



# SHIRE OF NAREMBEEN

Agenda for the 612<sup>th</sup> Ordinary Council Meeting

21<sup>st</sup> October 2015

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



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

COUNCIL CALENDAR		
Date	Time	Meeting
18 November 2015	2.30pm	Ordinary Meeting
16 December 2015	2.30pm	Ordinary Meeting



## NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 612th Ordinary Meeting of Council has been convened for:

**Date:** Wednesday 21<sup>st</sup> October 2015  
**At:** Shire of Narembeen Council Chambers  
1 Longhurst Street, Narembeen  
**Commencing:** 2.30pm

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**Chris Jackson**  
**Chief Executive Officer**  
21<sup>st</sup> October 2015

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## DISCLAIMER

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

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

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# AGENDA

Shire of Narembreen Ordinary Council Meeting  
Wednesday 21<sup>st</sup> October 2015, commencing at 2.30pm

<b>1.0 Opening &amp; Welcome</b>
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<b>2.0 Swearing in of newly elected Councillor</b>
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Cr Amy Hardham

<b>3.0 Attendance &amp; Apologies</b>
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**Attendance**

**Councillors**

**Staff**

**Apologies**

**Approved leave of absence**

<b>4.0 Declarations of Interest</b>
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<b>5.0 Announcements</b>
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**5.1 Application for leave of absence**

<b>6.0 Public Question Time &amp; Deputations (15 min)</b>
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<b>7.0 Minutes of Previous Meetings</b>
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**7.1 Confirmation of Minutes of Ordinary Meeting of Council**

**7.1.1 Confirmation of Minutes**

Confirmation of Minutes from the Shire of Narembreen Ordinary Meeting held on Wednesday 16<sup>th</sup> September 2015.



**RECOMMENDATION:**

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 16<sup>th</sup> September 2015 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

*That the minutes of the meeting of the Shire of Narembeen held Wednesday 16<sup>th</sup> September 2015 be confirmed as a true and accurate record of the proceedings.*

**CARRIED /**

7.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 16<sup>th</sup> September 2015.

**8.0 Status Report**

**RECOMMENDATION:**

That the Status Report be received.

**COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

That the Status Report be received.

**CARRIED /**

# SHIRE OF NAREMBEEN - STATUS REPORT

Following September 2015 Ordinary Council Meeting

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
5315/12	19-Dec-12	Transport	That the CEO instruct Civic Legal to prepare and issue correspondence to Mr. Wally Jones requesting removal of his aircraft and equipment from the Narembeen Community Hanger, with the Shire reserving the right to remedy under the Magistrates Court should the equipment (and aircraft) not be removed.	Attempts to contact Paul Jones were unsuccessful. Solicitors letter being sent.	Current	CEO
5408/13	15-May-13	Governance	That Council 1) Proceed with the review of the current local laws as per the Department of Local Government Laws Register in accordance with section 3.16 of the Local Government Act 1995; 2) Advertise the review of the current local laws as per the Department of Local Government Law Register in accordance with section 3.16 (2) of the Local Government Act 1995; 3) An amount of \$10,000 be submitted for budget consideration during drafting of the 2013/14 budget to cover cost associated with the repeal and review process.	On hold	Ongoing	CEO
5448/13	19-Jun-13	Law, Order & Public Safety	That Council informs the Department of Fire & Emergency Services that it is not prepared to seriously consider the proposal until such time as more detail, information, clarification and direction is provided on what is actually being proposed and how it is proposed to work.	Letter received from DFES. Review being undertaken. Refer to CEO report Aug 15	Current	CEO
5554/13	16-Oct-13	Town Planning	That Council accepts the legal advice from Council's lawyers and issue the owner of Lot 2 Latham Road Narembeen a Notice under Section 3.25 of the Local Government Act 1995, in order to achieve removal of disused material from the premises.	As above 5315/12.	Ongoing	CEO
5606/13	18-Dec-13	Community Amenities	That Council: 1. Approves the amended plans for the Narembeen Community Precinct subject to the doctor's surgery endorsement of the amended plans 2. Confirms that a revised funding application be sent to the Department of Regional Development and Lotterywest based on an estimated project cost of \$1,520,000 3. Approve the proposed construction period for the first half of the 2014/15 financial year subject to funding applications being successful	WA CRC network funding approved and National Stronger Regions Funding - Round 1 not approved Round 2 application submitted	Ongoing	CRC/CEO
5664/14	19-Mar-14	Law, Order & Public Safety	1. Proceed with the Review of the following Local Laws in accordance with section 3.16 of the Local Government Act 1995; 2. Advertise the Review of the current Health Local Law and seek submissions in accordance with section 3.16 (2) of the Local Government Act 1995:	EHO preparing report	Ongoing	EHO/EMCS
5682/14	16-Apr-14		That staff prepare a report based on the approve structure plan for the potential future development of Avoca Farm.	Brief report presented to March 2015 meeting. EOI to be advertised.	Current	CEO

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
5718/14	21-May-14		1. That Council support the concept of upgrade of the Narembeen Community Shed to provide for a dedicated communal social area. 2. That Shire of Narembeen and Community Resource Centre assist in costing the project and an applying for suitable funding. 3. When final costing's and funding are identified they are to be presented to Council 4. That the Narembeen Community Shed be congratulated for continuing to provide important community services to the Narembeen community with a focus on men.		On hold  Pending	CEO/EMCS
5720/14	21-May-14		1. Endorse the proposed Agreement between the Shire of Narembeen and the Narembeen Homes for the Aged Inc. 2. Authorise the Chief Executive Officer to confirm with the Narembeen Homes for the Aged Inc their acceptance of the proposed agreement. 3. Authorise the Chief Executive Officer to sign the agreement on behalf of Council	In progress	Current	EMCS
5739/14	18-Jun-14		That Council request that negotiations with the Water Corporation on the outstanding debt on the property at 33 Thomas Street commence with a view to reducing the liability attached to the property.	Reduction in Water Corp debt to occur. Process to obtain Shire ownership underway	Superseded	CEO/SFO
5797/14	27-Aug-14		That Council 1. Reaffirms the Shire of Narembeen's position to Main Roads WA that the Northern Link Section 2 Option 1 being the north link through property location 18164 to the Narembeen Merredin Road is the priority and remains the preferred option. 2. Advise CBH that the Shire of Narembeen is currently considering options for the Grain Freight network in the Narembeen townsite and ask if they have intentions to upgrade entry and exit arrangements together with the roads in and around the Narembeen bin.	Meeting held with Design Consultant & MRD. Final design due shortly.	In Progress	CEO
5798/14	27-Aug-14		That Council 1. Make contact with Go Narembeen and the Wheatbelt Business Network to ask if they would join with the Shire of Narembeen to work on strategies that would assist in attracting a business to Narembeen 2. Request that staff look at options for overcoming the issues associated with power to this site.	Discussion Required	Ongoing	CEO
5834/14	15-Oct-14		That Council 1. Confirm that the priorities for the Roads to Recovery Programme in 2014-15 and 2015-16 are completing the interconnecting roads to the Shire Boundaries for the Corrigin Narembeen Road and then the Kondinin- Narembeen Road. 2. That a full 5 year program be developed for the Roads to Recovery Programme and be presented to Council for approval.	Amendment required due to R2R. Increase funding for 15/16 and 16/17 years.	Ongoing	CEO/EMCS/WM
5841/14	15-Oct-14		That Council invite the Narembeen community to suggest names for the Brown Street subdivision that reflect Narembeen's history.	Item at October 15 meeting	Ongoing	CEO/EMCS
5895/15	18-Feb-15		That Council: 1. Note the findings of the survey. 2. Retain and upgrade of the Apex Park Visitor Information Bay. 3. Retain of the Merredin Road Visitors Information Bay.	CRC have engaged external consultant to assist with design process	Ongoing	CRC Mgr

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
5897/15	18-Feb-15		That Council acknowledge the Records Management Report conducted by Kim Boulton.	In Progress. Keywords for Council purchased. Waiting confirmation of contractor visit. Contractor on-site 5/10 - 9/10.	Ongoing	EMCS
5918/15	18-Mar-15		1. Advertise for one month for expressions of interest for blocks in Cheetham Way to gauge interest; and 2. Advertise expressions of interest for the development of larger rural style blocks of Avoca Farms.	Advertisements placed.	Ongoing	EMCS
5919/15	18-Mar-15		That Council investigate outside funding sources for new entry statements for Narembeen.	Grant options to be considered	Ongoing	CRC/CEO
5929/15	15-Apr-15		1. Approve that an approach be made to the Water Corporation that if Wadderin Reserve 20022 Avon Location 25286 Narembeen is no longer required by the corporation that control of the reserve be vested in the Shire of Narembeen for the purpose of 'water and conservation'. 2. Request that if approved the Water Corporation also agree to hand over all assets on the reserve to the Shire of Narembeen 3. Approve that if the Water Corporation confirm that the Wadderin Reserve is no longer required that the Department of Lands be requested to commence the transfer of control of the reserve to the Shire of Narembeen for the purpose of 'water and conservation'. 4. Instruct that the CEO prepare an agreement between Wadderin Reserve Inc. and the Shire of Narembeen for the ongoing management of the Wadderin Reserve on behalf of the Shire of Narembeen.	Water Corp has confirmed that Wadderin can transfer to the Shire in 2017 following works in the area.	In Process	CEO
5930/15	15-Apr-15		That Council approve the lease agreement between the Shire of Narembeen and Narembeen Club Inc. for the Narembeen Recreation Centre for a 10 year period with a further option of 10 years and that the document be signed by the Shire President and Chief Executive Officer and that the seal be affixed. Subject to amendment to clause item 15 (c) delete the words "use its best endeavours to".	Lease signed, now with the Minister for Lands	Completed	CEO
5944/15	20-May-15		1. Reaffirm that the Shire of Narembeen will disposal of Lot 2 on Diagram 13892 Currall Street (C/T 1113/655) as a gift to Go Narembeen Association Inc. in accordance with the Local Government Functions & General Regulations Dispositions of property excluded from Act s. 3.58 Section 30 (1) (b). 2. Approve the Contract of Sale as presented. 3. Approve 'Annexure A' Special Conditions of Sale as presented. 4. Approve the Caveat as presented. 5. Enter into a long term lease with Go Narembeen Association Inc. for the continued operation of the Grain Discovery Centre.	With Office of State Revenue	Ongoing	CEO



Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
5947/15	20-May-15		1. Advise the community and develop a plan with regard to street trees on Currall Street. 2. That a report be prepared on the condition of all the trees on Currall Street and townscape options considered for future landscaping and planting along the Currall Street verge. <b>Reason for Change:</b> Council wanted to ensure Community input with regard to the future of the road verge.		Ongoing	CEO/MM
5973/15	17-Jun-15		That council instruct staff to investigate the options to have lots 6 and 7, in South Kumminin townsite vested to the Shire of Narembeen for the purpose tourism and consider the establishment and ongoing costs of the site.	Investigation to commence	Ongoing	CEO
5978/15	17-Jun-15		That Council:  1. Accept the Heritage Impact Statement prepared by Stephen Carrick Architect;  2. Forward the Heritage Impact Statement to the State Heritage Office with a request for consideration by the Heritage Council;  3. Prepare and Archival Record, including measured drawings and detailed photographic record, of the Lesser Hall in accordance with the State Heritage Office's "Guide to Preparing and Archival Record"; 4. Prepare an Interpretation Plan for the Narembeen Public Hall and the former Roads Board buildings that includes a strategy to incorporate the history of the Lesser Hall in accordance with the State Heritage Office's "Interpretation - A Guide to Making Interpretation Easy to Understand, Plan and Deliver"; and 5. Allocate \$37,000 in the Shire of Narembeen's 2015/16 Budget to demolish the Lesser Hall and prepare an Archival Record.	Heritage Council supports request to demolish building subject to conditions  Archival record to be prepared and approved by Heritage Council. Interpretation plan to be prepared subject to approval by SHO. Interpretation Plan proposal received.  Proposed interpretation plan outline being prepared  Refer Minute No 6040/15	Superseded	EMCS
5980/15	17-Jun-15		That Council: 1. Approve the request for rating exemption of the following properties owned by Narembeen Homes for the Aged Inc.: a. 4 Hilton Way; b. 33 Ada Street; c. 20 Thomas Street; and d. 109 Stanley Street; 2. Instruct staff to inform Landgate of this decision to have the properties mentioned above removed from the rateable GRV Roll. 3. Write to Narembeen Homes for the Aged Inc. advising of this outcome, ensuring they are aware that ESL and rubbish charges will still be payable by them.	Advice sent to Homes for the Aged and Landgate	Completed	SFO
5988/15	17-Jun-15		The Medical Centre liaise with the Council to work out a suitable location for Allied Health and Council do not charge a fee.		Ongoing	CEO

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
6000/15	15-Jul-15		<p>That Council:</p> <p>1. Initiate Amendment No 6 to the Shire of Narembeen Town Planning Scheme No 2 pursuant to Section 75 of the Planning and Development Act 2005 by:</p> <p>(i) Re-zoning Lot 301 (No 6) and Lot 302 (No 4) Thomas Street, Narembeen from 'Special Use' to 'Town Centre' as depicted on the Scheme Amendment map.</p> <p>(ii) Re-zoning Lot 63 (No 1) Doreen Street, Lot 64 (No 3) Doreen Street, Lot 79 (No 10) Thomas Street and Lot 80 (8) Thomas Street, Narembeen from 'Special Use' to 'Residential' with an 'R12.5' density code as depicted on the Scheme Amendment map.</p> <p>(iii) Introducing scheme text provisions to allow a higher density of 'R30' to apply to corner lots zoned 'Residential' where they have access to two constructed road frontages and can be serviced with reticulated water and sewerage.</p> <p>2. Note the formal scheme amendment document prepared by Gray &amp; Lewis Landuse Planners as contained as attached.</p> <p>3. Authorise the Shire Chief Executive Officer and Shire President to execute the formal scheme amendment document(s).</p> <p>4. Authorise Gray &amp; Lewis Landuse Planners to refer Amendment 6 to the Environmental Protection Authority on behalf of the Shire seeking written confirmation that no formal environmental assessment is required under Part IV Division 3 of the Environmental Protection Act 1986. The referral to include a completed EPA checklist.</p> <p>5. Note that formal advertising of the Amendment will be organized by the Shires Chief Executive Officer in liaison with Gray &amp; Lewis on receipt of formal advice from the EPA confirming that no environmental assessment is required. Advertising shall include a public notice in an official local newspaper, letters to nearby and surrounding landowners, and letters to relevant government agencies and service authorities.</p> <p>6. Note that a further report will referred to a future Council meeting to consider any submissions received during public advertising, and to determine whether to adopt the amendment for final approval (with or without modifications).</p> <p>7. Authorize the Chief Executive Officer to advise the Narembeen Club Inc. that the Shire has commenced the formal scheme amendment process, and will keep them informed as the amendment progresses.</p>	Documents signed and sent to Dept of Planning	Ongoing	CEO
6002/15	15-Jul-15		<p>That Council:</p> <p>1. Approve Sports Base Construction of Dangar NSW as the preferred tender for the Narembeen Bowling Club Greens project and that a construction contract be entered into between the parties.</p> <p>Request that staff engage Cardno Geotech to provided testing and advice on the construction of the subbase for the bowling greens.</p>	Site works commenced	Ongoing	CEO
6017/15	19-Aug-15		That Council approve that a Blackspot application be submitted to the Regional Road Group for the section of Wogarl/Muntadgin road from slk 9.870 to slk 10.800.	Application prepared	Ongoing	CEO
6021/15	19-Aug-15		That the building supervisor provide costings for repairs and/or replacement options for the Shire Office front retaining wall to the September meeting of Council.	Insurance claim submitted. Costs received.	Superseded	BS/EMCS

