10.43am.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.

**ATTACHMENT – AGENDA ITEM 6.4.1
Minutes LEMC Meeting 26 October 2023**



Agenda
Local Emergency Management Committee Meeting

26 October 2023



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AGENDA

Shire of Narembeen
Local Emergency Management Committee Meeting
26 October 2023 at 3.30pm
Emergency Services Building, Latham Road, Narembeen

1.0 Opening & Welcome

The Chairperson, Cr C Bray declared the meeting open at 3:31pm

2.0 Attendance & Apologies

Attendance

Cr Chris Bray (proxy)	Shire Councillor / Chairperson's proxy, Shire of Narembeen
R McCall	Chief Executive Officer, Shire of Narembeen
B Forbes	LEMC Executive Officer, Shire of Narembeen
G Rowles	Acting Area Officer Lower Wheatbelt, DFES
M Dixon	Chief Bush Fire Control Officer
D Back	OIC Police – Narembeen Police

Apologies

R Arnold	Deputy Principal, Narembeen District High School
I Mortimore	St John Ambulance
J Spadaccini	Department of Communities
Y Grigg	District Emergency Management Advisor, DFES

3.0 Minutes of Previous Meetings

3.1 Confirmation of Minutes of LEMC Meeting

RECOMMENDATION:

That the minutes of the Shire of Narembeen LEMC Meeting held on 15 June 2023 be received.

COMMITTEE RESOLUTION

MIN **MOTION** - Moved *Daniel Back* Seconded *Murray Dixon*

CARRIED 5/0

4.0 Reports

ITEM: 4.1 – Agency Reports

WA Police

Police attendance at traffic crashes.

These jobs are vetted by VKI (Police Communications) and police will only attend at a crash when there is, or an allegation of:

- Actual injury which requires immediate medical attention, e.g., fracturing of bones or suspicion of internal injuries, etc.
- Alcohol or drugs being a factor
- Significant damage to a third party/infrastructure and the property owner is not present or the driver of the vehicle has left the scene, e.g., car vs. house; power pole, etc.
- Significant and ongoing danger to public safety or property.

Sometimes we don't hear about a crash, for example a single vehicle rollover where the occupant has a few minor bruises and scratches. It's not that we don't want to attend, its simply the job gets vetted and does not meet the criteria for attendance, so we don't receive the call, even though SJA and DFES have been requested to attend.

Metro and RWA crashes are vetted in the same way.

This might clear up some ambiguities with us attending crashes.

Shire of Narembeen

Appointment of Chief Executive Officer

Rebecca McCall commenced as the Shire's Chief Executive Officer in September 2023. As part of an overall review of the condition and plans of the Shire, Rebecca intends to push for all major frameworks to be reviewed.

Review of Local Emergency Management Arrangements

Although updated recently, there are some items in the Local Emergency Management Arrangements that could be expanded upon. Additionally, there are recent developments, such as the Memorandum of Understanding recently entered into with other Local Government members of the Great Eastern Country Zone for the sharing of Shire resources in an emergency, that could stand to be included.

All members are encouraged to review the current Arrangements from March 2022 and provide feedback to Shire staff for their review.

Evacuation Centre Infrastructure

Following on from discussions at the previous LEMC meeting, Council's adopted budget included provisions for a generator and Starlink infrastructure to be installed at the evacuation centre (Narembeen recreation centre).

Staff are investigating the possibility of a trailer-mounted generator in order to give additional flexibility in the case of an emergency, and we hope to have the Starlink infrastructure running at the recreation centre shortly.

Department of Communities

The Department of Communities Emergency Relief and Support division has been requested to conduct a brief audit of the listed Evacuation Centres in the district to assist the Hazard Management Agency to provide resources in the event of an emergency.

ITEM: 4.2 – Local Emergency Management Committee (LEMC) Members for review

NOT FOR DISTRIBUTION TO THE PUBLIC WITHOUT APPROVAL OF CHIEF EXECUTIVE OFFICER

Organisation	Name / Position	Address	Phone	Email
Shire of Narembeen	Shire President (TBA)		TBA	TBA
Shire of Narembeen	Rebecca McCall, CEO	1 Longhurst Street Narembeen	0428 647 312	ceo@narembeen.wa.gov.au
Shire of Narembeen	Ben Forbes, LEMC Executive Officer		0457 667 579	emcs@narembeen.wa.gov.au
WA Police	Daniel Back Officer in Charge Narembeen Police	9 Longhurst Street Narembeen	0439 509 077	daniel.back@police.wa.gov.au
Fire and Rescue	Murray Dixon, Chief Bushfire Control Officer		0427 645 026	fairview1861@gmail.com
Department Fire and Emergency Services	Yvette Grigg, District Emergency Management Advisor	79 Newcastle Street Northam	0488 907 187	Yvette.Grigg@dfes.wa.gov.au
Department Fire and Emergency Services	Justin Corrigan, Acting District Officer Avon	79 Newcastle Street Northam	0418 164 118	Justin.corrigan@dfes.wa.gov.au
Narembeen District School	Russell Arnold, Deputy Principal	10 Ada Street Narembeen	0438 141 587	russell.arnold@education.wa.edu.au
St John Ambulance	Ian Mortimore, President		0428 647 090	iandkmortimore@bigpond.com
Narembeen Hospital	Health Service Manager	Ada Street, Narembeen	9064 6222	
Department of Communities	Jo Spadaccini, District Emergency Service Officer – Wheatbelt		0429 102 614	joanne.spadaccini@communities.wa.gov.au

5.0 Other business

Not applicable

6.0 Correspondence

Correspondence out

Not applicable

Correspondence in

An email was received by the Executive Officer from Chris Bray as follows:

On Thursday 24-August at around 10.45am Narembeen Town site and surrounds experienced a complete internet and mobile phone service break down. 99% of all communications failed.

I rang the Shires of Kondinin and Corrigin they were unaffected, also Merredin was OK (I drove 23Ks North on Merredin Rd and the service returned. Bruce Rock lost all mobile and internet services as well as Narembeen, at the same time. We were involved at Bruce Rock setting up a Generator for their Town hall Shop.

Western power had planned a power outage for the day, to set up new transformers for the new Super Market power supply. I understand that the residents and the Shire of Bruce Rock where not aware that the Mobile Network and Internet service would be down, and that Telstra were completely unaware of the service failure.

There are lots of questions that need to be answered and perhaps some plans and infrastructure needs to be put in place, to cope with any future incidents. This needs to be discussed at the next LEMC meeting .

Regards Cr Bray.

7.0 Next Meeting

Thursday 15 February 2024 at 3.30pm, at the Emergency Services Building.

8.0 Closure

There being no further business the Chair declared the meeting closed at 4:19pm.

**ATTACHMENT – AGENDA ITEM 6.5.1
Minutes RRSNCBF Community Benefit
Advisory Group Meeting 8 November 2023**



MINUTES

RAMELIUS RESOURCES & SHIRE OF NAREMBREEN

COMMUNITY BENEFIT FUND ADVISORY COMMITTEE

**WEDNESDAY 8 November 2023, 1.00 PM
SHIRE OF NAREMBREEN**



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MINUTES

Ramelius Resources & Shire of Narembeen Community Benefit Fund Advisory Committee Meeting Wednesday 8 November 2023, commencing at 1.00 pm

1.0 Opening & Welcome

Cr Scott Stirrat, Shire President welcomed everyone and declared the meeting open at 1.00pm.

2.0 Attendance & Apologies

Attendance

Cr Scott Stirrat	President Shire of Narembeen via Zoom
Mr Hugh Trivett	Ramelius Resources
Mrs Sheree Thomas	Go Narembeen
Ms Diana Blacklock	Project Manager – Shire of Narembeen (minute taker)

Apologies

Nil

3.0 Declarations of Interest

Cr Stirrat – Hurt for Help Ltd (Charity)

4.0 Minutes of Previous Meetings

4.1 Confirmation of Minutes

Confirmation of Minutes from the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 12th April 2023.

RECOMMENDATION:

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 12 April 2023 be confirmed as a true and accurate record of the proceedings.

COMMITTEE RESOLUTION

MIN 7685/23 MOTION – Sheree Thomas Seconded: Hugh Trivett

CARRIED 3 / 0

DISCUSSION

Hugh mentioned that flexibility is an important part of the program and discretion at times is needed to keep things simple.

Having ex-GST on the form is creating some confusion amongst the applicants, therefore is it necessary to be part of the application process at all? Previously the group has only given the amount requested, with no consideration to the GST component. To keep things simplified it was suggested not to include it, the original agreement between Tampia Pty Ltd and Shire of Narembeen is silent on it. Ben (EMCS) to be consulted on what is the best way to manage the financial implications.

Scott left the meeting at 1.35 p.m. due to a conflict of interest when assessing Hurt for Help Ltd application returning to the meeting at 1.45 p.m.

Hugh identified that the original application did not specify an organisation had to be incorporated, but rather community groups can apply for funds to benefit the community and be assessed by the Advisory Group. – Recent additions to the application, to be removed.

5.0 Assessment of Applications

The Advisory Committee assessed the following grant applications:

	Organisation	Program	Requested funding amount
1	Hurt for Help Charity Ltd	Local Charity Launch Event	\$5,500.00
2	Narembeen CRC	Christmas Party	\$4,500.00
3	Narembeen Football Club	Electronic Outdoor Scoreboard	\$20,000.00
4	Narembeen P&C	Indigenous Mural – Breezeway	\$4,500.00
5	Mt Walker Golf Club	Seating for Golf Course and Tennis Court	\$1,922.00
	TOTAL		\$36,422.00

COMMENTS

The following considerations were made on the following application assessments:

- Hurt for Help Charity Ltd - Cr Scott Stirrat declared a conflict of interest and left the room. Criteria were discussed and it was decided the Charity meets them and given the nature of the event expenses can be receipted to the value of the amounts applied for on acquittal.*
- Narembeen CRC - The Christmas party has been funded each year since the inception of the grant and the group acknowledged the great benefit to the community the event provides.*
- Narembeen Football Club - Clarity was sought on the previous round (2) in March 2022 funding and subsequent request to have the amount refunded. The group questioned if the club was in a better position to purchase at this time (Rd 5) The group administration advised that NFC were eligible to apply, and payment would be made upon receipt of an invoice from the supplier if successful. For good will*

Hugh requested additional advertising. It was agreed funding would be conditional upon recognition of RRSNCBF with the logo visible on the scoreboard.

- Narembeen P&C – Sheree asked whether this project was from an educational organisation however it was determined that due to the nature of the project and the organisation being the P&C, it would benefit the community and therefore comply. Approval for funding will be confirmed once due diligence has been done to determine correct indigenous group being represented. The P&C is to seek advice from a Njaki Njaki Elder. Reference AIATSIS Map. <https://aiatsis.gov.au/explore/map-indigenous-australia>
- Mt Walker Golf Club, previous recipients for funding, the application complies with criteria, funding approved.

COMMITTEE RESOLUTION

MIN 7686/23

MOTION - Hugh Trivett

Seconded: Sheree Thomas

The Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that the Shire of Narembeen Council approve the following grant applications:

Club/Group	Project/Event	Amount
Hurt for Help Charity Ltd	Local Charity Launch Event	5,500
Narembeen CRC	Christmas Party	4,500
Narembeen Football Club	Electronic Outdoor Scoreboard	20,000
Narembeen P&C	Indigenous Mural – Breezeway	4,500
Mt Walker Golf Club	Seating	1,922
TOTAL		\$36,422.00

The acquittal date is to be completed before 29 February 2024.

CARRIED 3 / 0

6.0 Other Business

- **Contract between Shire of Narembeen and Tampia Operations Pty Ltd**

The existing agreement (deed) with Tampia Ltd ends on 21 August 2024 which equates to one more payment to the fund for the 2024/2025 financial year. Hugh recommended that this be discussed and reviewed again at the next Advisory Group meeting in April 2024 when more is known regarding buy/lease negotiations with Go Narembeen.

- **Financial Requirements**

The Group asked for budgeted allocations on each round. Cr Scott Stirrat further requested financial statements for endorsement at each meeting. Ben (EMCS) is to be consulted on how to best provide these statements.

- **Changes to the Advisory Group**

The Group welcomes Cr Scott Stirrat Shire of Narembeen President replacing the former president, Kellie Mortimore. The Advisory Group thanks Kellie for her commitment and contribution to the committee since its inception in 2021.

The administration of the fund will be managed by the Narembeen Community Resource Centre from March 2024. Hugh thanked Diana for her efforts in coordinating the grant since March 2022.

It was highlighted that once the Funds are administered by the CRC there may be a conflict of interest, with possible CRC funding applications. The group acknowledges a declaration of interest will need to be addressed on each occasion.

- **Suggested Round 6 Dates (to be confirmed)**

- *Applications Open – 1 March 2024*
- *Applications Close – 29 March 2024*
- *Advisory Committee Meet – 10 April 2024 (TBC)*

7.0 Next Meeting

The next meeting will be held on Wednesday 10th April 2024. (TBC)

8.0 Closure

There being no further business the Chairperson declared the meeting closed at 2.12pm.

**ATTACHMENT – AGENDA ITEM 6.6.1
Minutes CEACA Management Committee
Meeting 6 November 2023**

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 6 NOVEMBER 2023 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN

1. MEETING OPENING

The Chairperson opened the meeting at 10.08am and welcomed former Member Quentin Davies as an observer, Shire of Merredin representatives, Codi Brindley-Mullen and Leah Boehme and Shire of Westonia Member, Ross Della-Bosca. The Chairperson acknowledged the significant contribution that former Member, Rodney Forsyth from the Shire of Kellerberrin had made to CEACA from its inception and thanked Mark McKenzie from the Shire of Merredin for his contribution during his time as a CEACA Member.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall - CEACA Executive Officer, Jo Trachy - CEACA Operations Manager, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths & Monica Gardener - Shire of Kellerberrin, Tony Sachse & Ben McKay - Shire of Mt Marshall, Codi Brindley-Mullen & Leah Boehme - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Rebecca McCall & Holly Cusack - Shire of Narembeen, Bill Price & Ross Della-Bosca - Shire of Westonia, Mischa Stratford & Quentin Davies - Shire of Wyalkatchem, Nic Warren & Wayne Della-Bosca - Shire of Yilgarn

Apologies

Stephen Strange - Shire of Bruce Rock, Lisa Clack & Bradley Anderson - Shire of Merredin, Dirk Sellenger - Shire of Mukinbudin, Peter Klein - Shire of Wyalkatchem, Louis Geier - Shire of Westonia

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 4 September 2023

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 4 September 2023 be accepted as a true and accurate record of proceedings.

2.5 Minutes of the Management Committee Meeting – 20 October 2023

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 20 October 2023 via MS Teams be accepted as a true and accurate record of proceedings.

2.6 Matters Arising / Action Items

The EO advised that all items are on the agenda for this meeting.

- Member for Mt Marshall queried the increase in build costs from the original estimate of \$250k to \$500k. The EO advised \$500k is based on the latest quote from Evoke Living, a turn-key solution for one unit only and CEACA would expect a discount for 56 units.
- Member for Bruce Rock advised that local trades were utilised in the original project to keep costs down. The OM advised that local trades and suppliers would be utilised.