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
6022/15	19-Aug-15		That Council Authorise: 1. The Chief Executive Officer to write off the balance of \$1,156.00 owing from Ms Joyce D'Souza for private works at U6/19 Churchill Street. 2. The Chief Executive Officer to write off the balance of \$972.71 owing from Hall Farms Pty Ltd for Skeleton weed spraying.	Yet to be actioned	Ongoing	CEO
6026/15	19-Aug-15		That Council authorise the Chief Executive Officer to commence the process of selling 33 Thomas Street, Narembreen, for non-payment of rates by, auction or private sale. Should the property not sell within twelve months from the date of advertising, Council authorise the Chief Executive Officer to have the property transferred into the Shire's name.	Form 2 & 3 executed on 16th September 2015	Ongoing	CEO/SFO
6033/15	16-Sep-15		That Council:  2. Estimate the insurance claim for the retaining wall to be \$4,000.  3. Approve the expenditure of \$8,000 to have both retaining walls at the front of the main office replaced	Insurance claim submitted, works underway. Quotes to replace wall sought.	Ongoing	EMCS/BS
6034/15	16-Sep-15		That Council: 1. Note the Industrial Subdivision update. 2. Confirms that the development of any new industrial lots be deferred and included for consideration in the 2016-2017 financial year budget. 3. Confirms that a new subdivision application not be lodged with the Western Australian Planning Commission (WAPC) at this time until full costing and funding options have been determined. 4. Advise the Narembreen P & C that fair monetary consideration could be paid to them. 5. Cr Thomas and Cr Parsons will liaise with the P & C to determine a suitable consideration	Matter actioned	No further action required	CEO
6035/15	16-Sep-15		That Council:- 1. Following approval of the design and location, fund the commissioning of a sculpture at the Narembreen Recreation Centre to be developed by Jordan Sprigg. 2. Endorse Cr R Cole, Cr R DeLuis and the CEO to confirm final design and location.	Letter of contract issued	Ongoing	CEO
6037/15	16-Sep-15		That Council:- 1. Continue to operate the Narembreen Community Gym 2. Review the operation and maintenance requirements of the gym facility annually as part of the annual budget. 3. As per the 2015 - 2016 budget discontinue the employment of a Gym Instructor from the 27 <sup>th</sup> October 2015 until such time as suitable funding is available to provide for the position that supports health and fitness programs at the gym. 4. If approached by a private contractor or suitably qualified health and fitness instructor will consider that the Narembreen Community Gym be used to run health and fitness programs on a fee for service basis subject to suitable contractual arrangements being negotiated. 5. Continue to work with Narembreen Homes for Aged and Go Narembreen on ensuring the gym facility is well maintained and the equipment is in good order.	Community Notice placed in Fencepost Waiting advice from LGIS	Ongoing	EMCS

Minute No.	Minute Date	Subject	Minute Item	Comments	Status	Staff Member Allocation
			<p>6. Approves subject to point 7 that as from the 27<sup>th</sup> October 2015 all future users of the gym who have not undertaken an assessment will continue to be able to use the gym if the required membership is paid and that a disclaimer is signed confirming that they take the use of facility upon themselves with no liability to the Shire of Narembeen.</p> <p>7. Request that Local Government Insurance Services be provided with the wording of the above disclaimer and that this is an acceptable approach from an insurance and legal prospective.</p> <p>8. Inform all members of the Community Gym in writing of Council's decision and that a notice be placed in the Fence Post advising of the new membership arrangements for the Narembeen Community Gym.</p>			
6040/15	16-Sep-15		<p>That Council:</p> <p>1. Delegate the Shire President, Cr Vaughan and the CEO to meet with the Heritage Council to verify what is expected from Council in relation the Archival Record and Interpretation Plan for the Lesser Hall.</p>	Item to Oct 15 meeting	Ongoing	EMCS
6043/15	16-Sep-15		<p>That Council write to Councillor Lyn Craigie from WALGA to congratulate her on her words and speaking out for us in relation to the rail closures</p>	Letter prepared	Completed	CEO



## 9.0 Reports

### 9.1 Manager Environment Health/Building

#### AGENDA ITEM: 9.1.1 - Environmental Health Officer Information Bulletin- Period of August & September 2015

<b>Subject:</b>	Environmental Health Officer Information Bulletin
<b>Applicant:</b>	NA
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	NA
<b>Author:</b>	Mr J Goldacre
<b>Date:</b>	7 October 2015
<b>Attachments:</b>	Nil

#### BACKGROUND

Each month the EHO will present to Council the activities, issues at hand and progress on matters undertaken by the officer to inform Council.

#### COMMENT

Bendering landfill report – On the 26 August 2015 a site inspection with EHO Pitman, EHO Goldacre and Mr A Fisher of Avon Waste occurred to discuss expansion programme of landfill (Stage II & III) and items generally. Key issues were the existing unused areas of Stage I located at the northern and middle portion of the East end. Mr A Fisher was convinced that with the correct machinery those areas previously deemed unsuitable would be opened up for better use. It was acknowledged that they became unusable in wet weather but there exists presently trench three plus the gravel trench when the gravel is taken out which would be able to be used in the wet times and are already set up with netting, fencing and tree buffers.

Discussions after the failure to get appreciable depth in the Stage II & III areas both Mr Alf Brooks and DCEO Mr A George said that depth of up to 5m to 6m was achievable in the Stage I area and should be revisited for further investigation potential due to the same equipment being needed for Stages II & III. To accomplish the maximising of Stage I areas efficiently it would require the use of a dump truck to take out overburden and the use of machinery to push out the hard conglomerate/calcite type hard rock which generally speaking requires a 'rock breaker' attachment and/or a heavy duty dozer; it has been suggested that explosives could be used. There are contractors who can provide this type of machinery and the team which needs to be seriously considered. It was discussed logistically that although the costs would be greater if more trenches are dug out in one operation the mobilisation costs which can be expensive are minimised (2 trenches + \$2,100 mobilisation fee Vs 6 trenches + \$2,100 mobilisation fee). When it is decided on the next stage of development for the landfill a tender will need to specify the exact details of what is required and also how the trenches need to be finished off such as flat and level to allow the trucks to get into the trenches without having to articulate the suspension so much the vehicles get damaged. EHO Goldacre will work on the plan for extending the life of Stage 1 bearing in mind the approach to digging the trenches will need to be modified to get the desired outcome. Now that we know Stage II and III did not meet expectations there is potential to save costs overall in the life of the Bendering site by developing Stage 1 more efficiently but will require supplementary outlay to get the best outcome with the main factor being removing the conglomerate/calcite type waves with the most appropriate digging/explosives and removal gear.

Mr A Fisher inspected the test trench in the new area and said they could use it but would need to flatten out the base more to enable the trucks to drive over it. Netting was suggested but Mr A Fisher said this would inhibit the collection of overburden on the sides unless another trench is dug

out nearby. It was from these discussions that it was floated the remaining Stage I area should be utilised by having the right gear to get through the hard ground; essentially a '6 and two 3s' situation when measured against the requirements of Stage II & III.

Discussions with Mr A Fisher about covering asbestos placed in the asbestos pit to which Mr A Fisher said they could accommodate this but would need to put a filter in the AC system as required for this duty. All received asbestos is wrapped and it may be wise to require that it is double wrapped to ensure minimal breakage when covering with overburden and should this be adopted it can be placed into the asbestos disposal forms. This would mean disposal of asbestos at the Bendering site would be on Mondays only but would negate the need to mobilise a vehicle from a neighbouring shire to cover the asbestos waste within the required 24hrs.

One area of concern is the green waste which is now well seasoned and requires a burn off, neighbouring Shires will be approached to see if a fire truck and fire control officer can be made available to burn off. In this case if in October a burning permit may be required.

**Waste Water reuse scheme** – The EHO continues to work with the representatives at the WaterCorp on the issue of compliance with the Dept of Health WA waste water reuse guideline requirements. Recent correspondence from WaterCorp has confirmed that the current chlorinator system at the dam is not suitable for the purpose of effectively treating the waste water for reuse. Furthermore confirmation is now received from WaterCorp that the Shire of Narembeen is now in a 2 to 3 year capital upgrade funded by WaterCorp for a treatment system to properly treat the water to the DoHWA guidelines standards and which will be owned, operated and maintained by WaterCorp. This is an excellent outcome as the preliminary investigations shows that such a system can cost up to \$300,000+ not including the annual asset management and operation costs. Presently the WaterCorp is still negotiating with the DoHWA Water Unit on the required testing regime for the current system and are hoping to put in place a system that the Shire will be able to practically manage and operate. Until the outcome with discussions with the DoHWA Water Unit are complete and a tangible outcome achieved, the meeting by WaterCorp representatives and the Shire CEO and Shire President will be deferred. The deferment is to enable the full story to be told and the outcomes to be achieved to be placed on the table and discussed. The ultimate aim is that WaterCorp will take over the compliance burden as they are better suited to this type of arduous governance as they have the expertise and the staff to do so. The Shire commitment will be to monitor monthly as is currently the case and to have marked the waste water reuse plumbing and fixtures in the required 'lilac' colour paint. There are requirements for 3 & 5 yearly auditing which the DoHWA Water Unit are unable to provide the names or accreditation process of who can actually do this; it is understood the WaterCorp are seeking to undertake both auditing requirements. Of note during the writing up and approval of the Waste Water Guidelines there was no attempt to cost the proposed systems to be installed, investigate the auditing accreditation or even investigating the people who would do such auditing, further to this despite the Guidelines being new there was no attempt to put them into a trial period to determine the 'real life' requirements, processes and real costs measured against the true health risks which historically there have been no reported-investigated issues regionally.

**Recreation Centre** – The EHO is working with Mr K Sproul the Building Supervisor to sort out the disabled ramp exit paths and handrails to meet compliance with the disabled specifications of AS 1428.1—2009. Work in in this area is ongoing and issues have been identified and the CEO has brought these to the attention of the builder, the building supervisor is actioning the ramp exit paths requirements.

**Food Act 2008** – The EHO continues to inspect the food premises in the Shire of Narembeen.

**Delegated Authority Declaration** – EHO Goldacre did not use any delegated authority for the period of August and September 2015. The EHO Goldacre did approve for construction an apparatus for the treatment of sewerage on the 27 July 2015 at Lot 332 Sth Kumminin East Road.

## **STATUTORY IMPLICATIONS**

*Health Act 1911*

*Local Government Act 1995*

*Food Act 2008*

*Environmental Protection Act 1986*

## **FINANCIAL IMPLICATIONS**

The progression of the development of Stage I at the Bendering landfill will incur costs yet to be determined pending further investigation and received quotes. The matter will be presented to RoeROC and to Council.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Meets 'Our Mission' goal for a rural community working together to create a great place to live, attain a safe, healthy, and creative environment, which achieves sustainable and innovative development and economic opportunities. Meets 'What we do' initiatives by actively servicing its community in a variety of ways such as but not limited to health services such as water and food inspection, toilet facilities, noise control and animal control. Meets the 'Action agenda' for health. To provide good strategic decision making, governance, leadership and professional management to provide a safe, healthy and inclusive work environment.

## **RELATED PARTY TRANSACTIONS**

Mr Nathan Cocks Senior Wastewater Recycling Consultant Wastewater Quality Branch Water Corporation. Ms Angela Herzer Environmental Coordinator Water Corporation Goldfields and Agricultural Region. Mr Ashley Fisher Avon Waste Managing Director. Mr Barry Wilkins, farmer on and adjacent to the Bendering landfill site.

## **OFFICER RECOMMENDATION**

That Council accept the Environmental Health Officers report for the period of August and September 2015.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 9.2 Works Manager

### AGENDA ITEM: 9.2.1 - Works Manager Report

<b>Subject:</b>	Works Manager Report
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	12.15.35
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins, Works Manager
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Nil

#### BACKGROUND

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

#### COMMENT

##### Shire Works Undertaken

- Corrigin /Narembene Rd - work has started on the reconstruction from the north end of Malone's Rd 2.7km towards Corrigin. Base ripped and reformed, compacted and bound. Gravel carting commenced from Laurie Hayes pit.
- Remove 8 jump pits from oval surrounds.
- Bowling green hole/pad commenced. Sand from Trevor Coles property kindly donated to the project, 11,000m<sup>3</sup> currently taken. Sand compacted and levelled to 150mm from the top of the bowling green. Fence footing commenced by C Batty. The bowling area is to be reduced to compensate for the driveway and ticket box.

##### Staff Update

- Stephen Sherwood has commenced work as an all-rounder.

##### OHS

Meeting in Southern Cross and locally held in last month. Depot inspection to take place on 22 October 2015.

##### Private Works

No private works undertaken this month.

#### STATUTORY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

#### POLICY IMPLICATIONS

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

## **STRATEGIC PLAN REFERENCE**

3. Connected communities through a safe and efficient transport network throughout the Shire.  
3.1 All residents and visitors are able to move around the Shire in safety and with ease.

### **Our Actions**

Update the Narembeen Road Plan and review Shire roads to determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety.)

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Work's Manager's October 2015 Report is received and actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 9.3 Building Supervisor

### AGENDA ITEM: 9.3.1 - Building Supervisor Report

<b>Subject:</b>	Building Supervisor's Report - October 2015
<b>Applicant:</b>	NA
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Kyle Sproul, Building Supervisor
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Town Hall Inspection Report

#### BACKGROUND

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

#### COMMENT

The following is an overview of progress on a range of budgetary and other matters at the time of writing.

##### Pool Maintenance

Final maintenance work is being undertaken in preparation for the opening of the pool for the coming summer. While doing this maintenance, I have noticed there is a lot of grout coming out from inside the pool bowl and around the edges and Council is requested to consider this during the next budget round. It may mean obtaining professional advice as soon as the pool closes after summer and it may result in the need to empty the pool if repairs are required.

##### Shire kitchen

Quotes from contractors have been received. Decision to be made on design and contractor. Suggest Council appoint a working group to manage this project.

##### Front wall shire office

Repairs to the wall are expected to commence before the end of October.

##### Community Resource Centre

General maintenance work has been done.

##### Caravan Park

General maintenance work has been done.

##### Council Properties

General maintenance on various Council properties in town is continuing.

##### Town Hall

A maintenance inspection of the Town Hall has been completed and is attached for Council's information and consideration in the 2016/17 budget preparations. Costings to undertake this repair/maintenance is estimated at \$40,000 plus in house plant and labour.

An inspection report for the Roads Board Building is still being compiled.

#### STATUTORY IMPLICATIONS

Nil

## **FINANCIAL IMPLICATIONS**

Works carried out as per budget

## **POLICY IMPLICATIONS**

Policy 7.1.7 - Colours in Shire residences

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan

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

Corporate Business Plan

1.1.15 Protect the heritage across the Shire of Narembeen

## **RELATED PARTY TRANSACTIONS**

There are no known related party transactions in this item.

## **OFFICER RECOMMENDATION**

That Council receive the Building Supervisor's report.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## Town Hall Inspection Report – August 2015

### External- Right of Road Entrance

2x cracked Windows - right of road entry) \$1000  
Gutter brackets loose, need refixing) Labour 3 Hours  
Downpipe needs attention) 1 Days Labour + Material  
All fencing wire to be replaced - shire side) \$2000  
6x flyscreens to be replace lesser hall side \$600  
All windows to be cleaned) 2 Days labour.  
Replace broken window back entrance) \$400  
Light fitting to be replaced back entrance) \$400  
Fascia's to be refixed CRC side of building) 1 days Labour, \$300 Material  
Eave above window falling away – shire side) Half day labour \$200 Material  
Broken window back stair case road side) \$400

### Internal

#### Front Entrance

White ant damage to architrave) half day labour, \$300 Material  
Replace lino) \$5000  
Overall satisfactory condition

#### Ladies Change room

Windows need attention) \$500  
Cracked mortar above window) \$200  
Replace toilet door entrance) Half Day Labour, \$400 Door  
Moisture appears to be present in area??????

#### Ladies Toilets

Replace mirror) \$500  
Water damage to cornice) half day labour, \$100 Material  
Obvious leak coming from roof)???????



Moisture bubbles throughout ceiling) yet to determine why.

Hole in ceiling rose) 1hour labour

Possible repaint) prep, seal, paint \$3000

#### Men's Toilets

Missing tiles above trough) 1hour labour.

Moisturise bubbles throughout ceiling and walls) yet to determine why.

Possible repaint) prep, seal, paint \$3000

#### Main Hall

General tidy up, plaster throughout, seal and paint, \$10000

12-14 ceiling panels to be replaced) \$2000

2x double doors need attention if not replacing) \$2000

#### Store Room (including staircase to stage)

Gyprock required, plaster, and repaint, \$4000

#### Stage

Fracture Cracks in walls to be taped and plastered, Re-screw, patch and repair ceiling \$5000

Stage Lights to be replaced?

Curtains to be replaced?

## 9.4 Chief Executive Officer

### AGENDA ITEM 9.4.1 – Shire Council & Community Resource Centre Office Opening & Closure over Christmas/New Year Holiday Period 2015

<b>Subject:</b>	Shire Council & Community Resource Centre Office Opening & Closure over Christmas/New Year Holiday Period 2015
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	4.20.50
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer
<b>Date:</b>	23 <sup>rd</sup> September 2015
<b>Attachments:</b>	Nil

#### BACKGROUND

In previous years the Shire of Narembeen and the Narembeen Community Resource Centre offices have closed for a period between Christmas and New Year. This closure did not present any difficulty during the 2014/2015 closure period.

#### COMMENT

Western Australia Public Holiday dates for 2015/2016 are as follows:

Friday 25<sup>th</sup> December 2015 – Christmas Day  
Monday 28<sup>th</sup> December 2015 – Boxing Day Public Holiday  
Friday 1<sup>st</sup> January 2016 – New Year's Day

The following office opening & closing dates are proposed:

Closed - From 12.00pm Thursday 24<sup>th</sup> December 2015 - Christmas Eve  
Closed - Friday 25<sup>th</sup> December 2015 - Christmas Day  
Closed - Saturday 26<sup>th</sup> December 2015 - Boxing Day  
Closed - Sunday 27<sup>th</sup> December 2015  
Closed - Monday 28<sup>th</sup> December 2015 - Boxing Day Public Holiday  
Closed - Tuesday 29<sup>th</sup> December 2015  
Closed - Wednesday 30<sup>st</sup> December 2015  
Closed - Thursday 31<sup>st</sup> December 2015  
Closed - Friday 1<sup>st</sup> January 2016 - New Year's Day  
Closed - Saturday 2<sup>nd</sup> & Sunday 3<sup>rd</sup> 2016  
Re-opening - 8.30am Monday 4<sup>th</sup> January 2016

Staff will be required to take RDO's or annual leave for the work days not covered by public holidays.

The CEO will ensure that arrangements are in place and staff are available to undertake required tasks during this period and in the event of an emergency within the Shire.

#### CONSULTATION

Office staff.

## **STATUTORY IMPLICATIONS**

Local Government Act 1995

Section 2.7. The role of the council

- (1) The Council —
  - (a) directs and controls the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

Section 3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.
- (2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **COMMUNITY STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **STAFF RECOMMENDATION:**

1. That the Shire of Narembeen office be closed to the Public over the Christmas/New Year period, commencing 12.00pm, Thursday the 24th December 2015 and re-open to the public 8.30am, Monday 4<sup>th</sup> January 2016.
2. That the office closure be advertised in the Fencepost, the Shire website and on appropriate notice boards.
3. The CEO ensure that arrangements are in place and staff available to undertake required tasks during this period and in the event of an emergency within the Shire.

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**

## AGENDA ITEM: 9.4.2 - Procedures for Traffic Management for Works on Roads

<b>Subject:</b>	Procedures for Traffic Management for Works on Roads
<b>Applicant:</b>	Main Roads WA
<b>File Ref:</b>	12.15.33
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Procedure Manual: Traffic Management for Works on Roads, Administrative Protocol – Traffic Management for Works on Roads

### BACKGROUND

The Commissioner of Main Roads, in accordance with regulation 297(2) *Road Traffic Code 2000*, has previously issued an Instrument of Authorisation to the Shire of Narembeen to allow deployment of temporary traffic signs and devices on roads within its jurisdiction for the purposes of managing traffic during road works (subject to the conditions of the Instrument) without further approval from Main Roads.

### COMMENT

Condition (b) of the Instrument of Authorisation (the instrument) is the Shire of Narembeen shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects confirm to and comply with the requirements of the Traffic Management for Works on Roads Code of Practice.

The *Occupational Safety and Health Act 1984* requires that a person who has control of a workplace takes such measures as are practicable to ensure persons who are at the workplace are not exposed to hazards. This applies to road workers and road users who are at or pass through road works. According to Worksafe, a lack of procedural guidelines for authorising traffic management at road works sites may constitute a breach of the Act. Therefore, Road Authorities as Authorised Bodies have a duty of care to all road workers and road users at road works sites on their network.

This protocol and procedure will promote safe and consistent traffic management practices at road works. The end result will be the safety of all road users and road workers while minimising the disruption and inconvenience to all road users. A similar protocol and procedure will also be a requirement of utility providers that hold an Instrument of Authorisation. An increase in the quality of traffic management at roadwork's undertaken by utility service providers is expected.

### STATUTORY IMPLICATIONS

Road Traffic Code 2000

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

New Policy

## **STRATEGIC PLAN REFERENCE**

3. Connected communities through a safe and efficient transport network throughout the Shire  
3.1 All residents and visitors are able to move around the Shire in safety and with ease

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council adopt the presented Procedure Manual: Traffic Management for Works on Roads and Administrative Protocol – Traffic Management for Works on Roads

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



## Administrative Protocol: Traffic Management for Works on Roads

<b>Status</b>	Administration
<b>Responsible Division</b>	Technical Services
<b>Objective</b>	<p>Ensure the safety of all workers and road users in line with safe system principles; by</p> <p>Establishing uniform procedures for reviewing and authorising traffic management at work sites ensuring compliance with conditions given in the Instrument of Authorisation.</p>

---

### Context

This protocol recognises that in accordance with the *Road Traffic Code 2000* (the Code): Regulation 297(2), Instrument of Authorisation (IoA) issued to the Shire of Narembeen by the Commissioner (the Commissioner) of Main Roads Western Australia (MRWA), the Shire of Narembeen is obliged to develop and implement traffic management procedures that will satisfy the Commissioner, that work on roads within the Shire of Narembeen will always comply with the "Traffic Management for Works on Roads Code of Practice".

### Statement

The Shire of Narembeen actively supports the MRWA "Traffic Management for Works on Road Code of Practice" (Works Code of Practice) and will conduct its business in such a way as to:

- Comply with the requirements of the latest amendment to the Works Code of Practice AND AS1742.3 for all work within the road reserve undertaken by Shire of Narembeen and its agents;
- Authorise other parties not subject to an IoA to implement roadworks traffic management within their jurisdiction. Prior to and after authorisation is given, the Shire of Narembeen shall ensure that the traffic management is in accordance with the "Works Code of Practice".
- Recognise that it has a duty of care under the Occupational Safety and Health Act 1984 to provide and maintain a safe place of work for its employees, consultants, agents and contractors to ensure that persons who have access to the workplace including road users are not exposed to hazards.
- Ensure that a generic or specific (dependant on situation) traffic management plan (TMP) has been prepared for all works within the road reserve that require traffic management.

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- Keep a record of the traffic management plans and in particular the sign and device arrangement and any changes to such during the works for a period of seven (7) years from the date of completion of the works.
- Ensure operational road works traffic management tasks are only undertaken by persons who are accredited or are directly managed onsite by a person with MRWA - Basic Worksite Traffic Management accreditation. Where persons are controlling traffic they shall have MRWA – Traffic controller accreditation.
- Ensure that appropriate training is given to allow for the preparation, modification, review and recommendation of TMP's for roadworks sites.

#### **Related documentation**

Main Roads Western Australia Instrument of Authorisation for Works.

Main Roads Western Australia Traffic Management for Works on Roads Code of Practice.

Australian Standard AS 1742.3 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads.

AS/NZS ISO 31000 – Risk Management – Principles and Guidelines

Traffic Controllers' Handbook.

#### **Related local law and legislation**

*Local Government Act 1995*

*Local Government (Uniform Local Provisions) Regulations 1996*

*Main Roads Act 1930*

*Occupational Safety and Health Act 1984*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Thoroughfares Local Law*

#### **Issued**

30 September 2015

Approved by Executive [Click here to enter a date.](#)

#### **Amendments**

Nil

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## Procedure Manual: Traffic Management for Works on Roads

### Overview

Any party undertaking work within the Shire of Narembeen shall assess the need for a Traffic Management Plan (TMP). The Shire of Narembeen shall check the assessment to ensure a TMP has been provided where required. Where a TMP is required the Shire of Narembeen shall ensure that the TMP adequately provides for the safety of workers and road users, while maintaining an adequate level of service. All TMP's shall be prepared, reviewed and implemented by a person holding appropriate Main Roads WA accreditation. This will occur prior to the Shire of Narembeen authorising the TMP for implementation.

### Quality Assurance

Prior to proceeding with any TMP, requirements for assurance of quality shall be as follows:

1. Personnel
  - a) The person preparing the TMP is Advanced Worksite Traffic Management (AWTM) accredited;
  - b) The person reviewing the TMP is Worksite Traffic Management (WTM) or AWTM accredited OR has an equivalent level of knowledge and experience;
  - c) The person reviewing the TMP has a Main Roads WA account and is subscribed to Traffic Management updates (go to [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > My Account)
  - d) The person supervising / managing the implementation of the TMP is accredited with Basic Worksite Traffic Management (BWTM).
2. The Traffic Management Plan
  - a) The TMP has been checked for suitability. For guidance refer to MRWA Suitability Checklist (<https://www.mainroads.wa.gov.au> >Our Roads>Traffic Management>Plan Preparation>Traffic Management Checklists).
  - b) The TMP is appropriate ensuring there are no conflicting works or events at / or near the location.





- c) The Shire of Narembeen will occasionally arrange for onsite review of traffic management at roadwork sites ensuring compliance with Works Code of Practice (this include both internal and external works). This will be undertaken by a WTM or AWTM accredited person OR a person with an equivalent level of knowledge and experience.

## **Traffic Management Plan Process**

### *TMP Preparation Process*

1. The TMP preparation shall be carried out in advance of the works and shall allow time needed to carry out consultation, sufficient notification, authorisation and implementation. Projects affecting ratepayers and businesses may require significant consultation and advertising of works.
2. The TMP shall be submitted to the authorising officer for review.

### *TMP Authorisation Process*

1. Authorising officer is to determine if the traffic management scheme is simple or complex in nature (as per section 5.2.2 of Works Code of Practice) and do the following:
  - a. Complex –TMP is to be forwarded to a suitably qualified Roadworks Traffic Manager (RTM) for endorsement (RTM to liaise with plan author and authorising officer) prior to road authority authorisation.
  - b. Simple – authorising officer to check the TMP for suitability (see section 2 above).
2. Where there is non-compliance, the author is to be contacted with the recommended changes and asked to either:
  - a. Check the recommendations and modify the TMP if appropriate; or
  - b. Justify the existing plan against the appropriate standards.
3. Once the TMP has been deemed to be suitable by the authorising officer, the TMP will be authorised for implementation by Chris Jackson or their delegate (either by signature on the TMP cover page or by emailing and referencing the TMP number and revision number).

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### *Post Implementation Review Process*

To improve traffic management on the network, on-site inspections and operational checks should be performed (where required) once the TMP has been implemented:

1. The onsite inspection is a check of the signs, devices, method statements and workers accreditation applied on site. This should ideally be done by someone holding a Basic Worksite Traffic Management (BWTM) accreditation. This ensures that all traffic management including appropriate after care is being implemented at the correct stage of the works.
2. For complex or long term worksites; an operational check involves an onsite drive through and check of the operation of the traffic management focussing on road efficiency, road user compliance and road safety should be undertaken by the authorising officer or an appropriately trained (WTM/AWTM) independent contractor.

### **Related documentation**

Administrative Protocol – Traffic Management for Works in a Road Reserve.

Main Roads Western Australia Instrument of Authorisation for Works.

Main Roads Western Australia Traffic Management for Works on Roads Code of Practice.

Australian Standard AS 1742.3-2009 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads.

AS/NZS ISO 31000 – Risk Management – Principles and Guidelines

Traffic Controllers' Handbook.

### **Related local law and legislation**

*Local Government Act 1995*

*Local Government (Uniform Local Provisions) Regulations 1996*

*Main Roads Act 1930*

*Occupational Safety and Health Act 1984*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Thoroughfares Local Law*

### **Issued**

30 September 2015

Approved by Executive [Click here to enter a date.](#)

### **Amendments**

Nil

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## Definitions

Term	Definition
AS:	Australian Standard
AS/NZS	Australian / New Zealand Standard
Authorising officer	Any [Insert Authorised Body] Officer that is accredited to Advanced Worksite Traffic Management level or has equivalent level of knowledge and experience.
Complex	As defined in section 5.2.2 of the Traffic Management for Works on Roads Code of Practice.
Duty of Care	The legal duty on the part of all employers, employees and others including contractors and consultants who have an influence on the potential hazards in a work site, which requires them to take reasonable care to protect the health and safety of others at the work site including road users who may be at a foreseeable risk of harm.
Party	Any body undertaking works in the road reserve.
Road	For the purpose of this Code has the same meaning as that defined in Main Roads Act
Road reserve	For the purpose of this Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land.
Simple	Simple traffic management arrangements are low speed, low impact and short term works for residential roads.
Traffic Control Diagram (TCD):	Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the works.
Traffic Management Plan (TMP)	A document containing Traffic Control Diagrams and documentation of project details in regard to traffic management at a work site. The documentation of project details includes, inter alia, responsible personnel, proposed timing of the works, authorisations that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.