3. MATTERS FOR DECISION

3.1 Appointment of CEACA Chairperson

The Chairperson left the meeting. The Deputy Chairperson asked for nominations for the role of Chairperson for the 2023/24 year. Gary Shadbolt nominated Terry Waldron and this was seconded by Wayne Della Bosca.

RESOLUTION

It was agreed by the Management Committee to elect Terry Waldron as the CEACA Independent Chairperson until the 2024 Annual General Meeting.

3.2 Executive Committee Members Appointment (Deferred to after AGM)

This item was deferred until after the AGM. Refer to the end of these minutes.

3.3 Shire of Trayning CEACA Units

The EO referred to *Attachment 6* provided with the meeting papers and commented as follows:

- We have experienced several issues with both units including breaches, terminations and damage.
- It is difficult to find tenants in the area and units are expensive to maintain.
- Profit & Loss statement for Trayning shows a loss of approximately \$3k for the 12 months to June 2023 and probably have lost more than that for the current year.
- Given the shire is not a CEACA member and the units are costing CEACA money, there is an option to sell both. This is an option for discussion and not a recommendation.

General discussion ensued.

RESOLUTION

It was resolved by the Management Committee that CEACA approach the Shire of Trayning directly for feedback on possible purchase of the units. If the feedback is positive, the Shire will be given the opportunity of putting forward a proposal. CEACA will also approach WACHS and GROH (Govt Regional Officer Housing Program) to discuss options.

ACTION ITEM

CEACA Chairperson and Executive Officer to contact the Shire of Trayning CEO to discuss the options, following feedback from Shire CEO discussions with Trayning CEO.

3.4 CEACA Constitution – Proposed Amendments

The EO spoke to *Attachment 3.4* Explanatory Notes and general discussion ensued.

- EO explained that the proposed wind-up clause has been provided by the Registrar for Community Housing Provider (CHP) and that it will be reviewed by CEACA's solicitors as part of an overall review, prior to a meeting of CEACA members to consider approving a new constitution. Member for Mukinbudin referred to the wind-up clause and asked what would happen if there were no like-minded organisations to transfer assets to. EO advised there is an option to set one up and could be one or multiple entities.
- Quentin Davies referred to the suggestion of a 9-year Member term and asked what the reasoning for this was. EO advised that if a person has been on a Board for a long time, they are no longer considered independent. A Succession Planning policy is required to provide for an orderly transition of Management Committee members.
- Member for Bruce Rock suggested that it's important for the Executive Committee members to be changed every 2 years as they may also be off Council at the same time. EO advised that the Executive Committee is not included in the Constitution, but this does not mean the term cannot be set to 2 years.
- Raymond Griffiths asked if the 3-year membership fee and terms would be included in the Constitution so that shires understand the figure they are committing to over the period. General discussion ensued and this was supported by all Members present. EO advised that a specific figure had not been included as it can change. There is the possibility of a discretionary levy inclusion in the Constitution to cover unforeseen project costs.
- Member for Mukinbudin referred to Item 30.1A and advised the number of foundation members may need to be taken out of the Constitution (or the wording may need to be changed).

RESOLUTION

The proposed changes to the Constitution as set out in the meeting papers were agreed with a membership term of 3 years from 1 July 2023. It was also agreed that the Management Committee may agree a maximum membership fee. The maximum for the current 3-year term from 1 July 2023 will be \$20k but this figure will not be included in the Constitution. It was also resolved that the proposed amendments be put to a CEACA Members meeting to be held after the Management Committee meeting in February 2024.

ACTION ITEM

EO to obtain legal advice regarding the points raised and provide feedback at a members' meeting in February 2024.

3.5 Shire of Dowerin Membership Application

EO referred to *Item 3.5 and the attachment to the EO report* and commented as follows:

- Shire of Dowerin had requested to attend the Management Committee meeting in September 2023.
- CEACA had asked that a Membership application be submitted prior to attendance at CEACA meetings.
- The letter of application for Associate Membership, \$5k per annum and without voting rights, was received.
- The shire will be included in the current funding application for additional units and if funding is approved, they would have to apply for full membership and agree to the gift of land and rates exemption.

General discussion ensued. Mr Griffiths advised that the basis of the strategy to invite Associate Memberships was to generate additional fees, which could be applied towards consultancy costs of funding applications to build new units

RESOLUTION

It was resolved by the Management Committee to approve the Associate Membership application from the Shire.

ACTION ITEM: EO to contact Shire of Dowerin CEO and advise that their application to join CEACA has been approved.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

The EO spoke to *Attachment 8* of the meeting papers and commented as follows:

Funding – Additional Units (“ILU”)

- Federal Growing Regions funding process is expected sometime early in 2024 and they will want to know that CEACA has the balance of funding. On the basis that shires contribute 10%, approx. \$10m will be required from State Government. State have asked CEACA to make a submission even though it will be non-conforming. Following a lot of work from the CEACA Operations Manager and Evoke Living Homes, the application was submitted.
- Chairperson, EO and Operations Manager met with Luke Aitken and his colleague from the Department of Communities on 3rd November 2023 to discuss the CEACA application. The Department presented their current waitlist in the Member shires and advised their primary focus is to reduce it. Their list is primarily for locations which offer services. CEACA advised that they would forward their waitlist to the Department.
- The Department advised that funding would be conditional upon CEACA being a registered Community Housing Provider (CHP). This was a change from original advice that an application would be accepted if CEACA were in the process of applying.
- EO and Operations Manager attended a Registered Community Housing Provider pre-registration session on November 3, 2023. The focus was on Governance, Risk as well as tenant involvement, management and feedback.
- CEACA's focus is to finalise the Constitution wording to enable commencement of the CHP registration process.
- Application for registered housing provider is a 19-week process, there is a lot of work to do, but if CEACA want funding we have no choice. In addition to funding, the benefit to CEACA is that it will assist to develop improved governance documentation and practices.

Care Services

- In previous meeting discussions Members agreed that the Pingelly Model is a good option for shires and InCasa can work with them to cater for their individual needs.
- CEACA has distributed information relating to a \$20k federal grant for signing up to the Staying at Home program before February 2024 and believe it is a good option for shires. It is an agreement with a body in the shire but does not have to be CRC or Shire.

4.2 Operations Manager Report

The OM referred to *Attachment 9* of the meeting papers and commented as follows:

- New lease terms drafted and sent to Elders to ensure protection of CEACA assets including smoking in the unit, care of gardens, preventative maintenance, alterations, damage by mobility aids and flushing of foreign objects resulting in plumbing failure. Elders confirmed the terms will be included in future leases and lease renewals.
- Bubble Pits in each shire were reviewed by a local Plumber who advised they are not fit for purpose. The contractor provided a quotation of \$3,300 inc GST per unit to rectify by creating a soak well/drainage and they would begin with the two units in Southern Cross to monitor effectiveness prior to working on remaining units. A quotation was provided for yearly cleaning of the 71 pits (\$9,372 inc GST).

ACTION ITEM

Operations Manager to discuss options with all Member Shires and this could include replacement, repair, yearly cleaning or permanent filling of the cavity.

- Shower re-grout and re-seal work will commence in November 2023 in Bruce Rock and Kellerberrin.
- Renewal of general insurances are due and Broker will go to market and provide quotes in the near future.
- The focus for the next couple of months will be the Community Housing Provider (CHP) registration including review of CEACA governance policies and procedures, tenant management procedures and feedback mechanisms.

5. MEETING CLOSURE

There being no further business, the Management Committee meeting adjourned at 12.00noon.
(The Management Committee re-convened after the AGM to elect the Executive Committee Members (Item 3.2).

The Management Committee meeting was re-opened at 12.30pm after the Annual General Meeting.

General Business

Departing Member, Quentin Davies from the Shire of Wyalkatchem made the following comments:

- The CEACA project has been interesting and successful and one of the most important factors in its success has been having an independent Chairperson. The way that CEACA has been managed and the amount of work done by the current CEACA Management Team to get it where it is today cannot be underestimated. Incredible achievement and if the CEACA Management Team were not doing the work, it would fall on the shires.
- The model is a real indication for regional collaboration and structure for the future.
- Consistent 100% occupancy and possibility of future development can be credited to the CEACA Management Team.
- Particular thanks to Raymond Griffiths and Gary Shadbolt who have both done a large amount of work to get CEACA to where it is today, supported by a strong group of LGA.
- Promotion of the brand is key and CEACA should not underestimate how many people look at what CEACA do.

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

The Chairperson thanked Bill Price who advised he will step down from the Executive Committee.

RESOLUTION

It was resolved by the Management Committee that the that the members of the CEACA Executive Committee until the 2024 Annual General Meeting will be:

Terry Waldron – Chairperson, Richard Marshall - CEACA Executive Officer, Gary Shadbolt - Shire of Mukinbudin & CEACA Deputy Chairperson, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths - Shire of Kellerberrin, Holly Cusack - Shire of Narembeen & CEACA Treasurer, Mischa Stratford - Shire of Wyalkatchem & CEACA Secretary

NEXT MEETING

The next meeting will be held at 10.00am on 26th February 2023 at the Merredin Regional Community & Leisure Centre.

To be confirmed.

MEETING CLOSURE

There being no further business, the meeting closed at 12.37pm.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.

**ATTACHMENT – AGENDA ITEM 6.7.1
Minutes CEACA Annual General Meeting 6
November 2023**

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC. ANNUAL GENERAL MEETING HELD ON MONDAY, 6 NOVEMBER 2023 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN

1. Opening, Attendance and Apologies

The Chairperson opened the meeting at 12.12PM and welcomed all in attendance.

Attendees

Terry Waldron - Chairperson, Richard Marshall - Executive Officer, Jo Trachy - Operations Manager, Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner & Raymond Griffiths - Shire of Kellerberrin, Ben McKay & Tony Sachse - Shire of Mt Marshall, Codi Brindley-Mullen & Leah Boehme - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Holly Cusack & Rebecca McCall - Shire of Narembeen, Bill Price and Ross Della-Bosca - Shire of Westonia, Quentin Davies (Observer) & Mischa Stratford - Shire of Wyalkatchem, Nic Warren & Wayne Della Bosca - Shire of Yilgarn.

Apologies

Stephen Strange – Shire of Bruce Rock, Lisa Clack & Bradley Anderson – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Peter Klein – Shire of Wyalkatchem, Louis Geier – Shire of Westonia.

2. Declaration of Quorum

It was agreed that there was a quorum at the meeting.

3. Declaration of Interest

Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Accommodation & Care Alliance Inc. If attendees are affected by these recommendations, they must excuse themselves from the meeting and must not participate in deliberations.

There were no declarations of interest made.

4. Confirmation of the Minutes from CEACA 2022 AGM

The Minutes from the Annual General Meeting of CEACA Inc held on Monday, Wednesday, 9th November 2022 were circulated prior to the meeting.

RESOLUTION

It was agreed by all Members that the Minutes from the CEACA Annual General Meeting held on Wednesday, 9th November 2022 be confirmed as a true and accurate record of the proceedings.

5. Presentation of Financial Statements to 30 June 2023

Reporting Officer: Richard Marshall, CEACA Executive Officer

The CEACA Financial Statements for the year ended 30 June 2023 were distributed to all attendees prior to the meeting.

The Executive Officer summarised the Financial Statements and advised that the unqualified audit report was signed on 24/10/2023.

There were no queries relating to the Financial Statements.

6. Presentation of Auditor's Report

Reporting Officer: Richard Marshall, CEACA Executive Officer

CEACA Members noted the unqualified audit report and Management Letter from the Auditor, which had been circulated to all members prior to the meeting. There were no queries relating to the audit report.

7. Chairperson's Report

The Chairperson presented his report as follows:

- In reporting to you on the past year, I can say we have had a really solid year, where we have continued to consolidate and refine our operations.
- We have also done a lot of work in preparation for the next stage of our expansion and are extremely hopeful that we will obtain Government funding support to enable us to build a further 56 units across the region.
- Our application for funding is with the State Government and we are awaiting the announcement of the second round of the Federal Government funding in the first half of the new year, but we are ready to go.
- It has been terrific to maintain high occupancy rates in our units and we are in a very sound financial position, with good reserves and holding \$300k in our Refurbishment Reserve. While I am confident our high occupancy rate will continue for some time, we must always be aware there may be a time where this is not the case.
- It has been disappointing that a couple of our care providers have not been as active in our region and we need to continue to look at all possible options in this area. Right at Home and Avivo have continued to step up in this area and there are other options which we will continue to work with.
- It was great to finally sign off the acquittal with the State Government on our initial project funding, following a lengthy process. Many thanks to the Shire of Merredin for the supportive role they played in holding that funding on our behalf and to Leah Boehme for her assistance with the release of the funds to CEACA.
- As raised recently, we need to hold regular Executive meetings and we must ensure that we do this in 2024. The meetings should be 2 weeks prior to Management Committee meetings and can be via Teams.
- I welcome Narembeen Shire who have joined as a full Member recently and we are really pleased to have them on board. We also have another shire applying for membership.
- CEACA is a fantastic organisation but like every such body, it is the people and their expertise, work and support that drives it and makes things happen. So as your Independent Chair, I would really like to thank all Members of our Management Committee for their involvement, commitment and great expert advice and guidance to the Management Team to ensure we run a terrific operation.
- A big thank you to Members who are leaving us, in particular Quentin Davies, Rod Forsyth and Louis Geier, who have given great service, been great supporters and strong contributors and been integral to the establishment and ongoing growth and success of CEACA. We would also like to thank Mark McKenzie for his input during his time as Member.
- Thank you to our Executive Committee who have been terrific with providing support and guidance and we look forward to our regular meetings next year.
- Thank you to Elders Real Estate and our Auditors.
- A big thank you to Richard and Jo who work so hard, are both totally invested in CEACA and have done a mighty job in ensuring we provide great units and great services to our clients and have put us in a really sound financial position. I also thank them for all the extra work they have been doing to make the funding applications for our next lot of units and dealing with Government. Thank you again, Richard and Jo.

8. Treasurer's Report

EO referred to the earlier reports on the Financial Statements and the auditor's report.

9. Appointment of Officers

Clause 10.2 of the Central East Accommodation & Care Alliance Inc (CEACA) Constitution provides that the Office Bearers of CEACA are the Chairperson, Deputy Chairperson, Secretary and Treasurer. Nominations were invited via email on 2nd October 2023 for the election of the following:

- 1) Deputy Chairperson b) Secretary c) Treasurer d) Ordinary Member**

Nominations closed at 5.00pm (WST) on 30th October 2023. At the close of nomination, the following nominations were received:

DEPUTY CHAIRPERSON

One nomination received - Gary Shadbolt (Shire of Mukinbudin).

RESOLUTION

It was resolved by the Committee that Gary Shadbolt be appointed as the Central East Accommodation & Care Alliance Inc Deputy Chairperson for until the 2024 Annual General Meeting.

SECRETARY

One nomination received - Mischa Stratford (Shire of Wyalkatchem).

RESOLUTION

It was resolved by the Committee that Mischa Stratford be appointed as the Central East Accommodation & Care Alliance Secretary until the 2024 Annual General Meeting.

It was acknowledged that the Secretary's duties may be delegated to the Management team when required.

TREASURER

There were no nominations received.

RESOLUTION

Following discussion, it was resolved by the Committee that Holy Cusack be appointed as the Central East Accommodation & Care Alliance Inc Treasurer for until the 2024 Annual General Meeting.