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## AGENDA ITEM: 9.4.3 - Bushfire Control

<b>Subject:</b>	Bushfire Control
<b>Applicant:</b>	Bushfire Advisory Committee
<b>File Ref:</b>	ADM135
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	7 <sup>th</sup> October 2015
<b>Attachments:</b>	Minutes, copy of Bushfire Information Rates Booklet

### BACKGROUND

The annual Shire of Narembeen Bushfire Advisory Committee meeting was held on the 25<sup>th</sup> September 2015 (minutes attached). The committee discussed various matters including the Shire restricted/prohibited burning period, harvest and movement bans, fire permit issuing officers and fire breaks. A number of minor changes to the Bushfire Information sent to ratepayers is proposed.

The proposed amendments are as follows:

1. Restricted/Prohibited Burning Period-Stubble Fires changed to 1<sup>st</sup> March
2. Harvest Bans - Movement Ban included in heading
3. Fire Permit Issuing Officers - Joe Wilson has resigned and it is proposed that William Cowan replace Joe as the Deputy Chief Fire Control Officer
4. No change
5. Key Dates - Chaff Dumps, wording amended by deleting '*the perimeter of the*' from the second dot point and replaced with '*your property*'. Stubble burning amended to 1<sup>st</sup> March.
6. Fire breaks - typos amended '*dump*'. Fire break definition changed to flammable. Reference to by-laws need to be reviewed and Government Gazette and advertising requirements are up to date.

### COMMENT

The review by the Advisory Committee highlights the need for Council to again review its Bushfire Control policies and ensure the Shire is compliant with the Bush Fires Act. The current adopted policies and the information sent to rate payers on an annual basis is disjointed. A search of the required advertisement in the Government Gazette reveals as follows.

Prohibited Burning Times 1 Nov - 31 Jan  
Restricted Burning Times 19 Sept - 15 March

Last Government Gazette 3 Feb 2012 as declared by the Minister for Emergency Services Note the prohibited period sits over the top of the restricted and cancels out the restricted during that period.

The Shire has been using the following dates which differ to the set times as listed above:

Restricted (Permit Required) 19th September to 31st October  
Prohibited 1st November to 31st January  
Restricted (Permit Required) 1st February to 15th April

Fire Control Officers for the 2003/2004 season was last in the Government Gazette 5 Sept 2003.

#### Fire Break Notice

A search on the State Law Publisher site for Government Gazettes back to the 1/1/2002 did not reveal that a Fire Break Notice had been published during that period.



The following reworked Bushfire Notice and additional information is presented for council approval.

<p style="text-align: center;"><b>SHIRE OF NAREMBEEN BUSHFIRE NOTICE</b> <b>2015/2016 SEASON</b> <b>BUSH FIRES ACT 1954</b></p>
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**Notice to all owners and/or occupiers of land situated within Shire of Narembeen**

As a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur, notice is hereby given to all owners and/or occupiers of land within the Shire of Narembeen that pursuant to the powers conferred in Section 33 of the Bush Fires Act, works in accordance with the requisitions of this notice must be carried out before the 1<sup>st</sup> day of November in each year, or within 14 days of becoming the owner or occupier of land if after that date. All work specified in this Notice is to be maintained up to and including the 30<sup>th</sup> day of April in the following calendar year.

**Definitions**

“Town site land” means all land within the boundary of the Narembeen Townsite.

“Rural Land” means all land within the Narembeen District not defined as Townsite.

“Firebreak Period” means that time between the 1<sup>st</sup> day of November in any year until the 30<sup>th</sup> day of April in the year following.

“Firebreak” means ground from which flammable material has been removed and on which no flammable materials is permitted during the firebreak period.

All owners or occupiers of land within the Narembeen Shire shall have firebreaks during the firebreak period of the dimensions prescribed within this notice.

If it is considered impractical or undesirable to provide firebreaks as required by this notice, the approval of the Council must be obtained for any variation. Approval will only be granted up to or before the 15<sup>th</sup> day of October, and will not be granted unless prior consent of the appropriate Fire Brigade Officer has been obtained.

**Fire Breaks**

**Rural Land:**

Firebreaks 3.0 metres wide as follows:

- Immediately adjacent to and surrounding all cleared land subdividing all cleared land into areas no greater than 400 hectares. Surrounding each building, haystack, fuel dump or ramp.

**Townsite Land:**

Firebreaks 2.0 metres as follows;

- Vacant lots in excess of 1,025 sq metres as follows;
- All lots containing less than 2,025 sq metres on boundaries and immediately surrounding all buildings.
- Remove all flammable material from fuel dumps or liquid fuel containers to a distance of 15 metres.

In addition to the requirements of this Notice, you may be required to carry out further works which are considered necessary by an Authorised Officer and specified by way of a separate written notice forwarded to the address of the owner/s as shown on the Shire of Narembeen rates record for the relevant land.

TAKE NOTICE that pursuant to Section 33(4) of the Bush Fires Act 1954, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Narembeen may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the Bush Fires Act, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act 1954.

The PENALTY FOR FAILING TO COMPLY with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

By order of the Council

Chris Jackson  
Chief Executive Officer  
Shire of Narembeen

### **Additional Bushfire Information**

#### **A. Restricted / Prohibited Burning Period**

The following restricted and prohibited burning times are in place for the Shire of Narembeen.

**Restricted** (Permit Required) 19<sup>th</sup> September to 31<sup>st</sup> October

**Prohibited** 1<sup>st</sup> November to 31<sup>st</sup> January

**Restricted** (Permit Required) 1<sup>st</sup> February to 15<sup>th</sup> April

The following additional requirements for burning are also in place.

1<sup>st</sup> February includes grass and raked stubble.

1<sup>st</sup> March is header windrows and chaff dumps and stubble fires.

From the start of the restricted burning time to the 15<sup>th</sup> April, no person is allowed to light a fire on a Sunday or Public Holiday.

Any questions about burning times should be directed to a Fire Control Officer or the Shire Office.

#### **B. Harvest & Movement Bans**

When Harvest Bans are instigated they are broadcast over Radiowest and ABC radio. A harvest ban can be in two forms:

- i. A Restricted Movement Ban - means that vehicles are only allowed to move on paddocks to water stock.
- ii. A Total Movement Ban - means that there is to be no movement on paddocks at all.

The Shire of Narembeen imposes an automatic Harvest Ban on Christmas Day and New Year's Day.

Harvest bans are gauged not only on the temperature, but also on humidity and wind velocity and are monitored using scientific methods.

Community members may call the Shire's **Harvest Ban Hotline on (08) 9064 7689** which will provide advice on whether or not a harvest ban is in force.

**Text message service** – Community members to register their mobile number with the Shire of Narembeen.

Adopted Fire Index rating 32 for harvest bans.

### **C. Fire Permit Issuing Officers**

The following Fire Control Officers (FCO) are authorised Fire Permit Issuing Officers:

- Murray Dixon – Chief Fire Control Officer (North Sector) (08) 9064 5026
- William Cowan - Deputy Chief Fire Control Officer (East Sector)(08) 9061 6012
- Bruce Parsons – Fire Control Officer (East Sector) (08) 9061 7022
- Alan Yandle – Fire Control Officer (West Sector) (08) 9064 7362
- Neville Hooper – Fire Control Officer (North Sector) (08) 9061 8023
- Chris Jackson – Fire Control Officer (Central) (08) 90647308

The people listed above are able to issue burning permits and inform you of the laws and dates in regard to burning and required conditions. Community members may also contact the Shire Office (08) 9064 7308 during office hours if you cannot contact the listed Officers.

### **D. Emergency Bushfire Communications Channel**

The dedicated Bush Fire Emergency Communication Radio Channel is 5.

### **E. Key Dates & Information to Remember for Burning**

#### **Grass Burning**

- Grass Burning is not permitted prior to 1st February
- Grass Burning is subject to Permit Conditions
- No time restrictions for lighting/burning
- No Burning on Sundays or Public Holidays

#### **Raked Windrows**

Burning of stubble raked windrows is permitted at the commencement of the Restricted Burning Period, provided:

- No time restrictions for lighting/burning
- Subject to normal permit conditions

#### **Header Windrows & Chaff Dumps**

- Burning of Header Windrows & Chaff Dumps is not permitted prior to 1st March under permit.
- Chaff Dumps shall be deposited/located no less than 50 metres from the edge of the crop within your property boundary.
- Chaff Dumps be pushed out to reduce burning times.
- Consideration should be given to neighbours regarding wind and smoke directions.

### **Stubble Burning**

- Burning of Stubble is not permitted prior to 1st March in normal season conditions;
- No lighting times.
- Weather permitting.
- Subject to permit conditions.

Please remember that in the event of an emergency call 000.

### **STATUTORY IMPLICATIONS**

Bush Fires Act 1954 & Bush Fire Regulations 1954

### **FINANCIAL IMPLICATIONS/**

Cost of Government Gazette advertising cost.

### **POLICY IMPLICATIONS**

Bush Fire Control Policy section 5.

### **STRATEGIC PLAN REFERENCE**

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

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That Council

1. Adopt the presented Shire of Narembeen Bushfire Notice 2015/2016 Season and Additional Information in accordance with section 33 of the Bush Fires Act.
2. Approve the following restricted and prohibited burning times are in place for the Shire of Narembeen. Restricted (Permit Required) 19th September to 31st October, Prohibited 1st November to 31st January & Restricted (Permit Required) 1st February to 15th April
3. Request approval from the Minister for Emergency Services that the Restricted period for the Shire of Narembeen be amended from the 15<sup>th</sup> March to the 15<sup>th</sup> April
4. Approve the following fire positions Murray Dixon – Chief Fire Control Officer, William Cowan - Deputy Chief Fire Control Officer, Bruce Parsons – Fire Control Officer, Alan Yandle – Fire Control Officer, Neville Hooper – Fire Control Officer, Andy Hardham – Fire Control Officer & Chris Jackson – Fire Control Officer.
5. Advertise the Shire of Narembeen Bushfire Notice, burning times and fire positions in the Government Gazette and the Fencepost.
6. Include as policy the adopted Bushfire Notice and Additional Information in the Shire of Narembeen Policy Manual Section 5.1.19 replacing policies 5.1.11 Burning on Sunday & Public Holidays, 5.1.14 Automatic Harvest Bans 5.1.15 Burning Periods & 5.1.18 Chaff Dumps.

### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



## SHIRE OF NAREMBEEN BUSHFIRE ADVISORY COMMITTEE

### MINUTES OF MEETING

Minutes for the Shire of Narembeen Bushfire Advisory Committee held on Friday 25<sup>th</sup> September 2015 in the Shire of Narembeen Council Chambers, 1 Longhurst Street Narembeen commencing at 4.00pm.

#### **1. Attendance & Apologies**

##### **1.1 Attendance**

Murray Dixon CBFCO, Murray McBride DFES, Bruce Parsons, Syd Parsons, Gary Sprigg, Chris Jackson CEO

##### **1.2 Apologies**

Joe Wilson & Cr Bill Cowan

##### **1.3 Opening**

The Chairperson Murray Dixon declared the meeting open at 4pm.

#### **2. Confirmation of Minutes**

No meeting was held in 2014, previous meeting held in 2013.

#### **3. Finance**

##### **3.1 Financial**

The CBFCO advised that the cheque account has a balance of \$15,434.84 and the term deposit a balance of \$20,627.84.

##### **3.2 Signatories to the Narembeen Volunteer Fire Brigade Term Deposit & Transaction Accounts**

Motion: Moved Gary Sprigg, seconded Bruce Parsons

That the signatories for the Narembeen Volunteer Bush Fire Brigade bank accounts be amended to Murray Dixon, Chris Jackson and Garry Gregan with two signatures required on both accounts held with Bankwest Narembeen with BSB 306-026 account numbers 05982-3 and 417992-2.

Carried

#### **4. Business Matters**

Prior to commencement of the advisory meeting a Fire Control Officers refresher course was conducted by Mark Bowen DFES and Murray McBride DFES with those present listed above. The course was well received by all in preparation for the fire season.

- CEO to check Shire local laws (not in place) and Council policies.
- CEO to check Shire insurance policies for fire and volunteers.
- Murray McBride to provide details on other Shires SOP's.
- Murray McBride to provide maps for inclusion in fire trucks.
- CEO to check that all the current positions of CBFCO, DCBFCO and FCO have been gazetted and that appointment letters have been issued.
- Murray McBride provided an update on the development of a business case for the proposed Co-Location Centre & VFES including the resource to risk process.

Discussion took place regarding the Shire Bush Notice with the following changes to be put to the Shire of Narembeen.

## **BUSHFIRE INFORMATION**

### **A. Restricted / Prohibited Burning Period**

The following restricted and prohibited burning times are in place for the Shire of Narembeen.

**Restricted** (Permit Required) 19<sup>th</sup> September to 31<sup>st</sup> October

**Prohibited** 1<sup>st</sup> November to 31<sup>st</sup> January

**Restricted** (Permit Required) 1<sup>st</sup> February to 15<sup>th</sup> April

The following additional requirements for burning are also in place see below for additional information.

1<sup>st</sup> February includes grass and raked stubble.

1<sup>st</sup> March is header windrows and chaff dumps and stubble fires.

Any questions about burning times should be directed a Fire Control Officer or the Shire Office.

### **B. Harvest & Movement Bans**

When Harvest Bans are instigated they are broadcast over Radiowest and ABC radio. A harvest ban can be in two forms:

- A Restricted Movement Ban - means that vehicles are only allowed to move on paddocks to water stock.
- A Total Movement Ban - means that there is to be no movement on paddocks at all.

Harvest bans are gauged not only on the temperature, but also on humidity and wind velocity and are monitored using scientific methods.

Community members may call the Shire's **Harvest Ban Hotline on (08) 9064 7689** which will provide advice on whether or not a harvest ban is in force.

**Text message service** – Community members to register their mobile number with the Shire of Narembeen.

Adopted Fire Index rating 32 for harvest bans.

### **C. Fire Permit Issuing Officers**

The following Fire Control Officers (FCO) are authorised Fire Permit Issuing Officers:

- |   |                |
|---|----------------|
| • William Cowan - Deputy Chief Fire Control Officer (East Sector) | (08) 9061 6012 |
| • Murray Dixon – Chief Fire Control Officer (North Sector)        | (08) 9064 5026 |
| • Bruce Parsons – Fire Control Officer (East Sector)              | (08) 9061 7022 |
| • Alan Yandle – Fire Control Officer (West Sector)                | (08) 9064 7362 |
| • Neville Hooper – Fire Control Officer (North Sector)            | (08) 9061 8023 |
| • Chris Jackson – Fire Control Officer (Central)                  | (08) 90647308  |

The people listed above are able to issue burning permits and inform you of the laws and dates in regard to burning and required conditions. Community members may also contact the Shire Office (08) 9064 7308 during office hours if you cannot contact the listed Officers.

### **D. Emergency Bushfire Communications Channel**

The dedicated Bush Fire Emergency Communication Radio Channel is 5.

### **E. Key Dates & Information to Remember for Burning**

#### **Grass Burning**

- Grass Burning is not permitted prior to 1st February
- Grass Burning is subject to Permit Conditions
- No time restrictions for lighting/burning
- No Burning on Sundays or Public Holidays

#### **Raked Windrows**

Burning of stubble raked windrows is permitted at the commencement of the Restricted Burning Period, provided:

- No time restrictions for lighting/burning
- Subject to normal permit conditions

#### **Header Windrows & Chaff Dumps**

- Burning of Header Windrows & Chaff Dumps is not permitted prior to 1st March under permit.
- Chaff Dumps shall be deposited/located no less than 50 metres from the edge of the crop within your property boundary.
- Chaff Dumps be pushed out to reduce burning times.
- Consideration should be given to neighbours regarding wind and smoke directions.

#### **Stubble Burning**

- Burning of Stubble is not permitted prior to 1st March in normal season conditions;

- No lighting times.
- Weather permitting.
- Subject to permit conditions.

## **F. Fire Breaks**

### **Rural Land:**

Firebreaks 3.0 metres wide as follows:

- Immediately adjacent to and surrounding all cleared land subdividing all cleared land into areas no greater than 400 hectares. Surrounding each building, haystack, fuel dump or ramp.

### **Townsite Land:**

Firebreaks 2.0 metres as follows;

- Vacant lots in excess of 1,025 sq metres as follows;
- All lots containing less than 2,025 sq metres on boundaries and immediately surrounding all buildings.
- Remove all flammable material from fuel dumps or liquid fuel containers to a distance of 15 metres.

### **By-laws for the Provision of Fire Breaks:**

Definitions – In these by-laws

*“Town site land”* means all land within the boundary of the Narembeen Townsite.

*“Rural Land”* means all land within the Narembeen District not defined as Townsite.

*“Firebreak Period”* means that time between the 1<sup>st</sup> day of November in any year until the 30<sup>th</sup> day of April in the year following.

*“Firebreak”* means ground from which flammable material has been removed and on which no flammable materials is permitted during the firebreak period.

All owners or occupiers of land within the Narembeen Shire shall have firebreaks during the firebreak period of the dimensions prescribed within these by-laws.

If it is considered impractical or undesirable to provide firebreaks as required by these by-laws, the approval of the Council must be obtained for any variation. Approval will only be granted up to or before the 15<sup>th</sup> day of October, and will not be granted unless prior consent of the appropriate Fire Brigade Officer has been obtained.

**Failure to comply with these by-laws shall subject the offender to the penalties prescribed in the Bush Fires Act, 1954 as amended.**

Please remember that in the event of an emergency call 000.

## **5. Closure**

There being no further business, the meeting was declared closed at 5.00pm.

## **BUSHFIRE INFORMATION**

### **1. Restricted / Prohibited Burning Period**

The following restricted and prohibited burning times are in place for the Shire of Narembeen.

**Restricted** (Permit Required) 19<sup>th</sup> September to 31<sup>st</sup> October

**Prohibited** 1<sup>st</sup> November to 31<sup>st</sup> January

**Restricted** (Permit Required) 1<sup>st</sup> February to 15<sup>th</sup> April

The following additional requirements for burning are also in place see below for additional information.

1st February includes grass and raked stubble.

1st March is header windrows and chaff dumps.

1st April for stubble fires.

Any questions about burning times should be directed a Fire Control Officer or the Shire Office.

### **2. Harvest Bans**

When Harvest Bans are instigated they are broadcast over Radiowest and ABC radio. A harvest ban can be in two forms:

- 1) A Restricted Movement Ban - means that vehicles are only allowed to move on paddocks to water stock.
- 2) A Total Movement Ban - means that there is to be no movement on paddocks at all.

Harvest bans are gauged not only on the temperature, but also on humidity and wind velocity and are monitored using scientific methods.

You can ring the Shire's **Harvest Ban Hotline on (08) 9064 7689** which will tell you whether or not a harvest ban is in force.

**Text message service** - Please register your mobile number with the Shire of Narembeen.

Adopted Fire Index rating 32 for harvest bans

### **3. Fire Permit Issuing Officers**

The following Fire Control Officers (FCO) are authorised Fire Permit Issuing Officers:

- |   |                |
|---|----------------|
| • Murray Dixon - Chief Fire Control Officer (North Sector)        | (08) 9064 5026 |
| • Joe Wilson - Deputy Chief Fire Control Officer (East Sector)    | (08) 9062 0046 |
| • Bruce Parsons - Fire Control Officer (East Sector)              | (08) 9061 7022 |
| • Alan Yandle - Fire Control Officer (West Sector)                | (08) 9064 7362 |
| • Neville Hooper - Fire Control Officer (North Sector)            | (08) 9061 8023 |
| • Chris Jackson - Fire / Weather Control Officer (Central Sector) | (08) 9064 7308 |

The people listed above are able to issue burning permits and inform you of the laws and dates in regard to burning and required conditions. You may also contact the Shire Office (08) 9064 7308 during office hours if you cannot contact the listed Officers.

### **4. Emergency Bushfire Communications Channel**

The dedicated Bush Fire Emergency Communication Radio Channel is 5

## BUSHFIRE INFORMATION

### 5. Key Dates & Information to Remember for Burning

#### Grass Burning

- Grass Burning is not permitted prior to 1<sup>st</sup> February
- Grass Burning is subject to Permit Conditions
- No time restrictions for lighting/burning
- No Burning on Sundays or Public Holidays

#### Raked Windrows

Burning of stubble raked windrows is permitted at the commencement of the Restricted Burning Period, provided:

- No time restrictions for lighting/burning
- Subject to normal permit conditions

#### Header Windrows & Chaff Dumps

- Burning of Header Windrows & Chaff Dumps is not permitted prior to 1st March under permit.
- Chaff Dumps shall be deposited/located no less than 50 metres from the edge of the crop within the perimeter of the boundary.
- Chaff Dumps be pushed out to reduce burning times.
- Consideration should be given to neighbours regarding wind and smoke directions.

#### Stubble Burning

- Burning of Stubble is not permitted prior to 1st April in normal season conditions;
- No lighting times.
- Weather permitting.
- Subject to permit conditions.

### 6. Fire Breaks

#### Rural Land:

Firebreaks 3.0 metres wide as follows;

- Immediately adjacent to and surrounding all cleared land subdividing all cleared land into areas no greater than 400 hectares. Surrounding each building, haystack, fuel damp or ramp.

#### Townsite Land:

Firebreaks 2.0 metres as follows;

- Vacant lots in excess of 1,025 sq metres as follows;
- All lots containing less than 2,025 sq metres on boundaries and immediately surrounding all buildings.
- Remove all flammable material from fuel damp or liquid fuel containers to a distance of 15 metres.

#### By-laws for the Provision of Fire Breaks:

Definitions – in these by-laws

"Town site land" means all land within the boundary of the Narembreen Townsite.

"Rural Land" means all land within the Narembreen District not defined as Townsite.

"Firebreak Period" means that time between the 1<sup>st</sup> day of November in any year until the 30<sup>th</sup> day of April in the year following.

"Firebreak" means ground from which inflammable material has been removed and on which no inflammable materials is permitted during the firebreak period.

## **BUSHFIRE INFORMATION**

All owners or occupiers of land within the Narembeen Shire shall have firebreaks during the firebreak period of the dimensions prescribed within these by-laws.

If it is considered impractical or undesirable to provide firebreaks as required by these by-laws, the approval of the Council must be obtained for any variation. Approval will only be granted up to or before the 15<sup>th</sup> day of October, and will not be granted unless prior consent of the appropriate Fire Brigade Officer has been obtained.

**Failure to comply with these by-laws shall subject the offender to the penalties prescribed in the Bush Fires Act, 1954 as amended.**

**Please remember that in the event of an emergency call 000.**

#### **AGENDA ITEM: 9.4.4 - Development Assessment Panels: Local Government Nominations**

<b>Subject:</b>	Development Assessment Panels: Local Government Nominations
<b>Applicant:</b>	Government of Western Australia – Department of Planning
<b>File Ref:</b>	10.60.10
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Nil

#### **BACKGROUND**

Development Assessment Panels (DAPs) were introduced on 1 July 2011 to determine development applications that meet prescribed criteria. Each DAP comprises five members: three specialist members, including the presiding member, and two local government members. All current DAP members were appointed on 27 July 2015, for the term ending 26 April 2017.

At Council's Ordinary February meeting, Council nominated the following members:-

- DAP Local Government Members – Cr Regina DeLuis and Cr Stephen Padfield
- DAP Local Government Alternate Members – Cr Syd Parsons and Cr Rhonda Cole

DAP have requested that Council nominate four elected members of the Council, comprising two local members and two alternative members to sit on the local DAP as required.

Details of DAPs is as follows.

##### *Mandatory DAP applications*

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

<b>DAP</b>	<b>Mandatory value threshold</b>
City of Perth	\$15 million or more
Rest of the State	\$7 million or more

##### *Optional "Opt-in" DAP applications*

These are development applications where the applicant may choose to have the application determined by a Development Assessment Panel (DAP), or by the local government or Western Australian Planning Commission (WAPC) under the normal process. In order to be considered an "opt-in" application, the application must fit within the following value thresholds:

<b>DAP</b>	<b>"Opt-in" value threshold</b>
City of Perth	Between \$10 million - \$15 million
Rest of the State	Between \$3 million - \$7 million

Narembeen is part of the Wheatbelt JDAP. This panel has met five times since August 2012 with the last meeting January 2015 in Wickiepin.



## **COMMENT**

Following the upcoming government elections to be held on 17 October 2015, there may be a change in our local government DAP membership if the composition of council changes. In this instance, Council will need to nominate replacement DAP members, who will be considered by the Hon John Day MLA, Minister for Planning.

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* (the Regulations), Council are requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for the Shire of Narembeen.

## **STATUTORY IMPLICATIONS**

Planning and Development (Development Assessment Panels) Regulations 2011.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Councils DAP representatives remain unchanged as follows.

- Local Government Members – Cr Regina DeLuis and Cr Stephen Padfield
- DAP Local Government Alternate Members – Cr Syd Parsons and Cr Rhonda Cole

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 9.4.5 - Narembeen Tennis Courts - Damage

<b>Subject:</b>	Narembeen Tennis Courts - Damage
<b>Applicant:</b>	Narembeen Tennis Club
<b>File Ref:</b>	11.70.80
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Sports Surfaces Quotation

### BACKGROUND

The Following email dated 13<sup>th</sup> October 2015 has been received from the Narembeen Tennis Club President Tim Cusack.

*"Firstly as President of the Narembeen Tennis Club I would like to take the opportunity to thank the Council for the impressive new facility we call home. A great deal of work and planning went into the new facility and as a club we think it is fantastic! We look forward to many years of exciting tennis and events.*

*Attached is the quote from Sports Services for the repair of the tennis courts. As we discussed earlier, due to the flooding of the courts there has been some damage incurred, including the growth of algae through the synthetic grass pile. As it is a consequence of the construction of the new facility, the Narembeen Tennis Club would like to request the Shire to pay the cost of the service. It is anticipated this is a one off cost, any normal court wear and tear would be paid by the club as per normal circumstances."*

### COMMENT

During construction of the Recreation Centre carpark near the tennis courts the carpark was built up prior to being sealed. This blocked a small drain (hole in brickwork) on the south west corner that drained the courts on to the dirt carpark, with the water then making its way out to Currall Street.

Following rain the courts did hold water in the south west corner. When the problem was identified the courts were drained and a new pipe installed allowing the water to run directly into the Recreation Centre drainage.

The tennis club have provided the follow quote and scope of work from Sports Surfaces.

#### Scope of Works

- *Remove any obvious deleterious material from the surface i.e. loose leaves & like material*
- *Scrape away algae, moss and introduced excess dirt/soil contaminant build up from the surface of the courts where required*
- *Mechanically groom the entire surface of all courts to remove excess sand and other deeper seated soil contaminants from the courts, re-distribute the existing sand infill and open up and lift the synthetic yarn to rejuvenate the surface.*
- *Treat the entire surface to kill any algal spores.*

**\$5,740.00**

Discussion with the tennis club has indicated that if the courts were damaged due to the carpark oversight then consideration would be given to undertaking repairs. The scope of works includes all the courts and may not be solely attributed to the water laying on the surface.

In saying that, the Shire has an obligation to assist with the repairs to the courts and the estimated cost is not considered substantial to keep the courts at a high standard.

It is recommended that Council cover the cost of the repairs.

#### **STATUTORY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

1518 Narembreen Recreation Centre Fit out Budget \$50,000  
1532 Bowling Greens \$650,000

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC PLAN REFERENCE**

2. A Shire of excellence in accessible infrastructure and services

2.1 Inclusive sport and recreation participation, with diverse activities and facilities

2.1.1 Complete the upgrade to the Narembreen Recreation Centre (including co-location of the bowling greens)

#### **RELATED PARTY TRANSACTIONS**

Nil

#### **OFFICER RECOMMENDATION**

That Council cover the cost of repairs to the Narembreen tennis courts following damage due to flooding at a cost of \$5,740.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**SPORTS SURFACES**

tel: (61) 8 9244 2299  
fax: (61) 8 9244 1709  
mob: 040 777 2625  
email: enquiries@sportsurfaces.com.au  
post: PO Box 361 Mt Hawthorn, WA, 6915  
abn: 41 718 381 331  
www.sportsurfaces.com.au

To:	<b>Robert Miolini</b>	From:	<b>John Cramer</b>
Club:	<b>Narembeen Tennis Club</b>	Date:	<b>11<sup>th</sup> October 2015</b>
Phone:	<b>0428 616 030</b>	No. Pages:	<b>1</b>
Fax:		Subject:	<b>Tennis court service</b>
Email:	<b>Maxine.miolini@bigpond.com</b>		

*The contents of this fax are intended for the persons / Company it is addressed to. It may contain legally confidential and privileged information. If this fax is received in error, please call this office immediately to advise us of the mistake. We would appreciate your co-operation in this matter.*

**Ref: LtQ8861**

Dear Robert

Sports Surfaces is pleased to present the following quotation to service the synthetic turf tennis courts at the Narembeen Tennis Club.

This price is based on the understanding that:-

- The works are to be carried out during favorable weather conditions.
- There is unrestricted access to both a power and water supply close to the facility, if required (FOC).
- There is clear and unimpeded access for the delivery of materials and equipment to site.

**Scope of Works**

- Remove any obvious deleterious material from the surface i.e. loose leaves & like material
- Scrape away algae, moss and introduced excess dirt / soil contaminant build up from the surface of the courts where required
- Mechanically groom the entire surface of all courts to remove excess sand and other deeper seated soil contaminants from the courts, re-distribute the existing sand infill and open up and lift the synthetic yarn to rejuvenate the surface.
- Treat the entire surface to kill any algal spores.

**\$5,740.00****GST:**

An additional 10% GST is applicable to the above prices.