It was acknowledged that the Treasurer's duties may be delegated to the Management team when required.

CEACA MEMBER REPRESENTATIVES

In accordance with Item 6.3 of the CEACA Inc Constitution, it was agreed that the persons listed below have been elected by the Members to be their representatives until the next AGM:

Stephen Strange - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Tony Sachse - Shire of Mt Marshall, Bradley Anderson - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Holly Cusack – Shire of Narembeen, Ross Della-Bosca - Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Wayne Della Bosca - Shire of Yilgarn

10. General Business

There was no general business to discuss.

11. Meeting Closure

There being no further business, the meeting was declared closed at 12.30pm.

DECLARATION

These minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Annual General Meeting held on _____ 202_.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.

ATTACHMENT – AGENDA ITEM 7.0
Status Report for November 2023

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	Ongoing since 2020	ADM547	RAV Working Group	<p>Previous status report item is complete. Details here -</p> <p>7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review</p> <p>That Council:</p> <ol style="list-style-type: none"> Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p> <p>20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads</p>	<p>July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status</p> <p>Cr. Stirrat provided update: - 4 roads assessed - 3 roads assessed as R7 Unconditional - Statchevich - Chapman Road, Georgeff Road and Merredin-Narembeen Road. - Cramphorne Road has increased from 60 to 80.</p> <p>Roads requiring assessment have been identified and sent to Main Roads RAV Assessments team. Main Roads has requested traffic counts to enable assessment. Yet to ascertain if we have the required data.</p>	Progressing	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	<p>That Council nominate the following projects for funding as part of Phase 3 LRCI program;</p> <ol style="list-style-type: none"> Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000 	<p>Projects Approved</p> <ol style="list-style-type: none"> COMPLETED COMPLETED COMPLETED COMPLETED Contract signed. Onsite meeting scheduled for 28 November 2023. Waiting for electrical connection. Included in Churchill Street Improvement scope of works. 	Progressing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	<p>That Council:</p> <ol style="list-style-type: none"> Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of “water and conservation” with the power to lease. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive. 	<p>Engaged lawyer to develop lease. Met with President to progress. Confirm to DLPH agreement to accept management order for Reserve, CEO and EMCS to meet with WWG President to discuss lease.</p>	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	<p>That Council:</p> <ol style="list-style-type: none"> Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and Direct the CEO to commence the process to return the land to the Crown. 	<ol style="list-style-type: none"> Debt written off. EMCS to progress once budget adoption and annual audit completed 	Ongoing	EMCS
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	<p>That Council:</p> <ol style="list-style-type: none"> Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs. Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities 	<p>2) EMCS meting with clubs to assess lighting needs. Verbal report provided in August, detailed report pending. Narembeen Hockey rep advised CEO the the clubs revised priority to proceed with lighting upgrade & defer proposed surface. The intent is to submit grant applicatioin in early 2024. Staff still need to consult with football club. Mt Walker Sports Association advised CEO they would also like to upgrade 2 lights; recommend a joint submission.</p>	Progressing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Narembeen Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended. Awaiting Variation letter from Tampia for signing. Part 3 now replaced by April '23 Council decision (7576/23) An in-principal agreement has been made pending costings by Works Manager. Costings are yet to be finalised. Ramelius is expecting the quotation by early December 2023.	Progressing	CEO
7576/23	18-Apr-23	ADM 547	Mt Arrowsmith Road Haulage Contribution	That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions: 1.The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembeen CEO and completed to the satisfaction of the Shire of Narembeen CEO; and 2.Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembeen CEO, the Shire of Narembeen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken	An in-principal agreement has been made pending costings by Works Manager. Refer to previous item for update.	Progressing	CEO
7594/23	16-May-23	Nil	Doctors Residence	That Council approves: 1.The construction of a new 4/2 doctor’s residence on a Shire owned lot (Lot 69) in Cheetham Way. 2.The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the ‘shire staff housing construction’ budget allocation and a budget amendment to reflect this change. 3.The sale of 16 Hilton Way once the construction of the new doctor’s residence is completed	1) RFQ complete, contract pending. Pre-start meeting completed. Contract signed. Construction commenced. 2) Completed 3) Ongoing	Progressing	CEO
7609/23	20/06/2023	ADM127	Health and Safety Compliance Representative	That appointment of a Work, Health and Safety Officer is not pursued at this time to allow the incoming Chief Executive Officer to consider the position as part of an overall future organisational structure.	Part of new CEO Organisational Review.	Ongoing	CEO
7611/23	20-Jun-23	ADM674	Local Roads and Community Infrastructure (LRCI) Phase 3 – Churchill Street Improvements	That Council: 1.Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding: a)Pavement/Footpath Repairs – Churchill Street b)New Pedestrian Pathways c)Wayfinding Signage d)Caravan Parking Bay e)Historical Interpretation/Signage f)Lighting Improvements g)Resealing (asphalt) and Line Marking 2.That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430	1) RFQ seeking EOI closing mid August '23 Tenders to be evaluated - to be presented to Council in October 2) CEO to report to Council once costs for 1(g) are known. Costings for asphalt and line marking form part of contract. Components (e) and (f) are not included in the contract (will need to fund with LRCI Phase funding).	Ongoing	1) EDO 2) CEO
7612/23	20-Jun-23	ADM688	Local Roads and Community Infrastructure (LRCI) Phase 4	That Council: 1.Endorse the allocation of the LRCIP Phase 4 Part A funding of \$546,842 to the following project: <input type="checkbox"/> Swimming Pool Heating\$100,000 <input type="checkbox"/> Hall accessibility Upgrades\$ 75,000 <input type="checkbox"/> Culvert on Corrigin/Narembeen Road\$120,000 <input type="checkbox"/> Townsite Drainage\$251,842 2.Defer making a decision on the allocation of the LRCI Phase 4 Part B funding of \$315,430 until the final total costs for the ‘Churchill Street Improvements’ is known.	1) Complete 2) CEO to report to Council once cost are known for 1(g) in decision 7611/23 are known. The intent is to present costings to Council in December.	Ongoing	EDO/ WM CEO
7627/23	18-Jul-23	ADM688	RFQ Doctors House	That Council accept the quotation received from Modular WA for \$533,024 (Ex GST) to construct a 4x2 modular steel framed house on lot 69 (24) Cheetham Way, Narembeen with the CEO authorised to approved minor variations, which are to be reported to the next Councillor Discussion Forum.	Contract signed; construction commenced.	Progressed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7630/23	18-Jul-23	ADM125	Disposal of properties held in joint venture with Department of Communities	<ul style="list-style-type: none"> •Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 24 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements •Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution 	Department of Communities have requested historical records that are not on hand. Given the anticipated workload in finding or reproducing this information, this has been put on hold until after the completion of the annual report and audit.	Ongoing	CEO/ EMCS
7639/23	15-Aug-23	ADM545	Wheatbelt South Regional Road Group –	That Council endorse the WBS Regional Road Group 5 Year Program for the 2025 to 2029 financial years for future RRG funding, as detailed in the attachment.	Yet to be submitted	Ongoing	CEO
7641/23	15-Aug-23	ADM465	Budget amendments	<p>That Council:</p> <ul style="list-style-type: none"> •authorise management to dispose of the 2015 Nissan Navara, registration 1HAQ076 •approve the following budget amendments: <p>Plant/Job codeDescriptionNew annual budget income/(expense)Surplus increase/(decrease) #2126Narembeen football oval – new goal posts(10,000)(10,000) #1442200Profit on sale of assets172,0002,000</p>	Pickles engaged to carry out auction in October. Appraisals to set reserves provided to Plant Committee 12/10/23.	Progressing	WM
7647/23	15-Aug-23	ADM053	General Practice Agreement	<p>That Council:</p> <ol style="list-style-type: none"> 1.Endorse the General Practice Agreement, as attached, subject to the addition of Schedule 2 'Shire Personal Property' and Schedule 4 'Residential Tenancy Agreement', to be completed by the Acting CEO. 2.Authorise the Shire President and Acting CEO to sign the General Practice Agreement and affix the Shire of Narembeen Common Seal. 3.Authorise the Acting CEO to write to Dr Lines advising that the Shire's agreement with Dr Lines for the provision of medical services will be terminated effective 28/10/2023 in accordance with clause 9.6 of the agreement between the Shire and Dr Lines. 4.Authorise the Acting CEO to immediately implement the above resolution of Council in accordance with section 16.3(3) of the Shire of Narembeen Standing Orders Local Law 2020. 	<ol style="list-style-type: none"> 1) COMPLETE 2) COMPLETE 3) COMPLETE 4) COMPLETE 	Completed	CEO
7652/23	26-Sep-23	EMP 249	Chief Executive Officer – Directions Board of Management Appointment	That Council resolves to approve the Chief Executive Officers appointment to the Board of Directions Workforce Solutions Incorporated.	No action required.	Completed	CEO
7653/23	26-Sep-23	P1065	Application seeking retrospective planning approval for a proposed Outbuilding – Lot 1 (No 45) Currall Street, Narembeen	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note that the application for an outbuilding at Lot 1 (No 45) Currall Street, Narembeen has been advertised for public comment, and no submissions were received. 2.Determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as "it does not detract from the streetscape or the visual amenity of residents of neighbouring properties" and note that it complies with the Shire of Narembeen Local Planning Policy No 1. 3.Approve the application seeking retrospective development approval for an outbuilding on Lot 1 (No 45) Currall Street, Narembeen subject to the following conditions and footnote: <ul style="list-style-type: none"> (i)The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer. (ii)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 is 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. (iii)The building is only approved for non-habitable purposes. (iv)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. <p>Footnote: (a)Please be advised that this is a planning consent only. A separate application for a Building Approval Certificate needs to be lodged to the Shire</p>	Determination provided to applicant.	Completed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7654/23	26-Sep-23	P5327	Proposed Outbuilding – Lot 67 (No 33) Cheetham Way,	<p>That Council:</p> <p>1. Note that the application for an outbuilding at Lot 67 (No 33) Cheetham Way, Naremben has been advertised for public comment, and no submissions were received.</p> <p>2. Determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as "it does not detract from the streetscape or the visual amenity of residents of neighbouring properties" and note that it complies with the Shire of Naremben Local Planning Policy No 1.</p> <p>3. Approve the application for an outbuilding on Lot 67 (No 33) Cheetham Way, Naremben subject to the following conditions and footnote:</p> <p>(i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.</p> <p>(ii) 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 is 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.</p> <p>(iii) The building is only approved for non-habitable purposes.</p> <p>(iv) 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.</p> <p>Footnote:</p> <p>(a) Please be advised that this is a planning consent only. A separate application for a Building Permit needs to be lodged to the Shire.</p>	Determination provided to applicant.	Completed	CEO
7655/23	26-Sep-23	P3022 and P2082	Proposed Subdivision – Lots 2364 & 2365 Wogarl East Road, West Holleton	That Council recommends that the Western Australian Planning Commission approve the application (No 163920) unconditionally to re-align the boundaries between Lots 2364 & 2365 Wogarl East Road, West Holleton.	Determination provided to applicant.	Completed	CEO
7659/23	26-Sep-23	ADM 053	RFQ 04/2023 Main Street Development	That Council accept Prism Contracting and Consulting as the successful supplier for RFQ 04/2023 – Redevelopment of Main Street in Naremben.	Draft contract provided to Prism for review and comment before presenting to Council for consideration and if satisfactory endorsement at the Oct or Nov OCM.	Progressing	CEO
7668/23	24-Oct-23	ADM152	Development Assessment Panels – Local Government Member Nominations	<p>That Council's Development Assessment Panel members be:</p> <p>Local Government Member 1 – Cr Cusack</p> <p>Local Government Member 2 – Cr Stirrat</p> <p>Local Government Alternate Member 1 – Cr Bray</p> <p>Local Government Alternate Member 2 – Cr Hardham</p> <p>The appropriate Development Assessment Panels Local Government Member Nomination is to be completed and forwarded to the Department of Planning, Lands and Heritage.</p>	DPLH advised in writing.	Completed	CEO
7671/23	24-Oct-23	NA	Christmas and New Year Administration, Depot, and Community Resource Centre Closure	That Council acknowledges the administration, depot and Community Resource Centre closure for the period commencing Monday 25 December 2023, reopening 8.30am Monday 8 January 2024	Staff advised; community advertising scheduled.	Progressing	CEO
7672/23	24-Oct-23	NA	Debtor Write – Venue Hire Charges	That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, write off the Town Hall hire charges for the end of year Showcase for For The Country Kids dance School	FTCK advised in writing.	Completed	CEO
7673/23	24-Oct-23	ADM550	Rural Industry (2 bulkheads) – Lot 300 Merredin-Naremben Road / Fricker Road, Wadderin	<p>That Council approves the application for a Rural Industry (two bulkheads) on Lot 300 Merredin Naremben Road/Fricker Road, Wadderin subject to the following conditions:</p> <p>1. 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.</p> <p>2. the Drainage Report prepared by EDG (20 September 2022) together with any requirements and recommendations detailed thereon, are approved as part of this application, and shall form part of the development approval issued. The operator, Cooperative Bulk Handling, shall implement the approved plans as they relate to the operational phase of the development, during the life of the development.</p>	Determination provided to applicant.	Completed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7675/23	24-Oct-23	ADM597	Disposal of Property; Plant and Equipment	That Council proceeds with Pickles to auction the listed plant with a set reserve price of: PlantReserve Price (\$) GST Inclusive + Fees Mack Prime Mover NB 607985,000 Mack Prime Mover NB 770490,000 Volvo Loader PE1207100,000 Toro Reelmaster Mower PE1565,000	Volvo Loader disposed of & money received. Mack Prime Movers to be auctioned in November 2023.	Progressing	WM
7676/23	24-Oct-23	ADM 053	RFT 02/2023 Provision of Engineering Technical Services	That Council: 1.accepts the Tender submitted by SEMC Australia Pty Ltd as the successful supplier for Request for Tender 02/2023 – Provision of Engineering Technical Services in the amount as per the Confidential Attachment as the most advantageous tender to form a Contract; and 2.in accordance with regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3.authorises the Chief Executive Officer to execute the contract	Determination provided to applicant.	Completed	CEO
7677/23	24-Oct-23	ADM550	Rural Industry (2 Bulkheads) – Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker	That Council approves the application for a Rural Industry (two bulkheads) on Lot 15 (No 4544) Hyden-Mount Walker Road, Mount Walker subject to the following conditions: 1.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. 2.all existing drainage infrastructure associated with this development shall be maintained in a clean and clear condition.	Determination provided to applicant.	Completed	CEO
7683/23	24-Oct-23	ADM053	Draft Minor Works Contract	That Council: 1.endorses the draft Minor Works Contract and Technical Requirements and Scope of Works between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd; 2.in accordance with regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates the of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3.authorises the Chief Executive Officer to execute the contract. 4.authorises the Chief Executive Officer to approve project variations after the execution of the contract as per the below: Project VariationsValueAuthorisation Single Project VariationCapped at \$20,000CEO Authorised Single Project VariationAbove \$20,000To be presented to Council Total Project VariationsCapped at \$55,000CEO Authorised Total Project VariationsAbove \$55,000To be presented to Council	Contract signed. On-Site meeting scheduled for 28 November 2023.	Progressing	CEO

**ATTACHMENT – AGENDA ITEM 8.1.1
Roe Regional Organisations of Councils MOU**

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

July 2023 to June 2028

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AGREEMENT

This Memorandum of Understanding (MOU) dated 1 July 2023 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 MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

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.

Note:

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.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) 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;
- (g) 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 2028.

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.

note:

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 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 MOU, 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 MOU 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 MOU include its schedules.

12.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

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 MOU by unanimous agreement of the Member Councils.
- (2) This MOU 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 and 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

**ATTACHMENT – AGENDA ITEM 8.1.2
Roe Regional Environmental Health Services
Scheme MOU**

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 2023 and expiring on the 30 June 2028. 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 2023

BETWEEN:

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

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

the **SHIRE 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 **Roe Health**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this MOU 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 AND 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

Unless the contrary intention appears:

- 1.2.1 Words noting the singular shall include the plural and vice versa.
- 1.2.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.3 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.
- 1.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.5 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 2023 and expiring on the 30 June 2028, 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 with the following arrangements:

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 supervise the conduct of and compliance of Environmental Health Officers.
- 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.

5.1.1 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;

5.1.2 considering the strategic direction of the Scheme;

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

5.1.4 reviewing, discussing and preparing budgets for the Scheme.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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**

- 9.1.1 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;
- 9.1.2 to be bound by the terms and conditions of this Memorandum;
- 9.1.3 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 Roe Health.

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:

Environmental Health Services
Undertake the effective delivery of environmental health services to Councils within the Roe Region including: <ul style="list-style-type: none">• 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;• Boarding house licenses;• Tobacco products compliance;• Unauthorised discharge issues;• Waste management coordination;• Wastewater reuse scheme compliance;• Water sampling;• Pool fence inspections• Compliance and enforcement of Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016 and subsidiary legislation;• Training of administrative staff in Environmental Health administration; and• Any other services broadly consistent with Environmental Health Services.
Implement and maintain environmental health programs within Council policies and guidelines.
Ensure a customer focused quality service is provided to the community in relation to all environmental health matters.
Undertake submission of statutory and statistical reports as required.
Council Support
Prepare reports and summaries of activities in a written format for presentation to Council in the monthly Council meeting agenda as required.
Attend Committee and Council Meetings as required.
Develop and maintain strong relationships with key stakeholders.
Bendering Landfill Site
Oversee waste contract for Bendering Landfill site.

Ensure annual waste received at facility is collated.
Report to Roe ROC on management of Bendering Landfill site.
Liaise with Local Government staff, contractors and community members regarding access to the Bendering Landfill site, waste permits and waste volumes.

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	23.08%	3
Shire of Kulin	15.38%	2
Shire of Kondinin	23.08%	3
Shire of Lake Grace	23.08%	3
Shire of Narembeen	15.38%	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 Information Technology Networks

Member Councils will provide reasonable access for Environmental Health Officers to Information technology 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 and 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.

Human Resource 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.

**ATTACHMENT – AGENDA ITEM 8.1.4
Emu Hill Pastoral Feedlot Development
Application**



EMU HILL
P A S T O R A L

Emu Hill Pastoral Feeding Facility Development Application Report



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Development Overview

1.1 Executive Summary

This development application is presented by Emu Hill Pastoral Pty Ltd (EHP), to facilitate the development of an intensive cattle feeding facility at the property 'Emu Hill' located at 3821 Kondinin-Naremben Road, South Kuminin in the Shire of Naremben. Concurrently planning approval is being sort from the Shire of Naremben and works approval is being sort from the Department of Water and Environmental Regulation (DWER) as prescribed under the Schedule 1 of the *Environmental Protection Regulations 1987*.

Bryon and Renee Lynch, trading as Emu Hill Pastoral Pty Ltd own and operate an established grain growing and livestock enterprise comprising 4000ha, owned and under long-term lease. Since 2013 core business has included lot-feed cattle, finishing up to 1200 head of cattle on a grain fed Angus yearling program for Coles and Harvey Beef.

Building on EHP's successful long-term partnership with Coles, they now seek to become accredited under the National Feedlot Accreditation Scheme (NFAS) and take up the opportunity to expand the business. EHP plan to build new feeding pen facilities to accommodate up to 10,000 (8,400 SCU) head of cattle and in the process decommission the existing feedlot pens. The facility will be developed in a staged manner over a five-year period with Stage 1 accommodating 2500 head of cattle. The new facility will be built to the specifications of the National Beef Cattle Feedlot Environmental Code of Practice (2nd Edition, 2012) and National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition, 2012) as articulated throughout this proposal. The facility will operate to best in practice standards for animal production, animal husbandry and workplace health and safety with an overarching focus on sustainability. The facility will be operated under the NFAS including an annual audit to ensure compliance.

During consideration of the application please note that the proposed development:

- Supports sustained economic growth in the region both directly and indirectly, by providing an increase in local jobs and business opportunities.
- Represents innovative intensive agricultural land use that will enhance agricultural production, whilst maintaining a focus on animal welfare and sustainable farming practices.
- Is situated in an existing agricultural area, with no potential for conflict with residential land uses.
- All associated environmental impacts can be appropriately managed on-site.
- Will improve the community's drought resilience.

The proposed development is entirely consistent with the principles of orderly and proper planning, and therefore warrants approval. Accordingly, we respectfully request the Shire of Naremben's support for this application.

1.2 Emu Hill Pastoral Pty Ltd

Emu Hill Pastoral is a family run farming enterprise focused on producing quality beef, grain and hay.

The enterprise comprises 4000ha, approximately one third of the property is rotated through a legume program for pasture and hay production while the remaining land produces Wheat, Barley and Oaten Hay. EHP has a 350 head Angus breeding herd, which is self-replacing and supplies the feedlot. Traded weaners are purchased in from the south-west land division to fill the feedlot quota. EHP feedlot contracts to Coles as part of the grain-fed Angus yearling program.

EHP's vision is a sustainable integrated farming system where innovation and diversification brings resilience and long-term profitability. The innovative enterprise builds internal capacity to achieve traceability and quality control.

1.3 Project Team

The project is being led by the Directors of Emu Hill Pastoral, Byron Lynch and Renee Lynch, in consultation with leading industry experts.

Byron Lynch has more than 20 years experience farming and 10 years lot feeding and is highly skilled in all aspects of farm business management, feedlot management, operations and animal welfare. He has experience in construction including earthworks and fabrication.

Renee Lynch has 15 years experience as a farm business manager. She has held senior roles in large multinational businesses and has extensive experience in growth strategy, governance, financial management and risk management. Renee is a graduate of the Australian Institute of Company Directors (GAICD), a Fellow of the Australian Rural Leadership Foundation (FARLF) and holds Bachelor degrees in Commerce and Arts (BCom BA).

EHP is a member of the West Australian Lot Feeders Association (WALFA) and the Australian Lot Feeders Association (ALFA).

EHP has worked closely with industry experts to ensure compliance to all relevant legislation, industry standards, and construction standards. Contributing parties include:

- Jeff House, Technical Services Officer for *Meat and Livestock Australia / Australian Lot Feeders Association*;
- Claire Coffey, Agribusiness Development Consultant for *Department of Primary Industries and Regional Development / Executive Officer at West Australian Lot Feeders Association*;
- Ben Cooper, Managing Director of *Cooper Agencies*;
- Curwin Boltman, General Manager *Liquid Labs*;
- Adam Taylor, Managing Director of *TC Drainage*.

1.4 Project Scope

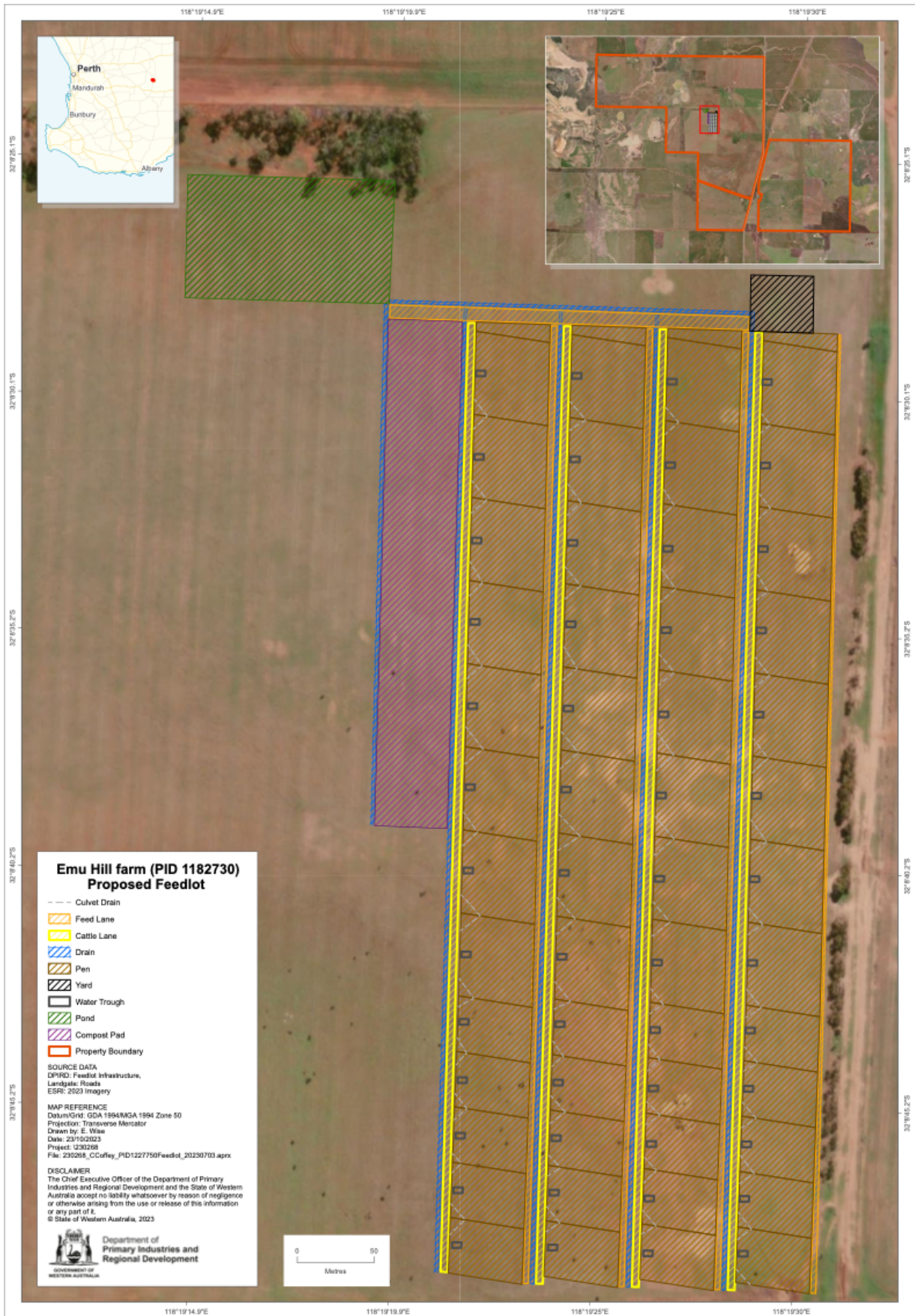
The purpose of the development is to increase feeding capacity, install improved cattle handling and feeding facilities and demonstrate compliance to industry standards through the attainment of accreditation to the National Feedlot Accreditation Scheme.

Feeding capacity will be increased through the construction of four rows of pens, each with the capacity to hold 2,500 head of cattle (2,100 SCU). Pens will be constructed to at a minimum meet MLA standards and guidelines to fulfill NFAS requirements. Construction will allow for the installation of shade at a future date. Project fulfillment includes the decommissioning of the existing feed pens.

New cattle yards and an expansion of existing feed management facilities will accommodate the increased cattle numbers. The design of the cattle handling facilities follows low stress cattle handling principals; and human to cattle contact will be minimised through use of automation, a reflection of EHP's safety first approach.

The construction of the new facility will allow EHP to meet the standards required to achieve accreditation to NFAS. EHP currently utilise much of the NFAS operating systems and procedures in the running of the existing feedlot however it is not viable to amend the pen facilities to reach standard. Accreditation to NFAS is a demonstration to the consumer and community that the feedlot is built and run to the best practice standard with an annual audit confirming continued compliance. EHP seek to achieve this industry standard to; give confidence to our community; grow relationships; drive business growth; and look to engage in emerging product lines such as sustainable beef.

1.5 Project Drawings



1.6 Planning merit

The proposed feeding facility has merit as it would bring economic growth, innovation and diversification, and drought resilience to the surrounding communities; while managing all environment impacts onsite and avoiding conflict with residential land uses.

The development supports sustained economic growth in the region both directly and indirectly. The feeding facility will increase local employment opportunities, at full capacity it may employ 10 FTE, and provide training opportunities and qualification pathways. EHP are an equal opportunity employer and have a demonstrated history and a continued commitment to employing women on a 50:50 ratio.

EHP preference responsible local procurement, with a history of supporting and partnering with local businesses.

The feeding facility represents innovative intensive agricultural land use. The value adding facility will enhance agricultural production and diversification of industry; whilst maintaining a focus on animal welfare and sustainable farming practices.

Proximity to an intensive feeding facility will improve the community's drought resilience.

The proposed site is situated in an existing agricultural area where a feedlot has been operational for 10 years with no complaints received from surrounding residents. The site significantly exceeds the separation calculations and there is no potential for conflict with residential land uses.

All associated environmental impacts can be appropriately managed on site and the by-products of the feedlot used to enhance EHP's grain and hay production.

The directors of EHP are community minded and aim for the feeding facility to be a driver of growth and opportunity for the community.

Land Use

2.1 Location

The proposed site is located at 3821 Kondinin-Narembeen Road, South Kuminin and is 10km's south of Narembeen townsite. The land is located in the Shire of Narembeen and is zoned rural under the Shire of Narembeen Local Planning Scheme No 1. The surrounding land use is agriculture.

Photo of proposed site taken 18th October 2023, view to the south.





TITLE NUMBER	
Volume	Folio
2957	565

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



LAND DESCRIPTION:

LOT 803 ON DEPOSITED PLAN 413065

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

PETRYNE PARK NOMINEES PTY LTD OF POST OFFICE BOX 9, GRASS PATCH
(AF 0010680) REGISTERED 18/10/2018

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- 1. N570349 MORTGAGE TO RURAL BANK LTD REGISTERED 7/3/2017.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP413065
 PREVIOUS TITLE: 1078-930
 PROPERTY STREET ADDRESS: 3821 KONDININ-NAREMBEEN RD, SOUTH KUMMININ.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF NAREMBEEN

2.2 Separation distance

Consideration has been given to community amenity and the s-factor calculation (*National Guidelines for Beef Cattle Feedlots in Australia*, MLA 2012) used to quantify the required separation distance between a feedlot and sensitive receptors.