**Note:**

Some deep seated contaminant may still be evident within the sand fill of the turf surface. Unless the entire surface is high pressure cleaned to remove all introduced dirt and then new sand introduced, the best result will be the surface will appear cleaner and the pile will have been 'opened up' to 'rejuvenated' the surface.

Given the age of the courts, no guarantee can be extended in respect of the integrity of the seams.

Should you require any further information please contact this office on 9244 2299.

(Our Ref LtQ8861)

Regards,

John Cramer

## AGENDA ITEM: 9.4.6 - Council & Community Committee Representation

<b>Subject:</b>	Council & Community Committee Representation
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	4.12.35
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Nil

### BACKGROUND

Council last reviewed its committees and community representation in November 2013. Following the October elections it is time to review both Council committees and representation on other groups/organisations.

### COMMENT

The following was resolved by Council on the 20<sup>th</sup> November 2013.

<b>Council Committees</b>	<b>Current Representatives</b>	<b>Proxy</b>	<b>New Representatives</b>	
<b>Audit &amp; Finance Committee</b>	Cr R Cole	Cr B Cole	<b>Cr Mortimore</b>	<b>Cr B Cole</b>
<b>(Established under 5.8 of the LGA)</b>	Cr DeLuis		<b>Cr R Cole</b>	
	Cr Parsons		<b>Cr DeLuis</b>	
	Cr Mortimore		<b>Cr Parsons</b>	
<b>Cemetery (Established under the Cemeteries Act)</b>	All Councillors		<b>All Councillors</b>	
<b>Plant &amp; Works Working Group</b>	Cr B Cole Cr Thomas Cr Parsons	Cr Padfield	<b>Cr B Cole Cr Thomas Cr Parsons</b>	<b>Cr Padfield</b>
<b>Narembeen Recreation Centre Working Group</b>	Cr R Cole Cr Parsons CEO		<b>Cr R Cole Cr Parsons CEO</b>	<b>Cr Thomas</b>
<b>Rural Water Council</b>	Cr DeLuis	Cr B Cole	<b>Cr DeLuis</b>	<b>Cr B Cole</b>
<b>Roe Tourism</b>	New		<b>Cr Thomas</b>	
<b>Historical Society</b>	Cr Thomas Liaison Officer		<b>Cr Thomas</b>	
<b>Narembeen Aged Homes Management Committee</b>	Cr Padfield DCEO		<b>Cr Padfield EMCS</b>	
<b>Roe Regional Organisation of Councils (RoeROC)</b>	Cr R Cole Cr Mortimore	Cr DeLuis	<b>Cr Mortimore Cr R Cole</b>	<b>Cr DeLuis</b>
<b>Great Eastern Country Zone WALGA - Delegates</b>	Cr R Cole Cr Mortimore	Whole Council	<b>Cr Mortimore Cr R Cole</b>	<b>Whole Council</b>
<b>Community Resource Centre</b>	Cr DeLuis	Cr R Cole	<b>Cr DeLuis</b>	<b>Cr R Cole</b>
<b>Wheatbelt South Regional Road Group (RRG)</b>	Cr Bald	Cr B Cole	<b>Cr Vaughan CEO</b>	<b>Cr B Cole</b>
<b>Roe Sub Group RRG</b>	Cr Bald CEO		<b>Cr Vaughan CEO</b>	<b>Cr B Cole</b>
<b>Central Ag Care</b>	Cr R Cole	Cr B Cole	<b>Cr Cowan</b>	<b>Cr B Cole</b>
<b>Narembeen Bush Fire Advisory Committee /Volunteer Fire Brigade (Established under the Bush Fires Act)</b>	Murray Dixon CEO		<b>Murray Dixon CEO</b>	
<b>Eastern Wheatbelt Declared Animal Group</b>	Cr Padfield and Mr Halley Cowan		<b>Cr R Cole Halley Cowan</b>	

<b>Small Business Centre Eastern Wheatbelt and Wheat Belt Network (WBN)</b>	CEO		CEO	
<b>Local Skeleton Weed Advisory</b>	Mr Terry Cheetham		Terry Cheetham	
<b>Community Shed</b>	Cr Parsons		Cr Parsons	
<b>Development Assessment Panel- Wheatbelt-Shire of Narembeen (Established under the Town Planning and Development Act) Note training is required.</b>	Cr Mortimore Cr DeLuis	Cr B Cole Cr R Cole	Cr Mortimore Cr DeLuis	Cr B Cole Cr R Cole
<b>St John Ambulance</b>			Cr Mortimore	
<b>School P &amp; C</b>			Cr Mortimore	
<b>Go Narembeen</b>			Cr R Cole	

## STATUTORY IMPLICATIONS

Local Government Act Section 5.8 Committees

## 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

## STRATEGIC PLAN REFERENCE

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

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

## RELATED PARTY TRANSACTIONS

Nil

## OFFICER RECOMMENDATION

That Council confirm the following Schedule of Council and Community Representations:

<b>Council Committees</b>	<b>New Representatives</b>	<b>Proxy</b>	<b>Current Representatives</b>	
<b>Audit Committee</b>			Cr Mortimore	Cr B Cole
<b>(Established under 5.8 of the LGA)</b>			Cr R Cole	
			Cr DeLuis	
			Cr Parsons	
<b>Cemetery (Established under the Cemeteries Act)</b>	All Councillors		All Councillors	
<b>Plant &amp; Works Working Group</b>			Cr B Cole Cr Thomas Cr Parsons	Cr Padfield
<b>Narembeen Recreation Centre Working Group</b>			Cr R Cole Cr Parsons CEO	Cr Thomas

Rural Water Council			Cr DeLuis	Cr B Cole
Roe Tourism			Cr Thomas	
Historical Society			Cr Thomas	
Narembreen Aged Homes Management Committee			Cr Padfield EMCS	
Roe Regional Organisation of Councils (RoeROC)			Cr Mortimore Cr R Cole	Cr DeLuis
Great Eastern Country Zone WALGA - Delegates			Cr Mortimore Cr R Cole	Whole Council
Community Resource Centre			Cr DeLuis	Cr R Cole
Wheatbelt South Regional Road Group (RRG)			Cr Vaughan CEO	Cr B Cole
Roe Sub Group RRG			Cr Vaughan CEO	Cr B Cole
Central Ag Care			Cr Cowan	Cr B Cole
Narembreen Bush Fire Advisory Committee /Volunteer Fire Brigade (Established under the Bush Fires Act)	Murray Dixon CEO		Murray Dixon CEO	
Eastern Wheatbelt Declared Animal Group			Cr R Cole Halley Cowan	
Small Business Centre Eastern Wheatbelt and Wheat Belt Network (WBN)			CEO	
Local Skeleton Weed Advisory			Terry Cheetham	
Community Shed			Cr Parsons	
Development Assessment Panel- Wheatbelt-Shire of Narembreen (Established under the Town Planning and Development Act) Note training is required.			Cr DeLuis Cr Padfield	Cr Parsons Cr R Cole
St John Ambulance			Cr Mortimore	
School P & C			Cr Mortimore	
Go Narembreen			Cr R Cole	

## COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

## **AGENDA ITEM: 9.4.7 – Chief Executive Officer Report**

<b>Subject:</b>	Chief Executive Officer's Report
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Narembeen Golf Club Inc letter, WALGA Preferred Supply Contracts & Business Services 14/15 Expenditure & Savings, RoeROC Minutes – 24 September 2015, WBGPS Shire Governance Committee Minutes, SIHI Factsheet for RHW, RFDS Women's Clinics Service Schedule 1 July 2015, CBH Briefing Presentation

### **BACKGROUND**

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

### **COMMENT**

#### **Letter from the Narembeen Golf Club Inc.**

Clarification is required from Council in relation to a letter received from the Narembeen Golf Club, in particular to the Shire's intent to permanently loan furniture to the Narembeen Golf Club Inc and any implications this may have on these resources.

#### **WALGA – Preferred Supply Contracts & Business Services**

The Shire of Narembeen regularly utilises WALGA's Preferred Supply Contracts which combines purchasing power to achieve excellent financial savings and value for money on the cost of goods and services. WALGA contracts now cover 45 categories of goods and services and include more than 600 suppliers.

During the 2014/15 financial year, nearly \$240 million in expenditure was transacted through WALGA's Preferred Supply contracts and Business Services. This resulted in nearly \$50 million in savings for WALGA members. The program also saves our Members the procurement costs given Preferred Suppliers are tender exempt. Attached is a summary of the Shire of Narembeen's expenditure and savings through WALGA for 2014/15.

#### **RoeROC Meeting**

I attended the RoeROC meeting with Shire President Cole on 24 September 2015. Minutes from this meeting are attached to this report.

#### **Councillor & Staff Christmas Functions**

The Councillor Christmas function will be held on Friday 4<sup>th</sup> December 2015 in the Shire Council Chambers. The Staff Christmas function will be held on Friday 18<sup>th</sup> December 2015 at the Shire Council offices.



## **Rural Health West – Eastern Wheatbelt Primary Care Project – Wheatbelt General Practice Business Support Service Shire Governance Committee**

Minutes of meeting, Southern Inland Health Initiative (SIHI) Factsheet for RHW and RFDS Women's Clinic Service Schedule 1 July 2015 attached.

### **Narembeen Hospital**

The Shire President and I attended a briefing at the Narembeen Hospital from SIHI on upgrades to the hospital which are planned to take place commencing in 2016.

### **Narembeen Recreation Centre**

The Director of Liquor Licensing signed off on the Narembeen Club liquor licence on Friday 2<sup>nd</sup> October 2015 and the Club opened its doors at the new Recreation Centre that day. Well done to everyone involved.

### **WRRRA**

I attended a rail retention meeting in Quairading on the 22<sup>nd</sup> September 2015. Matters discussed included a letter to the State Government requesting no increases in tariffs until issues between Brookfield and CBH are resolved, class action and establishment of a political party.

### **CBH Briefing**

The Shire President and I attended a CBH Briefing meeting on 24<sup>th</sup> September 2015, material from this presentation is attached.

### **Road Land Resumptions**

The Shire has previously resumed land for road works on the Kondinin Rd and Cramphorne Rd and whilst surveying works have been undertaken no decisions have been made on negotiating a sale price with the affected property owners. Future road works which include the Narembeen-Corrigin Rd will also require that a price be set for resumption of land. Further discussion required at the Council meeting.

### **Hon Mia Davies MLA**

On Friday 9<sup>th</sup> October representatives from the Shire met with the Hon Mia Davies MLA Minister for Water; Sport and Recreation; Forestry and Member of the Central Wheatbelt to discuss various issues and to provide the Minister with a tour of the new Narembeen Recreation Centre. Some of the issues discussed included

- Farmlands Project water pipeline
- Narembeen Waste Water Reuse Scheme
- The future of the Country Local Government Fund
- Thanked the Minister for involvement with the Club licence and land leasing arrangements for the Recreation Centre
- An update was provided on Shire projects including the bowling greens, netball courts, lesser hall, Wadderin Dam and the Narembeen town site Grain Freight project
- Discussion also took place on an official opening of the Narembeen Recreation Centre

## CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
17th October 2015	2015 Election Day
22 <sup>nd</sup> October 2015	Nominations Open for Extraordinary Election
24 <sup>th</sup> October - 9 <sup>th</sup> November 2015	Garry Gregan - Annual Leave
28 <sup>th</sup> to 30 <sup>th</sup> October 2015	2015 LGMA Conference
29 <sup>th</sup> October 2015	Nominations Close for Extraordinary Election
11 <sup>th</sup> November 2015	Wheatbelt South Regional Road Group
25 <sup>th</sup> November 2015	EWPCP & RoeROC
4th December 2015	Council Christmas Function
5 <sup>th</sup> December 2015	Extraordinary Election
18 <sup>th</sup> December 2015	Staff Christmas Function

## STATUTORY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

## POLICY IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

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

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

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

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

### Our Actions

- Complete and review our integrated planning documents regularly
- Demonstrate best practice workforce development
- Increase productivity of Shire staff
- Provide a high standard of customer service
- Develop an enterprising approach to our works and infrastructure projects
- Provide regular training opportunities for staff and Council
- Annually review compliance matters
- Ensure Council decision making supports fair allocation of resources, services and facilities across the Shire
- Use a range of effective communication tools to engage the community to support transparent and accountable Council decision making
- Implement collaborative partnerships that support efficient use of resources
- Work collaboratively with RoeROC
- Provide a safe, healthy and inclusive work environment

## RELATED PARTY TRANSACTIONS

Nil

**OFFICER RECOMMENDATION**

That the CEO's October 2015 report be received and actions endorsed.

**COUNCIL RESOLUTION**

<b>MIN</b>	<b>MOTION</b> - Moved Cr.	2nd Cr.	<b>CARRIED</b> /
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Narembeen Golf Club Inc



23 June 2015

Shire of Narembeen  
Post Office  
NAREMBEEN WA 6369  
Attention: Mr Chris Jackson, CEO, Shire of Narembeen

Dear Sirs

Re: Permanent Loan of Furniture from old Recreation Centre to Narembeen Golf Club

We understand that the Shire is looking for a permanent home for some of its existing furniture away from its present location at the lesser hall.

I am writing on behalf of the Narembeen Golf Club to request the permanent loan from the Narembeen Shire of the tables and chairs from the "old", recently demolished Recreation Centre.

The Narembeen Golf Clubs understands that the title and ownership of the abovementioned furniture will reside with the Shire. We also understand that from time to time, the Shire may request use of this furniture if it is not at that time being used by the Narembeen Golf Club and the Narembeen Golf Club agrees to this condition.

I would appreciate if you would favourably consider our request and contact our President, Mr Robert Hayter, should you require any further clarification of this request or wish to make any arrangements for the collection or acceptance of the abovementioned furniture.

Yours sincerely  
For Narembeen Golf Club

Sherrie Heather  
Secretary

PO Box 130 Narembeen WA 6369

President: Robert Hayter Vice President: Regina DeLuis Secretary: Sherrie Heather  
Treasurer: Jill McGregor Ladies Captain: Julie Hayter Men's Captain: Mike Currie  
Vice Captains: Noela Cole, Nola Parsons, Brian Cusack, Greg Vaughan, Brendan Parsons  
Course Manager: Hendy Cowan, Frank Copeman Catering: Chris Padfield, Julie Miller Bar Manager: Stephen Padfield  
Patrons: Frank Copeman & Di Miolini  
ABN: 31 893 002 350  
Tel: 0401082767 - Sherrie Heather, Secretary

# 2014/15 Expenditure & Savings

## PREFERRED SUPPLY CONTRACTS & BUSINESS SERVICES



### Shire of Narembreen

This information is accurate as at : 15/09/2015

#### SUMMARY

Total Savings	\$36,999
Savings from Preferred Supply Contracts	\$33,212
LGIS Dividends	\$3,786
Total Subscription	\$13,357

#### WALGA SUBSCRIPTIONS

Business Service	Subscriber	Business Service	Subscriber
Asset management ROMAN II	YES	Environmental Planning Tool	NO
Council Connect	NO	Procurement Consultancy	YES
Councils Online	NO	Tax Service	NO
Local Laws	NO	Employee Relations	NO
Local Government Act Guide	NO		

#### PREFERRED SUPPLY CONTRACTS & BUSINESS SERVICES

Contract	Expected Savings 2014/15	Expenditure 2013/14	Est. Savings 2013/14	Expenditure 2014/15	Est. Savings 2014/15
Advertising Placement & Media Buying	Up to 25% below market rates	\$ -	\$ -	\$ 4,225	\$ 1,056
Ag & Turf Machinery & General Power Eqpt	An average discount of 12% against market rates	\$ -	\$ -	\$ -	\$ -
Asset Management	Discounted hourly rates	\$ 30,011	\$ 1,501	\$ -	\$ -
Audit Services	Up to 10% discount against market rates	\$ -	\$ -	\$ 38,210	\$ 2,866
Bill Payment	Up to 60% below market rates	\$ -	\$ -	\$ -	\$ -
Building Consultants	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -
Bulk Fuel, Fuel Cards & Oils & Lubricant	Up to 50% below market prices	\$ -	\$ -	\$ -	\$ -
Call Centre Management Services	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -
Contestable Energy	Up to 30% off retail prices	\$ -	\$ -	\$ -	\$ -
Corporate Wardrobe, Workwear & Footwear	An average discount of 25% against market rates	\$ 942	\$ 235	\$ 1,386	\$ 346
Debt Management	An average discount of 25% against market rates	\$ 7,450	\$ 540	\$ -	\$ -
Engineering Consulting Services	Up to 40% below market rates	\$ -	\$ -	\$ -	\$ -
Environment & Sustainability Services	Up to 20% below market prices	\$ -	\$ -	\$ -	\$ -
Fuel Tax Rebates	Recovery of diesel fuel rebate revenue	\$ -	\$ -	\$ -	\$ -
General Hardware	Up to 44% below retail, 3% below wholesale	\$ -	\$ -	\$ -	\$ -
Heritage Advisory Services	Procurement benefits	\$ -	\$ -	\$ -	\$ -
IT and Related Services	Between 10% and 31% below market rates	\$ -	\$ -	\$ -	\$ -
Landscape Infrastructure	Between 5% and 20% below market rates	\$ -	\$ -	\$ -	\$ -
LED Luminaires	Up to 20% off retail, up to 10% off wholesale	\$ -	\$ -	\$ -	\$ -
Legal Services	Up to 50% below market rates	\$ 19,070	\$ 3,814	\$ 13,776	\$ 3,100
LGIS - Insurance Services & Risk Management	Member dividend provided by LGIS	\$ -	\$ 1,517	\$ -	\$ 3,786
Library Stocks and Related Services	Between 10% and 35% below RRP	\$ -	\$ -	\$ -	\$ -
Marketing & Communication Services	Up to 25% below market rates	\$ 4,560	\$ 1,824	\$ 682	\$ 171
Office and Workplace Supplies	Up to 70% below market rates	\$ 2,496	\$ 999	\$ 1,013	\$ 405
Office and Workplace Furniture and Fitout	An average discount of 20% against market rates	\$ -	\$ -	\$ -	\$ -
Operating Lease and Finance Solutions	Procurement benefits, investment opportunities	\$ -	\$ -	\$ -	\$ -
Organic Composting Services	Between 3% and 40% below market rates	\$ -	\$ -	\$ 1,835	\$ 110
OSH Legal	Up to 20% below market rates	\$ -	\$ -	\$ -	\$ -
Parking	Up to 15% off market rates based on volume	\$ -	\$ -	\$ -	\$ -
Plant and Equipment	Up to 20% off market rates	\$ 708,200	\$ 106,230	\$ -	\$ -
Playground Goods and Services	Up to 20% of market rates	\$ -	\$ -	\$ -	\$ -
RFID Technology	Hardware priced below market rates	\$ -	\$ -	\$ -	\$ -

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# 2014/15 Expenditure & Savings

PREFERRED SUPPLY CONTRACTS & BUSINESS SERVICES

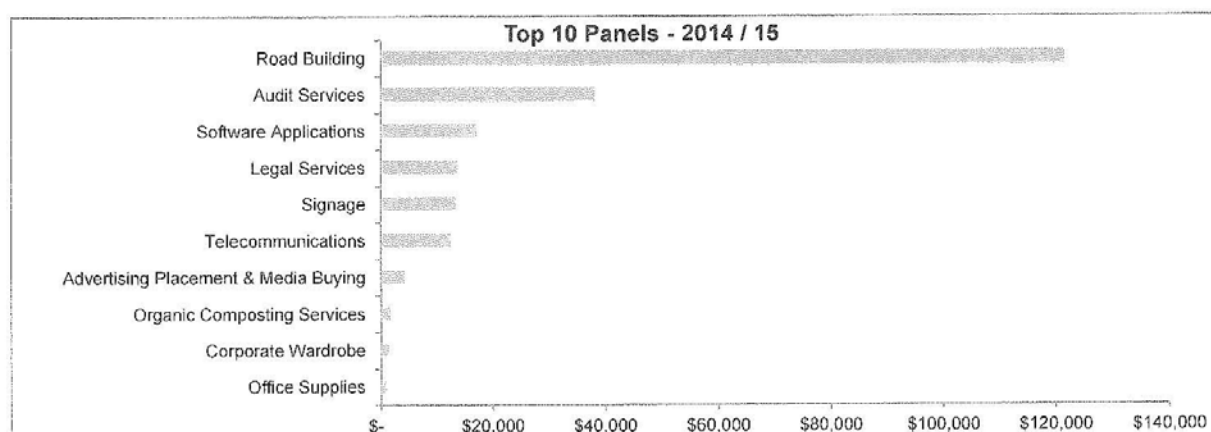


## Shire of Narembeen

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### PREFERRED SUPPLY CONTRACTS & BUSINESS SERVICES

Contract	Expected Savings	Expenditure 2013/14	Est. Savings 2013/14	Expenditure 2014/15	Est. Savings 2014/15
Road Building Materials & Related Services	Up to 16% savings plus mobilisation benefits	\$ 218,336	\$ 22,925	\$ 121,623	\$ 12,770
Security Systems and Services	Between 8% and 20% off services and hardware	\$ -	\$ -	\$ -	\$ -
Signage, Road Traffic and Other	An average discount of 15% below market rates	\$ 8,859	\$ 1,329	\$ 13,382	\$ 2,007
Software Applications	Up to 60% below market rates	\$ 15,662	\$ 2,349	\$ 17,073	\$ 2,988
Sustainable Energy Infrastructure	Between 2% and 40% off parts and hardware	\$ -	\$ -	\$ -	\$ -
Sweeping Equipment	An average discount of 10% against market rates	\$ -	\$ -	\$ -	\$ -
Telecommunications	Up to 70% below market rates	\$ 16,662	\$ 9,997	\$ 12,322	\$ 7,393
Temporary Personnel Services	An average discount of 20% against market rates	\$ -	\$ -	\$ -	\$ -
Town Planning	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -
Trucks	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -
Tyres, Tubes & Automotive & Marine Batteries	Up to 42% for tyres and 60% for batteries	\$ -	\$ -	\$ -	\$ -
Used Oil	Up to 23% below market rates	\$ -	\$ -	\$ -	\$ -
Waste, Recycling & MGB's	Up to 20% off Collection, up to 32% off MGBs	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 1,032,249</b>	<b>\$ 153,260</b>	<b>\$ 225,526</b>	<b>\$ 36,999</b>



#### Assumptions and Notes

- Savings are determined by requiring Preferred Suppliers to confirm in their Tender Response the discount off normal market rates provided exclusively to WALGA Members.
- Pricing and discounts will vary between Preferred Suppliers.
- Preferred Supplier pricing (where available) can be obtained as commercial in confidence information by logging into eQuotes.
- While volume based purchasing by a Local Government could generate better than normal market prices, such an approach should not be able to deliver better pricing than WALGA rates. This is because WALGA pricing is based on whole-of-sector expenditure and the fact that all Preferred Suppliers are contractually required to provide their best pricing exclusively through the WALGA Panel.
- Local Governments can use the tender exempt nature of Preferred Supply Panels to negotiate optimal value for money from Preferred Suppliers.
- The Bill Payments contract expired on 1 March 2015 without a continuation into a new contract.
- Savings are in addition to efficiency savings generated from the reduction in tendering and streamlined quotation processes.

#### ADVERTISING PLACEMENT AND MEDIA BUYING

Advertising and Media Services spend is broken down as stated below:

Total Advertising Spend	West Australian Spend	Community News Spend	Other Spend
\$4,225	\$4,225	\$0	\$0

## ***RoeROC***

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

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### **COUNCIL MINUTES**

**Shire of Kulin  
Freebairn Recreation Centre**

**1pm 24 September 2015**

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## **1. Opening and Announcements**

RoeROC Chair, Cr Baker opened the meeting at 1.05pm

## **2. Record of Attendance and Apologies**

Cr Lynette Baker	President, Shire of Corrigin
Cr Jim Sullivan	President, Shire of Kulin
Cr Barry West	Deputy President, Shire of Kulin
Cr Rhonda Cole	President, Shire of Narembeen
Cr Andrew Walker	President, Shire of Lake Grace
Gary Martin	Acting CEO, Shire of Corrigin
Rob Paull	Incoming CEO, Shire of Corrigin
Alan George	CEO, Shire of Kondinin
Greg Hadlow	CEO, Shire of Kulin
Chris Jackson	CEO, Shire of Narembeen
Neville Hale	CEO, Shire of Lake Grace (RoeHealth)
Julian Goldacre	RoeROC EHO
Lauren Pitman	RoeROC EHO
Caroline Robinson	Executive Officer, RoeROC

## **3. Apologies**

Cr Allen Smoker	President, Shire of Kondinin
John Read	CEO, Shire of Kondinin
Taryn Dayman	DCEO, Shire of Corrigin
Darren Mollenyoux	CEO, Shire of Bruce Rock (RoeHealth)

## **4. Guests**

Ashley Fisher	Avon Waste
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## **5. Minutes of Meetings**

### **RoeROC Council Meeting 25 June 2015**

#### **COMMENT:**

Minutes of the Council Meeting held 25 June 2015 have previously been circulated.

#### **RESOLUTION**

**That the Minutes of the Council Meeting held on 25 June 2015 be confirmed as a true and correct record.**

Moved Cr Sullivan

Seconded C Jackson

CARRIED 4/0

<b>Business Arising from the Minutes</b>
--

Nil

<b>6. Financial Matters</b>
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**REPORTING OFFICER:** Taryn Dayman  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2015  
**ATTACHMENT:** #1 Statement of Financials

**COMMENT:**

Please see attached financials prepared by the Shire of Corrigin.

<b>RESOLUTION</b>
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<b>Statement of finances be received</b>
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<b>Moved Cr Sullivan</b>	<b>Seconded C Jackson</b>	<b>CARRIED 4/0</b>
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Discussion:

- Accuway or Avon Waste may purchase the weighbridge, further info to follow

<b>7. Matters for Decision</b>
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<b>7.1 Roe Health</b>
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<b>REPORTING OFFICER:</b>	Healthier Talbot
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 September 2015
<b>ATTACHMENT:</b>	#2 RoeHealth MoU #3 Operational Guidelines #4 Budget

**COMMENT:**

A discussion on the progress of RoeHealth, please see attachments

<b>RESOLUTION</b>
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<b>RoeHealth Budget 2015/16 is adopted</b>
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Moved Cr Cole	Seconded N Hale	CARRIED 4/0
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**Discussion:**

- All agreed they were happy with the service – compliments to Julian and Lauren
- Zero dollars allocated for a relief EHO (identified in the budget) – two staff are able to manage the situation

### 7.3 RoeROC Waste Management

**REPORTING OFFICER:** Julian Goldacre  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2015  
**ATTACHMENT:** Nil

**COMMENT:**

Ashley Fisher will be in attendance to discuss waste management and the Bendering landfill site

#### OFFICER RECOMMENDATION

Submitted for discussion

Ashley Fisher entered at 1.56pm

**Discussion:**

- 18 test holes was completed by Alf Brooks in the Stage 2 area. He found a lot of hard rock. Alf continued to dig test holes with 64 completed, heading south. The holes continued to get shallow
- Possibly explosives and rock breakers will be needed in the future
- Explosives quotes to be collated and distributed for consideration
- Avon Waste: investment of \$46,000 on netting, upgraded the loader, one staff member visiting the site every Tuesday to review the work to date, asbestos filters will be fitted in the loader so Avon Waste can manage the asbestos. Recycling is conducted by Avon Waste at York, and out loaded to SMRC (Canningvale) or Quairading
- Barry Wilkins has not provided any negative feedback
- Weeds need slashing (Avon Waste will undertake) and trees need burning (Shire of Kondinin will undertake, note restrictions in place)

#### RESOLUTION

**Explosives to be used to help dig trenches for Stage 2**

**Moved Cr Sullivan**

**Seconded C Jackson**

**CARRIED 4/0**

#### **7.4 RoeROC Strategic Projects**

**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 September 2015  
**ATTACHMENT:** #5 Strategic Projects

**COMMENT:**

At the June RoeROC Council meeting a list of strategic priorities for the group was endorsed and action.

Please see attached update on the projects, noting the items in yellow.