SINGLE RURAL DWELLING

$$D = \sqrt{N} \times S$$

where N = feedlot capacity in SCU = 8300 SCU

D = separation distance (m)

S = composite site factor = S1 X S2 X S3 X S4 X S5

S1 = design and management factor = 62 (<750mm rainfall, 11 m²/SCU)

S2 = receptor factor = 0.3 (single farm or rural dwelling)

S3 = terrain factor = 1.0 (flat terrain)

S4 = vegetation factor = 1.0 (crops only, no effective tree cover)

S5 = wind direction factor = 1.0 (normal wind conditions)

S = S1 X S2 X S3 X S4 X S5 = 18.6

D = $\sqrt{8300} \times 18.6$

= 1694 m

Therefore the minimum separation distance of the feedlot of 10,000 head (8300 SCU) is 1694m from the nearest single farm or rural dwelling. The actual distance to the nearest single farm or rural dwelling is 3,800m (refer to Map X in Section 8).

MEDIUM TOWN (>125-500 PEOPLE)

$$D = \sqrt{N} \times S$$

where N = feedlot capacity in SCU = 237 SCU

D = separation distance (m)

S = composite site factor = S1 X S2 X S3 X S4 X S5

S1 = design and management factor = 62 (<750mm rainfall, 11 m²/SCU)

S2 = receptor factor = 1.1 (medium town >125-500 persons)

S3 = terrain factor = 1.0 (flat terrain)

S4 = vegetation factor = 1.0 (crops only, no effective tree cover)

S5 = wind direction factor = 1.0 (normal wind conditions)

S = S1 X S2 X S3 X S4 X S5 = 68.2

D = $\sqrt{237} \times 68.2$

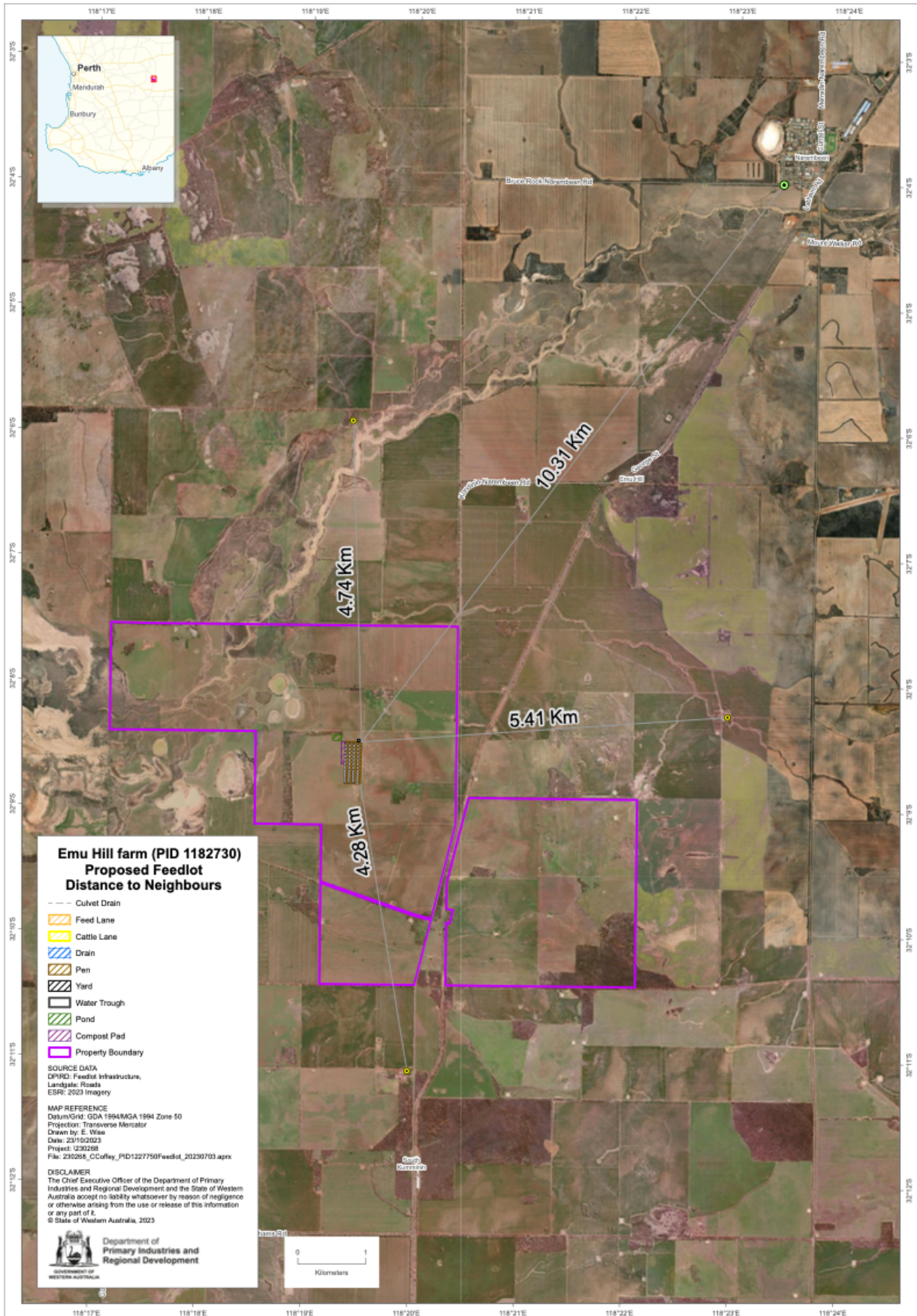
= 6213 m

Therefore the minimum separation distance of the feedlot of 10,000 head (8300 SCU) is 6213 m from the nearest town of Narembeen. The actual distance to Narembeen is approximately 10,200 m.

SUMMARY

Compliance of the nearest receptors with the s-factor calculation.

	Distance & Direction from the feedlot	Type of receptor	Compliance with s-factor
1.	3.8 km to the S	Single farm or rural dwelling	Yes
2.	5.3 km to the E	Single farm or rural dwelling	Yes
3.	4.6 km to the N	Single farm or rural dwelling	Yes
4.	10.2 km to Narembeen townsite to the NE	Medium town (>125-500 persons)	Yes



2.3 Site Access

Access to the proposed site is via Kondinin-Naremben Road. This access point has been used since the inception of the existing feedlot for cattle carting and is the designated heavy vehicle access point for the farming operation, there have been no known impacts to traffic or the road surface in this time. At full capacity the proposed facility would produce up to 160 additional truck movements annually.

2.4 Water

Surface Water

The proposed site falls within the Avon River system and is in a proclaimed surface water area under the RIWI Act 1914 (Source: <https://catalogue.data.wa.gov.au/dataset/riwi-act-surface-water-areas-and-irrigation-districts>) The proposed site is in the Swan Avon – Lockhart catchment and the Wakeman Creek sub-catchment (Source: <https://catalogue.data.wa.gov.au/dataset/hydrographic-catchments-subcatchments>). Distance to the nearest watercourses is:

- 2.85km to Wakeman Creek.
- 3.15km to another significant stream located to the west of the proposed feedlot.

Ground Water

The proposed site sits within the Westonia groundwater area, which is proclaimed under the RIWI Act 1914.

Access to Water

Water used for the watering of cattle at the proposed site will be supplied by a combination of dam water and groundwater bores with two 113,000L water storage tanks to be installed for holding capacity.

The site will be serviced by an existing 15,000 cubic meters of dam water comprising four interconnected dams. Should additional dam meterage be required at a later date there is no prohibitive factors preventing a new construction.

EHP have commissioned four water bores on the property located 2kms from the proposed site. There is no known data documenting the underground aquifers in the area however in the experience of our water drilling contractor, John Flockhart, local aquifers span approximately 300 meters. As the surrounding farm land is owned by EHP there is no potential for communal use of the aquifers. The four bores are producing saline water with one bore producing water that is within the feedlot cattle watering standards with an estimated salinity of 3600mg/L . It is a depth of 35m and has a capacity of 35,000L per 24 hours. The remaining three bores are producing excellent water flow however water use would require desalination.

As emergency capacity; EHP owns a 35,000L water tanker and there are two standpipes located with 10kms of the proposed site.

The proposed site has four scheme water meter connection points to two mains water lines.

2.5 Climate

The Shire of Narembeen has an annual rainfall of 336mm, sourced from the Bureau of Meteorology.

In accordance with the Australian National Construction Code the site is located within Zone 4 described as hot dry summer, warm winter.

Prevailing winds for Narembeen at 9am and 3pm are described below, sourced from Bureau of Meteorology.

Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 12 Sep 2022)

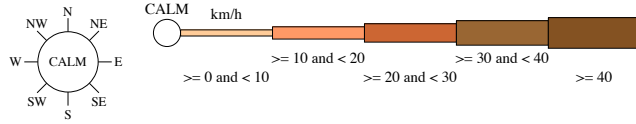
Custom times selected, refer to attached note for details

NAREMBEEN

Site No: 010612 • Opened Jan 1927 • Still Open • Latitude: -32.0656° • Longitude: 118.3956° • Elevation 276m

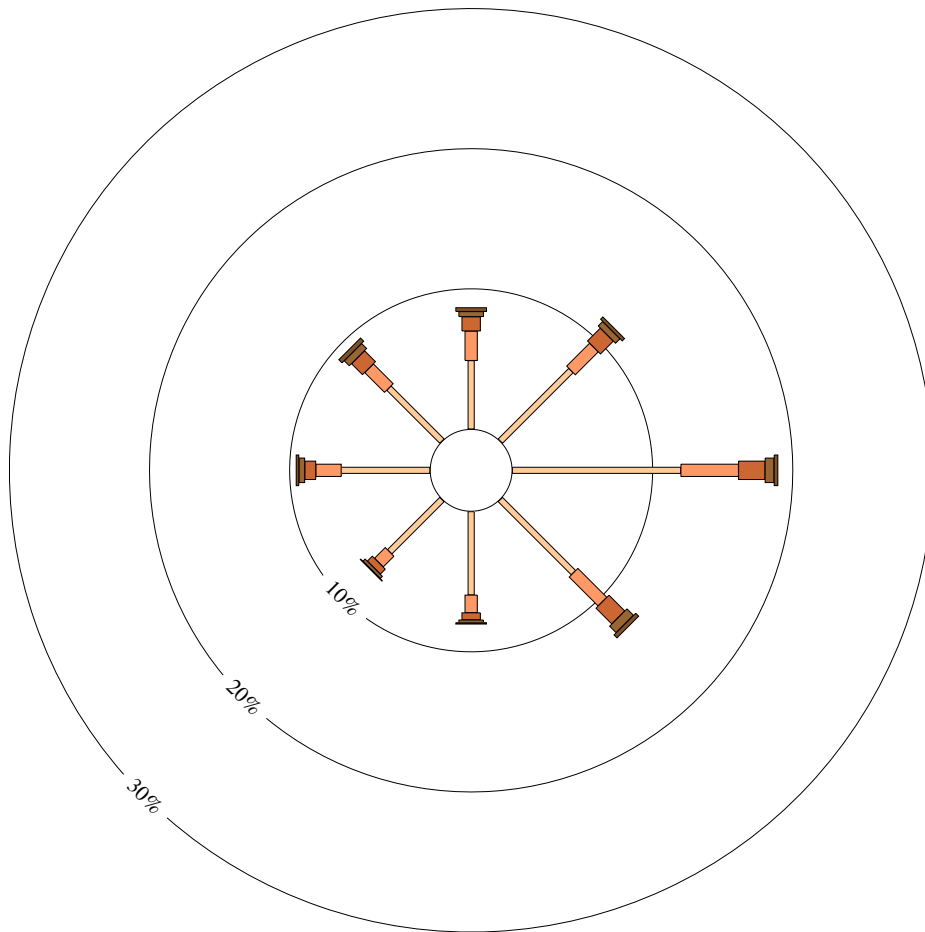
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



9 am
18252 Total Observations

Calm 15%



Copyright © Commonwealth of Australia 2023 . Prepared on 10 Aug 2023
 Prepared by the Bureau of Meteorology.
 Contact us by phone on (03) 9669 4082, by fax on (03) 9669 4515, or by email on climatedata@bom.gov.au
 We have taken all due care but cannot provide any warranty nor accept any liability for this information.

Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 12 Sep 2022)

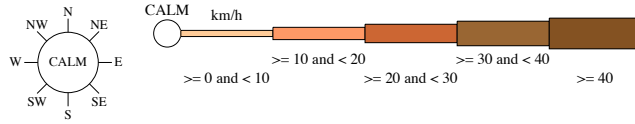
Custom times selected, refer to attached note for details

NAREMBEEN

Site No: 010612 • Opened Jan 1927 • Still Open • Latitude: -32.0656° • Longitude: 118.3956° • Elevation 276m

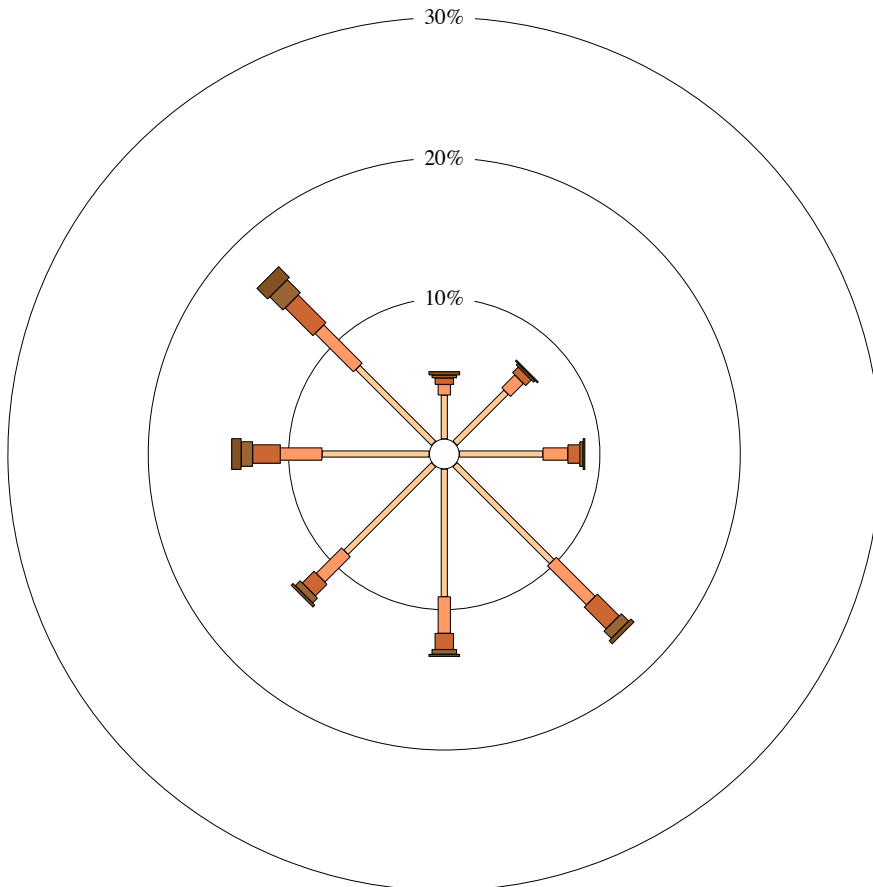
An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



3 pm
8017 Total Observations

Calm 5%



2.6 Geology and Soils

Sourced from Data Mapping WA's Soil Landscape Mapping published by DPIRD, there are two soil-landscape zones present on the site:

- Kellerberrin 3 non-saline phase (Code 258Kb_3ns): Areas of reddish, powdery surfaced, "Morrel soils", often adjacent to salt lakes.
- Bending 2 aeolian phase (Code 258Bn_2a): Very smooth convex to linear gently undulating rises with calcareous aeolian deposits forming red and brown calcareous loams that overprint various substrates (eg gravel plain and granite), with York, Salmon, Gimlet and Morrel vegetation.

2.7 Environmental and Heritage Considerations

Environmental due diligence investigations indicate that the subject site:

- Has no known European or Aboriginal heritage significance;
- Is not a registered contaminated site;
- Is not located within an Environmentally Sensitive Area (ESA);
- Does not contain any Bush Forever sites, nor are there any Bush Forever sites in the immediate of the subject site;
- Is not a known habitat for conservation significant flora or fauna;
- Is not at risk of Acid Sulfate Soils (ASS).

The subject site has long been used for grain production and would not require a vegetation clearing permit.

2.8 Bushfire Risk

As described by the DFES State Map, the subject site is located outside the identified bushfire prone areas.

Feedlot Design

3.1 Cattle Yards

The feedlot design incorporates a set of cattle yards in the north-east corner of the facility. The cattle yards will be constructed on the permeability pad within the controlled drainage area. They cover an area of approximately 1,500 m².

3.2 Feed lanes

The feedlot incorporates four feed lanes with one positioned at the high point (front) of each run of pens. The feed lanes are 5 meters wide and run north-south with turning capacity at each end. There will be no cattle access to the feed lanes. The feed lanes will be constructed on the permeability pad with the controlled drainage area.

3.3 Cattle lanes

The feedlot incorporates five cattle lanes. One cattle lane is positioned at the low point (back) of each run of pens, they are 6 meters wide, run north-south and are gated at each end. Another cattle lane is positioned on the north side of the pens, it is 10 meters wide and runs east-west connecting each pen run to the cattle yards. The cattle lanes will be constructed on the permeability pad within the controlled drainage area.

3.4 Pens

The feedlot facility has a total pen capacity of 10,000 head of cattle, with an average weight of 465kg, equally 8,300 Standard Cattle Units (SCU). The design includes four runs of pens with each pen run holding 2,500 head of cattle (2,075 SCU) at a stocking density of 12m²/head (14.5m²/SCU). Each pen run will comprise:

- 8 x 'A' type pens 54m x 48m, designed to hold 225 head of cattle;
- 5 x 'B' type pens 36m x 48m, designed to hold 150 head of cattle;
- 1 x 'H' type pen 12m x 48 x 6m, designed as a hospital pen.

Pens will include feed and water troughs with a 2.5m concrete apron and slope away from the troughs. The pens will be constructed on the permeability pad within the controlled drainage area.

3.5 Permeability Pad

In compliance with the National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition, MLA, 2012) a relatively impermeable liner will be formed under the feedlot infrastructure including the pens, cattle lanes, cattle yards, solid waste storage, drains and evaporation ponds.

The liner will be constructed from insitu clays and placed in layers of 150mm with each layer tined, wetted and compacted. The liner will have a minimum depth of 300mm after compaction and will have a maximum permeability of 1x10⁻⁹ m/s. Verification of permeability will be measured by testing at Liquid Labs an NATA accredited testing facility to the standard AW1289.6.7.2 using a modified compaction method to 95% compaction. As part of the site identification process insitu clays have been tested to confirm suitability. Further testing will occur during construction at a rate of one test per 2ha of hardstand constructed and one test and 0.2ha of pond liner constructed to verify the permeability standard is met.

EHP has engaged TC Drainage as a consultant to develop the construction methodology. Construction will be completed by EHP under the supervision of TC Drainage and both parties will inspect and approve the permeability pad on completion.

3.6 Drainage system

The feedlot facility incorporates a controlled drainage area including drains and an evaporation pond to achieve the protection of surface water by containing wastewater.

Drains are located on the downslope side of each run of pens and associated infrastructure, with the 3-5% pen slope towards the drain promoting runoff from the pens into the drains. The drains direct all wastewater from the controlled drainage area into the evaporation pond.

There is no sedimentation system planned for the feedlot facility as the feedlots operational plans outline regular cleaning of the pens and drains and in combination with the low rainfall environment this produces a very low risk of solid waste reaching the evaporation ponds.

The eastern side of the feedlot will be raised above natural ground level creating a diversion drain to prevent water from entering the controlled drainage site.

Breakdown of the controlled drainage area for proposed site is shown below:

<i>Description</i>	<i>Area</i>
Pen area	120,000m ²
Feed lanes	12,500m ²
Cattle lanes	17,480m ²
Cattle yards	1,1517m ²
Drains	8,244m ²
Stockpile area	14,400m ²
TOTAL AREA	174,141m ²

3.7 Evaporation Pond

The following evaporation pond information and calculations have been supplied by DPIRD.

The feedlot facility will include an evaporation pond with an area of 10,780m², and a total depth including freeboard of 2.52m.

Given the low rainfall location of the proposed facility the determinate when sizing the evaporation pond is storms as opposed to the typical consideration in the south-west land division of winter rainfall.

Storm based calculation – a 1:20 Average Recurrence Interval (ARI) 48-hour storm event is the sole design basis. The sum of annual evaporation and storm rainfall determines the pond depth. Evaporation area is calculated based on the total inflow volume from the catchment (at a runoff coefficient of 1) divided by the pond depth.

Method A Evaporation Pond Calculation Report			
Controlled Drainage Area	A_c	174259.32	m ²
Pond Depth Safety Factor	K_{PA}	10%	[-]
Pond Area Safety Factor	K_{PD}	10%	[-]
Annual Evaporation	$E * E_d$	1.996	m
1:20 ARI 48 hour storm event	P	0.112	m
Total storm flow	$Q_s = A_c \times P$	19560.97	m ³
Required Evaporation Area	$A_p = (Q_s / E) \times (1 + K_{pa})$	10779.99	m²
Required Working Depth	$D_w = (E + P) \times (1 + K_{pd})$	2.32	m
Freeboard	F	0.20	m
Total Depth including Freeboard	$D = D_w + F$	2.52	m

3.8 Construction timeline

EHP propose that the feedlot facility construction will reach completion by February 2028. The construction process will be fulfilled in stages using the principals outlined in Beef Cattle Feedlots: design and construction, Meat and Livestock Australia 2016.

The first stage will encompass the cattle yards, evaporation pond, a row of pens and corresponding lanes, drainage and proportionate solid waste pad area. Each subsequent stage will encompass one pen run and corresponding lanes, drainage and proportionate solid waste pad area. At completion of each stage EHP will seek a license to operate from DWER and accreditation to NFAS. Planned delivery timeline is:

- Stage One completion – July 2024
- Stage Two completion – February 2026
- Stage Three completion – February 2027
- Stage Four completion – February 2028

Feedlot Operations

4.1 Washdown of equipment and vehicles

There will be no washdown of equipment or machinery at the feedlot facility.

4.2 Storage of fuels and chemicals

There are no fuels or chemicals stored at the feedlot facility.

4.3 Maintenance and Recording

Feedlot standards, operations, record keeping, processes and training requirements are explicitly outlined by NFAS and annually audited by AUS-MEAT. EHP has commenced the AUS-MEAT process towards achieving a NFAS desktop audit and upon completion of the first stage of construction EHP will seek accreditation. EHP are committed to achieving NFAS and it is a requirement for the continued relationship with Coles that this standard is met.

The feedlot maintenance program will include;

- Feedlot pens to be scrapped clean every 12 weeks. No water is used in the cleaning of feedlot pens.
- Drains are scraped clean alongside the pens to ensure that manure build up doesn't impede efficient drainage.
- The evaporation pond will be cleaned when the sludge impedes storage.
- In the case that the freeboard is compromised, excess liquid waste will be transported offsite by a licensed waster contractor.
- All manure and sludge removed from the pens, drain and pond will be taken to the compost area.
- A visual check of the pen surface, yards, drains and evaporation pond will be made weekly.
- Any odour complaints received by the applicant will be correlated with weather conditions and the operations at the feedlot facility at the time and a register will be kept.

4.4 Solid Waste Management

Manure is a natural by-product from a cattle feedlot and is a valuable commodity in the farming system. The feedlot pens will be cleaned every 12 weeks using a front-end loader and a box scraper for under fence cleaning. Manure will be stored in rows in the solid waste management area and a compost turner utilised to produce a consistent compost which will subsequently be spread over the 4000ha grain growing property adhering to the rates defined in the feedlots license.

The following nutrient budget has been supplied by DPIRD based on EHP's grain production history and is indicative only demonstrating EHP have the area required to dispose of all compost produced through the operation of the feedlot. Calculations are based on the facility operating for 10 months a year, at the full 10,000 head of cattle (8,400 SCU) capacity. Nutrients in (created by the operation of the feedlot, based on composted manure) – 45,000 kg N/year and 28,000 kg P/year. Nutrients out options detailed in the summary below:

Application Rate Summary

<i>Crop and Yield</i>	<i>Compost manure spreading rate (ton/ha)</i>	<i>Carcass compost spreading rate</i>	<i>Area (ha)</i>
Winter cereal hay at 4 ton/ha yield	1.2	3.0	2049
Grain wheat at 2 ton/ha yield	0.8	2.0	3074
Grain barley at 2.3 ton/ha yield	0.7	1.7	3564

Application Process

- The area that receives the compost will likely change each year, as the farms cropping/pasture rotation changes each year.
- Processed manure won't be applied within 25m of the property boundary and dams, 50m from watercourses, 50m from bores.
- The effluent utilisation areas are harvested at least once every 12 months.
- If animals are ever allowed to access the paddocks that have received the processed manure, there will be a withholding period of at least 3 weeks between spreading and grazing.

4.5 Mortality management

Mortalities are immediately removed from the pen using a telescopic handler. The mortality will be taken to a designated area of the compost pad where it is placed on at least 1m of compost and then covered with 2-3m of compost. The mortality compost piles are never turned allowing carcasses to break down without disturbance. Once decomposed the compost product is treated as per the process above. A 0.5% mortality rate is expected.

4.6 Backgrounding

On occasion EHP may buy in lighter weight cattle and background them on paddocks used for grain or hay production post-harvest. Typical backgrounding total weight gain is 25 kilograms per animal at a rate of 300 grams per day. Broadacre cropping paddocks are on average 150ha with no feed bunkers are insitu.

END

**ATTACHMENT – AGENDA ITEM 8.2.1
Delegations Review November 2023**

Delegation F.2 – Granting Discounts and Writing Off Debts

(Previously F.3)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	18/04/2023	Sub-Delegate:	EMCS
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
<i>Local government Act 1995 s5.42 & s5.43</i>	<i>Local government Act 1995 s6.12</i>
	Local Government (Financial Management) Regulations 1995

Sundry debtors

Council delegates its authority and power to the Chief Executive Officer to:

1. write off debts wherein the individual debt is not more than \$500 which are deemed to be unrecoverable (bad debts) or uneconomical to recover
2. grant discounts (up to 100%) on all fees and charges with consideration for:
 - a. If the applicant is a not-for-profit entity
 - b. If the applicant is a local institution (such as the Narembeen District High School) that provides economic and social benefits to the ratepayers
 - c. The principals outlined in Council's Strategic Community Plan
3. write off all amounts raised in error.

Rate debtors

Council delegates its authority and power to the Chief Executive Officer to:

1. write off rate debts, to a maximum of \$300.00 per assessment, that are deemed to be unrecoverable or uneconomical to recover
2. write off all rates raised in error.

ATTACHMENT – AGENDA ITEM 8.2.2
Monthly Financial Statement for month ended
31 October 2023

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

OCTOBER 2023



SHIRE OF NAREMBEEN

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

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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* Statement of Financial Activity by Nature or Type

* Note 1 Net Current Assets

* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Budget Amendments

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

* Statutory Report

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

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	3,711,589	3,711,589	5,168,646	1,457,057	39%	▲
Revenue from operating activities							
Rates		2,046,893	2,054,569	2,026,136	(28,433)	(1%)	
Operating Grants, Subsidies and Contributions	6	731,743	402,313	521,852	119,539	30%	overbudget
Fees and Charges		604,679	332,233	342,971	10,738	3%	
Interest Earnings		198,049	66,012	38,373	(27,639)	(42%)	underbudget
Other Revenue		74,600	48,192	62,423	14,231	30%	
Profit on Disposal of Assets		170,000	56,664	0	(56,664)		
		3,825,964	2,959,983	2,991,755			
Expenditure from operating activities							
Employee Costs		(2,052,097)	(683,864)	(810,035)	(126,171)	(18%)	overbudget
Materials and Contracts		(1,604,354)	(580,732)	(663,960)	(83,228)	(14%)	overbudget
Utility Charges		(231,113)	(76,976)	(73,536)	3,440	4%	
Depreciation on Non-Current Assets		(3,100,700)	(1,033,532)	(1,027,637)	5,895	1%	
Interest Expenses		(36,582)	(12,184)	(14,543)	(2,359)	(19%)	
Insurance Expenses		(239,698)	(221,698)	(239,698)	(18,000)	(8%)	
Other Expenditure		(163,482)	(54,476)	(10,015)	44,461	82%	underbudget
Loss on Disposal of Assets		(39,500)	(13,164)	(19,617)	(6,453)	(49%)	
		(7,467,526)	(2,676,626)	(2,859,041)			
Operating activities excluded from budget							
Add back Depreciation		3,100,700	1,033,532	1,027,637	(5,895)	(1%)	
Adjust (Profit)/Loss on Asset Disposal		(130,500)	(43,500)	19,617	63,117	(145%)	
Movement in Local Government House Trust		(3,500)	0	0	0		
		2,966,700	990,032	1,047,254			
Non-cash amounts excluded from operating activities							
Amount attributable to operating activities		(674,862)	1,273,389	1,179,968			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,189,736	735,560	950,024	214,464	29%	overbudget
Proceeds from Disposal of Assets		671,500	455,000	106,617	(348,383)	(77%)	underbudget
Proceeds from self-supporting loans		15,835	5,787	5,787	0	0%	
Capital acquisitions	5	(7,179,458)	(2,862,418)	(1,855,062)	1,007,356	35%	underbudget
Amount attributable to investing activities		(3,302,387)	(1,666,071)	(792,634)			
Financing Activities							
Transfer from Reserves		726,907	0	0	0		
Repayment of Debentures		(78,676)	(24,186)	(24,186)	0	0%	
Transfer to Reserves		(384,571)	0	0	0		
Amount attributable to financing activities		263,660	(24,186)	(24,186)			
Closing Funding Surplus (Deficit)	1	(2,000)	3,294,721	5,531,795			

KEY INFORMATION

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

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

STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2023	This Time Last Year 31 Oct 2022	Year to Date Actual 31 Oct 2023
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	5,519,403	4,144,094	5,767,293
Cash Restricted	3	4,252,582	4,135,441	4,355,928
Receivables - Rates	4	57,924	320,009	290,998
Receivables - Other	4	116,283	91,696	43,276
Loans receivable		15,836	9,817	10,049
Net GST receivable/(payable)		78,570	85,170	190,988
Inventories		6,020	13,372	32,773
		10,046,618	8,799,599	10,691,303
Less: Current Liabilities				
Payables		(111,779)	(14,499)	(399,279)
Provisions - employee		(317,362)	(340,620)	(317,362)
Long term borrowings		(76,539)	(39,908)	(52,353)
Net GST receivable/(payable)		0	0	0
Contract Liability		(120,960)	(1,132,498)	(120,960)
Provisional liabilities		(59,453)	0	(59,453)
		(686,093)	(1,527,524)	(949,407)
Unadjusted Net Current Assets		9,360,525	7,272,075	9,741,896
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,252,582)	(4,135,441)	(4,252,582)
Less: Loans receivable		(15,836)	(9,817)	(10,049)
Add : Long Term Borrowings		76,539	39,908	52,353
Adjusted Net Current Assets		5,168,646	3,166,725	5,531,796

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

This Year YTD

Surplus(Deficit)

\$5.53 M

Last Year YTD

Surplus(Deficit)

\$3.17 M

STATUTORY REPORT

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

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023/24 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	119,539	30% overbudget		Timing	Variance prodominantly due to higher than expected HVRIC from Ramelius and receipt of Community Water Supply grant funding (not budgeted for as wasn't secured at time of budget preparation).
Interest Earnings	(27,639)	-42% underbudget		Timing	Interest is received upon maturity of term deposits; will align more over time.
Expenditure from operating activities					
Employee Costs	(126,171)	-18% overbudget		Timing	Variance prodominantly due to works crew doing more maintenance work than capital works (capital works aren't expensed)
Materials and Contracts	(83,228)	-14% overbudget		Timing	Category-wide over expenditure, including road maintenance expenses still being prevalent, revaluation expenses being under-budgeted and town oval fertiliser being more than budgeted.
Other Expenditure	44,461	82% underbudget		Timing	All costs in category under-budget - not expected to be a permanent variance.

STATUTORY REPORT

Investing Activities

Non-operating Grants, Subsidies and Contributions	214,464	29% overbudget	Timing
Proceeds from Disposal of Assets	(348,383)	(77%) underbudget	Timing
Capital Acquisitions	1,007,356	35% underbudget	Timing

Income is actually under-budget:

1. LRCl funding behind estimates due to due diligence holding up project commencement.
2. R2R funding behind as projects not yet started, anticipated to commence in summer.
3. WSFN funding behind due to work being delayed
4. Receipt of new Appliance from DFES, was anticipated to be 2023FY but is instead 2024. Mack trucks budgeted to be sold, and proceeds on loader significantly less than expected. See note 5. Emphasis on works crew on maintenance grading in addition to other capital expenditure being in progress.

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

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

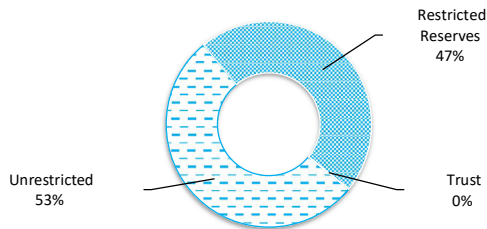
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats							
At Call Deposits							
Municipal Fund	5,388,406	378,887	0	5,767,293	Bankwest	0.10%	
Term Deposits							
Term Deposit - CBA #38420506	0	4,355,928	0	4,355,928	CBA	5.07%	15/03/2024
Total	5,388,406	4,734,815	0	10,123,221			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$10.12 M	\$5.39 M

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

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

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	31 Oct 23
	\$
Opening Arrears	57,924
Levied this year	2,133,835
Less Collections to date	(1,900,756)
Equals Current Outstanding	290,998
Net Rates Collectable	290,998
% Collected	89.08%

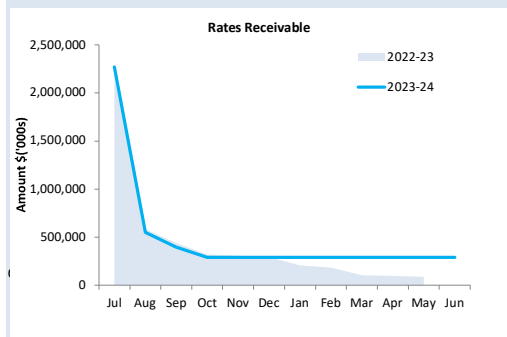
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	13,356	26,571	0	2,911	42,838
Percentage	31%	62%	0%	7%	
Balance per Trial Balance					
Sundry debtors	13,356	26,571	0	2,911	42,838
Other receivable	438	0	0	0	437
Total Receivables General Outstanding					43,276

KEY INFORMATION

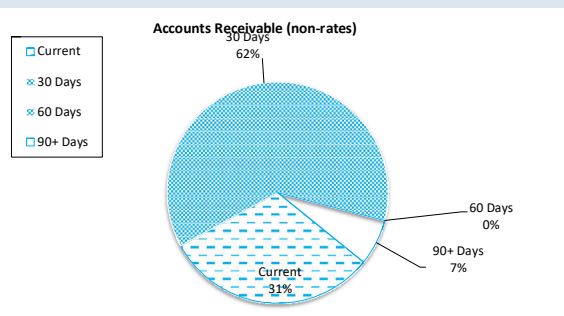
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
89%	\$290,998



Debtors Due
\$43,276
Over 30 Days
69%
Over 90 Days
7%

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

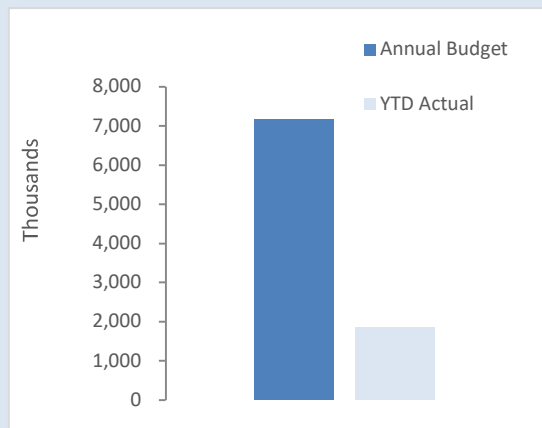
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current		YTD Actual	YTD Budget Variance
	Annual Budget	YTD Budget	Total	
	\$	\$	\$	\$
Buildings	1,588,137	529,364	40,995	(488,369)
Plant & Equipment	1,769,580	1,052,510	1,540,869	488,359
Furniture & Equipment	70,000	23,328	0	(23,328)
Road Infrastructure	2,629,338	876,432	137,496	(738,936)
Other Infrastructure	1,122,403	380,784	135,701	(245,083)
Capital Expenditure Totals	7,179,458	2,862,418	1,855,062	(1,007,356)
Funding of Capital Acquisitions:				
	\$	\$		
Capital grants and contributions	3,189,736	735,560	950,024	214,464
Borrowings	671,500	0	0	0
Other (Disposals & C/Fwd)	0	455,000	106,617	-348,383
Contribution from Rates and other revenue	3,318,222	1,671,858	798,421	(873,437)
Capital Funding Total	7,179,458	2,862,418	1,855,062	(1,007,356)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.18 M	\$1.86 M	26%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.19 M	\$.95 M	30%

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

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Buildings Specialised					
LRCI 3 - Townhall upgrades	2093	20,000	6,664	0	(6,664)
LRCI 4 - Townhall upgrades	2128	75,000	25,000	0	(25,000)
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	29,376	1,641	(27,735)
Industrial plot development	2131	250,000	83,332	0	(83,332)
Administration Office, tank and pump for reticulation	2132	5,000	1,664	0	(1,664)
Recreation Centre, generator	2133	80,000	26,664	0	(26,664)
Mt Arrowsmith tennis club, 3-phase power installation	2164	10,000	3,332	0	(3,332)
Sub Total		528,137	176,032	1,641	(174,391)
Building - Non Specialised					
Shire Staff Housing Construction - Thomas St	2045	450,000	150,000	0	(150,000)
26 Hilton Way - landscaping	2129	10,000	3,332	0	(3,332)
New house - 24 Cheetham Way	2130	600,000	200,000	39,354	(160,646)
Sub Total		1,060,000	353,332	39,354	(313,978)
Total Buildings		1,588,137	529,364	40,995	(488,369)
Furniture and Equipment					
New phone system (admin & CRC)	2146	5,000	1,664	0	(1,664)
Hardware Renewal and Plan Initiatives (Admin Server)	2043	15,000	5,000	0	(5,000)
Video conferencing equipment for Council Chambers	2147	30,000	10,000	0	(10,000)
Starlink internet equipment and installation	2148	20,000	6,664	0	(6,664)
Total Furniture and equipment		70,000	23,328	0	(23,328)
Plant & Equipment					
Toyota Prado - Works Manager	2115	80,000	26,664	0	(26,664)
Toyota Prado - CEO	2135	80,000	26,664	0	(26,664)
Toyota Hilux - Mechanic	2136	50,000	16,664	0	(16,664)
Ford Ranger	2137	35,000	11,664	0	(11,664)
Ford Ranger	2138	42,000	14,000	0	(14,000)
Volvo Loader	2134	450,000	150,000	399,700	249,700
2x Mack Prime Movers	2086	630,000	630,000	643,310	13,310
CAT vibrating drum roller	2139	200,000	66,664	0	(66,664)
Tri-axle dolly	2140	35,000	11,664	0	(11,664)
Toro Reelmaster Mower	2141	64,010	64,010	64,010	0
Ute-mounted boom spray	2142	15,170	5,056	0	(5,056)
Vertimower reel	2143	18,400	6,132	0	(6,132)
Skidsteer loader with attachments	2144	65,000	21,664	0	(21,664)
Fuso Rosa bus - vinyl wrap	2145	5,000	1,664	0	(1,664)
Fire Fighting Appliance (DFES Grant Funded)	2165	0	0	433,849	433,849
Total Plant and equipment		1,769,580	1,052,510	1,540,869	488,359

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

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads					
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	226,540	75,512	0	(75,512)
LRCI 4 - Corrigin/Narembeen Road culvert	2122	120,000	40,000	0	(40,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	10,000	3,332	57,574	54,242
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,509	181,836	676	(181,160)
R2R - Soldiers Road, resealing works	2151	150,000	50,000	0	(50,000)
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	50,000	0	(50,000)
R2R - Sloss Road, gravel resheeting (SLK 0.00 - 4.30)	2153	150,000	50,000	0	(50,000)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	620,000	206,664	46,778	(159,886)
RRG - Cramphorne Road, second coat seal (SLK 11.64 - 12.20 13.33 - 14.41 16.24 - 17.31)	2155	100,000	33,332	0	(33,332)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	109,180	10,537	(98,643)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	47,744	15,912	0	(15,912)
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	18,228	21,931	3,703
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	28,532	0	(28,532)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	13,904	0	(13,904)
Total Roads		2,629,338	876,432	137,496	(738,936)
Other Infrastructure					
LRCI 3 - Electronic sign Cnr Churchill St & Currall St	2094	8,000	2,664	3,257	593
LRCI 4 - Swimming Pool Heating	2149	100,000	33,332	0	(33,332)
LRCI 4 - Townsite drainage improvements	2150	251,842	83,944	0	(83,944)
LRCI 3 - Footpath Infrastructure	1430	30,000	10,000	10,000	0
LRCI 3 - Churchill Street improvements	2092	307,561	102,520	0	(102,520)
Cemetery shade structures and seating	2120	15,000	5,000	0	(5,000)
Stormwater Harvesting Project	2116	30,000	10,000	113,099	103,099
Narembeen football oval - new goal posts	2126	10,000	10,000	9,345	(655)
Townsite drainage survey and design	2156	60,000	20,000	0	(20,000)
Townsite kerb replacement	2157	150,000	50,000	0	(50,000)
Airfield lighting upgrades	2158	20,000	6,664	0	(6,664)
Netball and basketball court shade structure, design and QS	2159	50,000	16,664	0	(16,664)
Walker Lake signage	2160	25,000	8,332	0	(8,332)
Community Directory website development	2161	5,000	1,664	0	(1,664)
BMX track, survey and design	2162	10,000	3,332	0	(3,332)
Ski Lake planning and development	2163	50,000	16,668	0	(16,668)
Total Other Infrastructure		1,122,403	380,784	135,701	(245,083)
TOTAL CAPITAL ACQUISITIONS		7,179,458	2,862,418	1,855,062	(1,007,356)

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

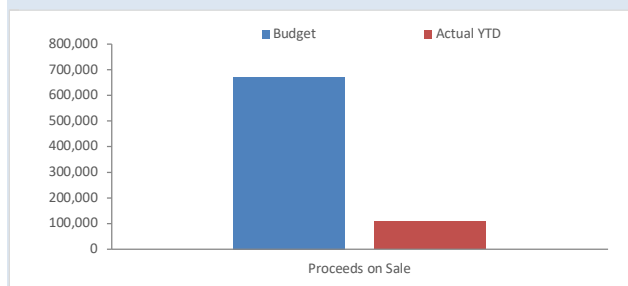
NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	30,500	30,500	7,600	14,451	6,851
Financial Assistance Grant - Roads portion	19,500	19,500	5,000	14,450	9,450
	<u>50,000</u>	<u>50,000</u>	<u>12,600</u>	<u>28,901</u>	<u>16,301</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	7,820	7,820	2,604	4,400	1,796
	<u>7,820</u>	<u>7,820</u>	<u>2,604</u>	<u>4,400</u>	<u>1,796</u>
Community Amenities					
CRC Grants and Contributions	185,000	185,000	61,660	66,694	5,034
SOCK Week Grant	25,000	25,000	8,332	0	(8,332)
Community water supply grant	0	0	0	31,000	31,000
	<u>210,000</u>	<u>210,000</u>	<u>69,992</u>	<u>97,694</u>	<u>27,702</u>
Recreation and Culture					
Reimbursements from sporting groups	15,000	15,000	5,000	0	(5,000)
	<u>15,000</u>	<u>15,000</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>
Transport					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	68,400	139,570	71,170
	<u>448,923</u>	<u>448,923</u>	<u>312,117</u>	<u>389,122</u>	<u>77,005</u>
Operating grants, subsidies and contributions Total	731,743	731,743	402,313	520,118	117,805
Non-operating grants, subsidies and contributions					
Recreation and Culture					
Fire Prevention - Capital Grants Income	0	0	0	433,849	433,849
	<u>0</u>	<u>0</u>	<u>0</u>	<u>433,849</u>	<u>433,849</u>
Recreation and Culture					
LRCI Grant Funding	1,068,222	1,068,222	267,055	187,793	(79,262)
	<u>1,068,222</u>	<u>1,068,222</u>	<u>267,055</u>	<u>187,793</u>	<u>-79,262</u>
Transport					
Regional Road Group Grant funding	480,000	480,000	218,505	218,505	(0)
Roads to Recovery grant funding	995,509	995,509	250,000	0	(250,000)
Wheatbelt Secondary Freight Network grant funding	646,005	646,005	0	105,332	105,332
	<u>2,121,514</u>	<u>2,121,514</u>	<u>468,505</u>	<u>323,837</u>	<u>(144,668)</u>
Non-operating grants, subsidies and contributions Total	3,189,736	3,189,736	735,560	945,479	(223,930)
Grand Total	3,921,479	3,921,479	1,137,873	1,465,596	(106,125)

Asset Ref.	Asset Description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Amended Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
PE116	Toyota Prado (CEO's car)	40,000	55,000		15,000	0	0	0	0
PE1305	Toyota Prado (WM's car)	45,000	55,000		10,000	0	0	0	0
PE613	Nissan Navara	20,000	20,000		0	0	0	0	0
PE7298	Nissan Navara	20,000	20,000		0	0	0	0	0
PE191	Nissan Navara	10,000	8,000		0	(2,000)	0	0	0
NB6079	Mack Granite prime mover	100,000	105,000		5,000	0	0	0	0
NB7704	Mack Granite prime mover	100,000	100,000		0	0	0	0	0
PE1203	Cat vibrating roller	90,000	55,000		0	(35,000)	0	0	0
PE1207	Volvo Loader	110,000	250,000		140,000	0	126,234	106,617	(19,617)
PE156	Toro Reelmaster mower	8,000	3,500		0	(4,500)	0	0	0
		543,000	671,500	0	170,000	(41,500)	126,234	106,617	0 (19,617)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$671,500	\$106,617	16%

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	113,134	0	0	0	(25,560)	113,134	87,574	-	2,376
Loan 128 - Recreation Centre	538,853	0	0	18,399	(37,282)	520,454	501,571	14,172	9,284
	651,986	0	0	18,399	(62,841)	633,588	589,145	14,172	11,660
Self supporting loans									
Housing									
Loan 127 - Aged Homes	18,046	0	0	0	(4,232)	18,046	13,814	-	300
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	1,894	(3,799)	5,745	3,840	42	24
Loan 131 - Narembeen Bowling Club	64,616	0	0	3,893	(7,805)	60,723	56,811	315	200
	90,301	0	0	5,787	(15,835)	84,514	74,466	356	524
Total	742,287	0	0	24,186	(78,676)	718,102	663,611	14,528	12,184

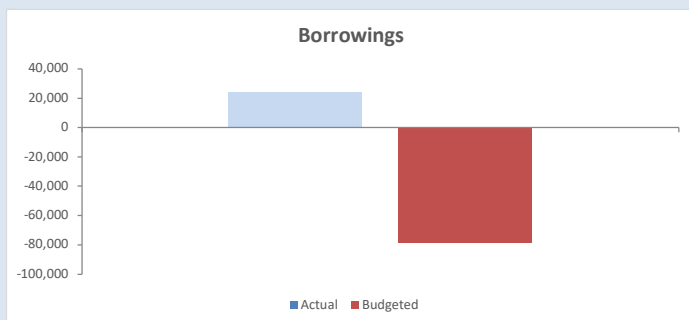
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION

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.



Principal Repayments
\$24,186

Interest Earned
\$38,373

Interest Expense
\$14,528

Reserves Bal
\$4.13 M

Loans Due
\$.72 M

ATTACHMENT – AGENDA ITEM 8.2.3
Schedule of Accounts for month ended 31
October 2023



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 October 2023

Chq/EFT	Date	Name	Description	Amount
1	09/10/2023	HBF	HBF - Works Manager June 2023	452.09
1	11/10/2023	Beam Precision Superannuation	Superannuation 6.07.23 - 19.07.23	14,727.80
2	09/10/2023	Power ICT Pty Ltd	Admin - message on hold service - June 2023	75.90
	03/10/2023	Bankwest	Credit Card Payment October 2023	1,200.97
EFT17086	05/10/2023	Aust Post	Admin and CRC - Postage Charges - September 2023	111.85
EFT17087	05/10/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17088	05/10/2023	Bitumen Distributors Pty Ltd	Works - 1 x pod bitumen emulsion	1,518.00
EFT17089	05/10/2023	Copier Support	Admin - printing and copier expenses 22/8/2023 - 28/9/2023	850.31
EFT17090	05/10/2023	Ratepayer	Rates refund for assessment A1035	1,384.47
EFT17091	05/10/2023	GSG WA Pty Ltd (Narembeen Roadhouse)	Fuel Purchases - EMCS and Parks and Gardens	226.39
EFT17092	05/10/2023	Joanne Elizabeth Cheetham	REFUND - Admin - animal Trap Bond	100.00
EFT17093	05/10/2023	Customer	REFUND - Caravan Park - accommodation	15.00
EFT17094	05/10/2023	Kellie Jane Mortimore	REIMBURSEMENT - Meal for Councillors at LG Week 2023	558.20
EFT17095	05/10/2023	Landgate	Landgate - Certificate of title - September 2023	30.50
EFT17096	05/10/2023	Narembeen Engineering & Steel Supplies (The Trustee for	Caravan park - 45kg Gas Bottle	360.00
EFT17097	05/10/2023	Neu-Tech Auto Electrics	Depot - parts for plant maintenance	1,517.30
EFT17098	05/10/2023	Office of Regional Architecture	EDO - Shire Office Refurbishment - 65% complete	1,805.10
EFT17099	05/10/2023	Officeworks	CRC - Stationery	166.87
EFT17100	05/10/2023	Omnicom Media Group Australia Pty Ltd	Admin - The West Australian - Death Notice for M Bristow	209.36
EFT17101	05/10/2023	P M Services Narembeen	Waste Transfer Station Facility Management - 16/9/2023 - 29/9/2023	2,842.00
EFT17102	05/10/2023	Repeco a division of GPC Asia Pacific Pty Ltd	Depot - parts for plant maintenance	254.46
EFT17103	05/10/2023	SW Taylor	Depot - WHS training	2,200.00
EFT17104	05/10/2023	Team Global Express Pty Ltd	Depot - Freight Charges - September 2023	463.15
EFT17105	05/10/2023	The Lines Family Trust T/As Narembeen Medical Centre	Provision of Medical Services - October 2023	7,333.34
EFT17106	05/10/2023	The Narembeen Cafe	CRC - Catering for customer meeting room hire	456.00
EFT17107	05/10/2023	The Trustee for WA FUEL BROKERS T/A Dun Direct PTY LTD	Works - supply and deliver 23000 litres low sulphur diesel	47,604.00
EFT17108	05/10/2023	The Pier Group Pty Ltd T/A CS Legal	Legal advice - potential contract dispute	2,274.00
EFT17109	05/10/2023	Town Planning Innovations	General Planning Services - 8/9/2023 - 22/9/2023	783.75
EFT17110	05/10/2023	Trustee for J & S Baldwin Trust	Depot - parts for plant maintenance	640.00
EFT17111	05/10/2023	Vanguard Publishing Pty Ltd T/A Vanguard Publishing	EDO - 2024 AGO Holiday Planner Subscription	2,024.00
EFT17112	05/10/2023	WA Distributors Pty Ltd	Caravan Park - cleaning supplies including freight	84.20
EFT17113	05/10/2023	Customer	REFUND - Gym Card Bond	50.00
EFT17114	05/10/2023	Westrac Equipment Pty Ltd	Depot - parts for plant maintenance	7,946.05
EFT17115	05/10/2023	Wheatbelt Tank Services	EDO - Stormwater project - Zinalume Water Tanks x 4	99,561.50
EFT17116	05/10/2023	Wurth Australia Pty Ltd	Depot - parts for plant maintenance	713.72
EFT17117	19/10/2023	A-Team Printing	CRC - Custom Order for customer	114.40
EFT17118	19/10/2023	AFGRI Equipment Australia Pty Ltd	Works - Supply and delivery of one 2023 John Deere 724H front-end	441,034.91
EFT17119	19/10/2023	AMAC Mechanical	Depot - parts for plant maintenance	484.00
EFT17120	19/10/2023	Aquatic Services WA	Swimming Pool - September 23 Annual Start-Up Service - Pool	5,200.80
EFT17121	19/10/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17122	19/10/2023	Australian Taxation Office	ATO, BAS for the month ended 30 September 2023	51,292.00
EFT17123	19/10/2023	Avon Waste	Avon Waste - Domestic Rubbish Collection - 04/09/2023 -	15,612.12
EFT17124	19/10/2023	Boc Gases	Depot - Workshop Consumables - Gas	51.83
EFT17125	19/10/2023	Chris Bray Electrics Pty Ltd	EDO - Storm Water Project - Electrical work	3,991.01
EFT17126	19/10/2023	Department Of Fire And Emergency Services (DFES)	ESL - Emergency Services Levy - Section 36L & 36M	2,842.00
EFT17127	19/10/2023	GSG WA Pty Ltd (Narembeen Roadhouse)	EMCS - Fuel Purchases September 2023	362.79
EFT17128	19/10/2023	Locally Grown Fitness	CRC - Mental Health Week - Fitness Class	120.00
EFT17129	19/10/2023	Customer	REFUND - Caravan Park - accommodation	535.00
EFT17130	19/10/2023	Narembeen Hardware And Ag Supplies Pty Ltd	Parks and Gardens - 200L Roundup	3,902.43
EFT17131	19/10/2023	Narembeen IGA	CRC - John Curtin Weekend - Catering Supplies	813.93
EFT17132	19/10/2023	Narembeen Workers Hotel Bar and Bistro	Bushfire AGM - Refreshments - 2x cartons	128.00
EFT17133	19/10/2023	Neu-Tech Auto Electrics	Depot - parts for plant maintenance	718.50



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 October 2023

Chq/EFT	Date	Name	Description	Amount
EFT17134	19/10/2023	Nutrien Ag Solutions	Works - 3 bundles 107 droppers	644.49
EFT17135	19/10/2023	Officeworks	Admin - Stationery	362.90
EFT17136	19/10/2023	P M Services Narembeen	Waste Transfer Station Facility Management 30/09/2023 - 13/10/2023	2,842.00
EFT17137	19/10/2023	PC & JE Kennedy	EDO - Storm Water project - Excavation for pipes and electrical	2,100.00
EFT17138	19/10/2023	Quest Innaloo	Admin - Staff Training (TRELIS) - accommodation	1,206.00
EFT17139	19/10/2023	Repcos a division of GPC Asia Pacific Pty Ltd	Depot - parts for plant maintenance	458.10
EFT17140	19/10/2023	Sheridans Badges and Engraving (Trustee for MAJ Trust)	Admin - Councillor and Freeman desk nameplate and badges	174.74
EFT17141	19/10/2023	Talis Consultants	Admin - undertake 5 year revaluation of Council's Road network	12,075.91
EFT17142	19/10/2023	Team Global Express Pty Ltd	Depot - Freight Charges	111.00
EFT17143	19/10/2023	The Lines Family Trust T/As Narembeen Medical Centre	Works - Pre-employment medical	145.00
EFT17144	19/10/2023	Trustee for J & S Baldwin Trust	Depot - parts for plant maintenance	5,133.00
EFT17145	19/10/2023	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 19/09/2023 - 05/10/2023	888.25
EFT17146	19/10/2023	WA Distributors Pty Ltd	Caravan Park - cleaning supplies	217.00
EFT17147	19/10/2023	Westrac Equipment Pty Ltd	Depot - parts for plant maintenance	291.87
DD11948.1	11/10/2023	HBF	HBF - Health - Works Manager	452.09
DD11948.2	11/10/2023	Commander Australia Pty Ltd	Commander Service and Equipment charges - 22/8/2023 - 21/09/2023	68.51
DD11948.3	02/10/2023	Telstra	CRC - Phone Usage and Service Charges - October 2023	224.52
DD11948.4	18/10/2023	Power ICT Pty Ltd	Message on hold services - October 2023	75.90
DD11964.1	13/10/2023	Beam Precision Superannuation	Superannuation Payments for Payroll #48	12,875.71
DD11977.1	30/10/2023	Telstra	CRC - Phone Usage and Service Charges - October 2023	224.02
DD11977.2	17/10/2023	Telstra	Admin - Phone Usage and Service Charges - October 2023	2,099.31
DD11979.1	27/10/2023	Beam Precision Superannuation	Superannuation Payments for Payroll #49	12,786.85
DD11983.1	06/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	50.05
DD11983.2	12/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	554.59
DD11983.3	13/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	3,488.83
DD11983.4	16/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	1,234.16
DD11983.5	17/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	1,117.00
DD11983.6	18/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	9,551.74
DD11983.7	24/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	2,815.14
DD11983.8	27/10/2023	Water Corporation	Water Usage and Service Charges - October 2023	55.78
DD11984.1	05/10/2023	Synergy - Western Power	Power Usage and Service Charges - October 2023	6,927.65
DD11984.2	09/10/2023	Synergy - Western Power	Power Usage and Service Charges - October 2023	4,108.82
DD11984.3	20/10/2023	Synergy - Western Power	Power Usage and Service Charges - October 2023	285.05
GJ #3824	12/10/2023	Altus payroll	Altus Payroll pay run #48	60,641.07
GJ #3843	26/10/2023	Altus payroll	Altus Payroll pay run #49	58,280.33
Total payments for October 2023				<u>932,364.38</u>



Credit Card Purchases 16 August 2023 - 13 September 2023

Payment Date 3 October 2023

CEO

Date	Account Code	Store		Amount
1/09/2023	PO3468	Bunnings	CEO - 16 Hillton Way - Sliding Door Handle	\$ 119.31
2/09/2023	PO3468	Bunnings	CEO - 16 Hillton Way - Sliding Door Handle	\$ 119.31
TOTAL CEO CREDIT CARD PAYMENTS				<u>\$ 238.62</u>

EMCS

Date	Account Code	Store		Amount
25/08/2023	PO 3266	BP Merredin	EMCS - Fuel	\$ 106.08
5/09/2023	PO3477	LG Professionals WA	EMCS - LG Pro Membership 2023/24	\$ 531.00
7/09/2023	PO3494	Narembeen Club Inc	EMCS - Farewell Dinner - Acting CEO	\$ 50.00
8/09/2023	PO3401	Amazon	EMCS - Wireless Door Bell (refund)	(\$ 15.12)
8/09/2023	PO3483	Kmart	EMCS - CRC - Crafts for School Holiday Activities	\$ 24.25
8/09/2023	PO 3266	BP Merredin	EMCS - Fuel	\$ 128.68
TOTAL EMCS CREDIT CARD PAYMENTS				<u>\$ 824.89</u>



Credit Card Purchases 16 August 2023 - 13 September 2023

Payment Date 3 October 2023

Works Manager

Date	Account Code	Store		Amount
23/08/2023	PO3266	Exmouth Fuel	Works - Fuel	\$ 116.90
24/08/2023	PO3266	Overlander Roadhouse	Works - Fuel	\$ 100.00
24/08/2023	PO3266	BP	Works - Fuel	\$ 63.71
24/08/2023	PO3266	Better Choice	Works - Fuel	\$ 106.06
25/08/2023	PO3266	Dongara Roadhouse	Works - Fuel	\$ 155.43
27/08/2023	PO3266	Atlas Fuel	Works - Fuel	\$ 133.81
1/09/2023	PO3266	Carnamah Roadhouse	Works - Fuel	\$ 157.57
7/09/2023	PO3629	Breathalyser Sales	Works - 12 Month Calibration for Breathalyser's	\$ 198.00
7/09/2023	PO3266	Canning Bridge	Works - Fuel	\$ 19.94
7/09/2023	PO3266	EG Group	Works - Fuel	\$ 38.04
8/09/2023	PO3407	Northside Rental	Works - REFUND Car Hire	-\$ 1,000.00
8/09/2023	PO3407	Northside Rental	Works - REFUND Car Hire	-\$ 37.85
11/09/2023	PO3354	Shire of Narembeen	Works - Staff MDL Renewal	\$ 46.85
TOTAL WORKS MANAGER CREDIT CARD PAYMENTS				\$ 98.46
142111500.287		Bankwest	Interest & Other Charges	\$ 39.00
TOTAL CREDIT CARD PAYMENTS				\$ 1,200.97