#### **RESOLUTION**

**Strategic Project List is received**

**Moved Cr J Sullivan**

**Seconded Cr R Cole**

**CARRIED 4/0**

**Discussion:**

- The Executive Officer provided an update on the strategic projects
- In regards to Councillor training, the Executive Officer should seek from the Department of Local Government its priorities and these to be transferred into training
- Late January – mid February 2016 (2 sessions) would be ideal for the Councillor training
- Wheatbelt South Aged Housing Alliance MoU has been sent out – Shire of Wickpin will be the lead agency, need a project officer – funds will be requested from Shires, three levels of support from the Wheatbelt Development Commission for the group have been offered, meeting next Tuesday 29 September 2pm
- Emphasis on a coordinating role for the proposed Roe Tourism Officer

#### **8. WALGA Zone Issues**

- Proposal for a "Country Portfolio" within WALGA – opportune time with the new President
- Needs to be put forward to the State Council representatives
- Letter to Central South and Great Eastern zone
- Encouragement to have a rural branch to address rural needs– at an executive level

#### **9. Other Matters**

Following the CBH Presentation earlier in the day:

**RoeROC request from the CBH Board, information on the sites identified for closure**

Moved C Jackson

Seconded Cr J Sullivan

CARRIED 4/0

Thank you to Kulin for hosting the combined dinner at Local Government Week

#### **10. 2015 Meetings**

2pm, Wednesday 25<sup>th</sup> Nov, Corrigin (following the EWPHC)

#### **11. Closure**

Chair thanked everyone and closed the meeting at 2.45pm

## MEETING MINUTES

### Eastern Wheatbelt Primary Care Project

### Wheatbelt General Practice Business Support Service Shire Governance Committee

**Date:** Thursday 24 September 2015

**Time:** 11.00am – 1.00pm

**Location:** Kulin Tennis Club, Lake Grace Road, Kulin

**Chairperson:** Lyn Baker

**Attendees:** Lyn Baker (President, Shire of Corrigin), Rob Paull (CEO, Corrigin), Gary Martin (Acting CEO Corrigin), Greg Hadlow, (CEO, Shire of Kulin), Jim Sullivan (President, Shire of Kulin), John Read (CEO, Shire of Kondinin), Neville Hale (CEO, Shire of Lake Grace), Andrew Walker (President, Shire of Lake Grace), Chris Jackson, (CEO, Shire of Narembeen), Rhonda Cole (President, Shire of Narembeen), Laura Harnett (Rural Health West),

**Apologies:** Allen Smoker

**Meeting opened:** 11.00am

Item	Agenda item	Discussion	Action items
1.	Welcome and apologies	Meeting attendees were welcomed and apologies noted.	
2.	Previous minutes and actions arising	<p>All actions arising from the previous minutes have been actioned.</p> <ul style="list-style-type: none"> <li>The group is seeking a copy of the evaluation of the WBGPBSS from WA Country Health Service (WACHS).</li> <li>The group is seeking more information on the Outreach Female GP Service, delivered by the Royal Flying Doctor Service.</li> </ul>	<ul style="list-style-type: none"> <li>The group moved to send a follow-up reminder to WACHS. Complete.</li> <li>A schedule of the services for 2015/2016 was distributed out of session to the group, and is attached.</li> </ul>



3.	Update on general practice services in each Shire	<p><b>Kondinin and Kulin:</b> Jupiter Health have been granted a further 12 month contract until September 2016, however Dr Ali Shakur will be leaving in January 2016, to be replaced by a female GP, name unknown.</p> <p>The combined Shires of Kondinin and Kulin have agreed to start seeking their own GP for their practices in early 2016, with the intent of not renewing the Jupiter contract any further and to commence negotiations with First Health to implement participating shire services under the Wheatbelt General Practice Business Support Service.</p> <p><b>Narembene:</b> Dr Lines will take on a GP registrar from January 2016, however housing is an issue as is space in the practice. There are plans to expand into the adjoining hairdressing salon, if funding is granted via the National Stronger Regions Fund.</p> <p>The practice has also taken on a new practice manager, following the departure of Kellie Mortimore.</p> <p><b>Lake Grace:</b> A South Australian GP recently visited and showed interest in the practice, however he has now accepted a position elsewhere. An additional three applicants were reviewed by Rural Health West however their lack of emergency experience deemed them inappropriate for the position. Dr Jacobs still plans on leaving mid-November 2015.</p> <p>The Shire is in negotiations with First Health to initially take on the running of the practice during locum cover (Gap Fill). The Shire is also expecting to pay First Health in the field of \$25K for the recruitment of a new permanent GP. Consideration is being given to remove the current practice policy of bulk billing, to increase profitability and reduce the cost of running the practice.</p> <p><b>Corrigin:</b> Medical students are currently attending the practice and Dr Raj is looking into taking on a Registrar in the future. Currently vacant Department of Housing accommodation has been made available by the Shire of Corrigin for for visiting health professionals and students. However this will not be a permanent solution as the accommodation has other primary purposes.</p>	
4.	Central fund management and payments	<p>Laura Harnett tabled the balance of funds of SWWWAML contribution and member fees:</p> <ul style="list-style-type: none"> <li>New income for June, July, August 2015: <ul style="list-style-type: none"> <li>2015/2016 Shire Membership Fees: \$75,000</li> <li>Interest: \$1336</li> </ul> </li> <li>Balance at 31 August 2015: \$284,820</li> </ul>	
5.	WA Country Health Service (WACHS) Evaluation of WBGPBSS	To date, there has been no response to the two letters requesting a copy of the WBGPBSS final evaluation report, sent to Melissa Vernon at the WA Country Health Service.	Rural Health West will draft the letter to be signed by Lyn Baker as Chair of this group.

		New information from Rural Health West is that a more recent evaluation report has been released and was delivered to WACHS in July 2015. The group moved to write again to WACHS, this time requesting the more recent report, and to send a copy of the request to the Western Australian Minister of Health and Indigenous Affairs and Deputy Premier, Dr Kim Hames.	Moved: Rob Paull Seconded: Neville Hale
6.	Any other business		
6.1		<p>Jim Sullivan (Shire of Kulin) raised concerns about the possible reduction or removal of the services of Dr Elizabeth (Liz) Wysocki under the visiting Outreach Female GP Service delivered by the Royal Flying Doctor Service, to the town of Varley.</p> <p>Dr Elizabeth (Liz) Wysocki has been visiting Varley since 2002.</p> <p>Reports from the RFDS to Rural Health West indicate Dr Wysocki was not funded under the Rural Women's GP Program to visit any locations in the period November 2013 – January 2015</p>	Jim Sullivan to speak to Dr Wysocki about who her contract is with and what the contract provides for.
6.2		<p>Mia Davies has advised Lyn that the Southern Inland Health Initiative (SIHI) is currently under review.</p> <p>The group is concerned that whilst SIHI is an attraction incentive to their region, the commitment the GPs are required to provide to emergency and after hours at regional hospitals means there are no GPs left in their towns over weekends. One observation was that there were no doctors from Midland to Kalgoorlie as the GPs were pulled to Narrogin. This also results in volunteer ambulance drivers being called out of work on Fridays and Mondays for patient transfers to Perth/Narrogin etc.</p>	Laura to provide the current SIHI incentive flyer to the group
6.3		The group invited Tim Shackleton of Virtual Health to attend the next meeting to provide an update on Finding My Place Phase One and the proposed strategies to support solo GPs in Finding My Place Phase Two.	Tim to be invited, via Laura
7.	Next meeting	Wednesday 25 <sup>th</sup> November 2015, 11/00am; Shire of Corrigin.	
8.	Meeting close	12.20pm	

## Service Schedule 1 July 2015 – 30 June 2016

**Provider Name:** Royal Flying Doctor Service of Australia

**Health Professional:** Visiting Female General Practitioner Service

Location of visit	Shire	Number of visits in the financial year	Number of sessions per visit
Bencubbin	Shire of Mt Marshall	2	2
Boddington	Shire of Boddington	4	2
Bruce Rock	Shire of Bruce Rock	10	2
Dalwallinu	Shire of Dalwallinu	7	4
Denham	Shire of Shark Bay	4	2
Dongara	Shire of Irwin	4	6
Hopetoun	Shire of Ravensthorpe	4	4
Jigalong	Shire of East Pilbara	12	4
Kellerberrin	Shire of Kellerberrin	6	2
Kondinin	Shire of Kondinin	8	2
Kununoppin	Shire of Trayning	6	4
Lake Grace	Shire of Lake Grace	10	4
Mt Magnet	Shire of Mt Magnet	4	4
Mukinbudin	Shire of Mukinbudin	4	4
Narembeen	Shire of Narembeen	10	2
Onslow	Shire of Ashburton	4	4
Pingelly	Shire of Pingelly	10	2
Quairading	Shire of Quairading	10	4
Ravensthorpe	Shire of Ravensthorpe	4	3
Three Springs	Shire of Three Springs	8	2
Western Desert Communities		12	6
Westonia	Shire of Westonia	10	2

Current at 30 July 2015 and subject to change. All enquiries should be placed with the Royal Flying Doctor Service Western Operations on telephone (08) 9417 6300

# Southern Inland Health Initiative (SIHI)

## District Medical Workforce Investment (Stream 1)

### Fact Sheet

This fact sheet outlines the eligibility requirements for general practitioners wishing to participate in the Southern Inland Health Initiative (SIHI) and briefly describes the incentives available as at 15 July 2015. It is intended for general information purposes only.

Should you require more detailed information specific to your circumstances please contact the Regional Medical Director in your WACHS region.

### What are the requirements for a general practitioner to participate in SIHI?

To be considered eligible for SIHI, a general practitioner must:

- Be a participating member of the network, providing community general practice for an average of four days per week, a minimum of 46 weeks per year;
- Be resident within the catchment for a minimum of four nights per week, a minimum of 46 weeks per year;
- Possess relevant clinical scopes of practice which are endorsed by the WA Country Health Service (WACHS) Credentialing and Scope of Practice Committee (CASOP);
- At least one of the following minimum requirements must be confirmed:
  - Fellowship of The Royal College of General Practitioners (FRACGP)
  - Fellowship of the Australian College of Rural and Remote Medicine (FACRRM)
  - If holding Limited Registration with AHPRA and under Level 3 or Level 4 supervision, or General Registration with AHPRA and assessed by CASOP as having relevant GP experience
- In addition, evidence of having undertaken Cultural Awareness training is required to be eligible for Aboriginal Health care packages.

### What incentives are available to eligible general practitioners?

The following incentives may be available to eligible general practitioners depending on the site/s serviced:

1. Emergency Department Incentive (Participation Incentive Payment)
2. Procedural Incentive (Obstetrics, Anaesthetics, General Surgery)
3. Primary Health Care Incentive
4. Aboriginal Healthcare Incentive
5. Location Assistance
6. Attraction and Assistance Incentive

### Emergency Department Incentive

#### Participation Incentive Payment

Subject to approval by the Executive Director, the Emergency Department Participation Incentive of **\$50,000pa** is paid quarterly in arrears and is payable when a general practitioner:

- Demonstrates relevant and recent emergency medicine qualifications approved by the WACHS Regional Medical Director, and is endorsed by the WACHS Credentialing and Scope of Practice Committee (CASOP)
- Demonstrates continued medical education in emergency medicine
- Participates in the emergency roster to ensure continuous emergency coverage in the relevant site designated 1A or 1B hospital
- Participates in an average of one qualifying 12 hour emergency department shift per week, totalling a minimum of 46 shifts (552hrs) per calendar year in the relevant site designated 1A or 1B district Hospital

- To be eligible for the emergency department incentive, at least ONE of the following requirements must also be confirmed:
  - Passed within the last 3 years at least one of the following courses:
    - The Rural Health West Rural Emergency Assessment Clinical Training Course (REACT)
    - The ACCRM Rural Emergency Skills Training Course (REST)
    - The RACGP 'CEMP' intermediate and advanced courses (combined)
    - The Royal Australian College of Surgeons Early Management of Severe Trauma course (EMST)
- OR
- Recent emergency department experience supported by a WACHS FACEM (or equivalent WACHS expert) and equivalent recognised course.

## Emergency Payments Structure

Site designation and town	Payments Structure
<b>1A</b>	<ul style="list-style-type: none"> <li>a per hour dollar rate onsite no Fee For Service (FFS) and</li> <li>per hour dollar rate for close availability *plus FFS</li> </ul>
<ul style="list-style-type: none"> <li>Northam</li> <li>Merredin</li> <li>Narrogin</li> <li>Esperance</li> </ul>	
<b>1B</b>	<ul style="list-style-type: none"> <li>a per hour dollar rate for close availability *plus FFS</li> </ul>
<ul style="list-style-type: none"> <li>Katanning</li> <li>Warren-Blackwood</li> <li>Collie</li> <li>Bridgetown-Manjimup</li> </ul>	
<b>2A</b>	<ul style="list-style-type: none"> <li>a per day dollar rate for close availability **plus FFS 24 hours up to 7 days per week.</li> </ul>
<ul style="list-style-type: none"> <li>Lake Grace</li> <li>Southern Cross</li> <li>Moora</li> <li>Ravensthorpe</li> <li>Norseman</li> <li>Leonora</li> <li>Laverton</li> </ul>	
<b>2C</b>	<ul style="list-style-type: none"> <li>a per day dollar rate for close availability **plus FFS 24 hours up to 7 days per week</li> <li>shared payment across the three network towns.</li> </ul>
<ul style="list-style-type: none"> <li>Kalbarri</li> <li>Northampton</li> <li>Mullewa</li> </ul>	
* Nominated Medical Practitioner must be located within 10 minutes from district hospital	
** Nominated Medical Practitioner must be located within 20 minutes of the hospital	

## Procedural Incentive

Subject to approval the Procedural Incentive of **\$40,000pa**, paid quarterly, is payable when a general practitioner:

- Demonstrates relevant and recent procedural qualifications approved by WACHS Regional Medical Director, and endorsed by the WACHS Credentialing and Scope of Practice Committee (CASOP) for appropriate and relevant scopes of clinical practice and maintains their credentialing/caseload requirements as per the WACHS Credentialing guidelines
- Demonstrates continuing medical education in the relevant specialty
- Participates in the procedural roster for Anaesthetics, Obstetrics or Surgery ensuring continuous cover in the relevant 1A or 1B site designated town.

This incentive payment is in addition to Fee for Service, and is a payment for participation.

## Primary Health Care Incentive

Subject to approval and availability, the Primary Health Care Incentive is payable to a general practitioner who participates in the provision of primary health care within a nominated town and meets certain performance indicators.

A payment of \$100 per day for the provision of a full day (8 hours) or \$50 per half day (4 hours) of primary health care in a general practice, with the maximum number of days per town being allocated as per SIHI planning, and subject to review. Overnight availability is not required and Medicare billings are applicable as per usual process in a general practice (non-hospital environment).

A travel payment of \$150 per day is payable for attendance at clinics in nominated towns located outside of, but less than 100km from the Nominated Medical Practitioners town of practice.

A travel payment of \$300 per day is payable for attendance at clinics in nominated towns located outside of, and more than 100km from the Nominated Medical Practitioners town of practice.

Payments are made as invoiced for Primary Healthcare clinics providing evidence of dates/sites visited, up to the maximum number per week as outlined in schedule 6 of the MSA. Payments in advance and part payments are not authorised.



## Aboriginal Healthcare Incentive

Subject to approval and availability, Aboriginal Healthcare Incentive applies to a general practitioner who participates in Aboriginal healthcare by providing a four hour clinic targeting Aboriginal healthcare in a nominated network town within the SIHI catchment. A payment of \$400 per 4 hour clinic is applied, with the maximum number of clinics per town as per SIHI planning and subject to review.

Participating general practitioners must have undertaken, and provide evidence of completion of cultural awareness training with a professional Australian body.

Payments are made as invoiced for Aboriginal Healthcare clinics providing evidence of dates/sites visited up to the maximum number per week as outlined in schedule 6 of the MSA.

Payments in advance and part payments are not authorised.

Contracting practitioners must agree to provide de-identified patient data to WACHS, when requested, for invoicing and auditing purposes.

## Location Incentive

Subject to approval, a Location Incentive of **\$30,000pa**, paid quarterly, may apply to the following nominated towns:

- Southern Cross
- Lake Grace
- Ravensthorpe/ Hopetoun
- Norseman
- Leonora
- Laverton

If two or more doctors qualify for the location incentive within the same town, incumbent doctors qualifying for the location incentive will receive the available payment in preference to additional doctors moving to the town. If up to a maximum of two doctors agree to provide 24/7 coverage, the Location Incentive can be shared between the doctors.

Payments in advance and part payments are not authorised.

If for any reason the Location Incentive is no longer payable, the payment of the Incentive will cease immediately. E.g. if a practitioner is found to no longer provide the services listed under clause 5A, schedule 6 of their Medical Services Agreement (MSA), the Location Incentive will cease from the last date a service under schedule 6 was provided.

## Attraction and Assistance Incentive

Subject to approval, a general practitioner who has been recruited by a private medical practice may be eligible for the Attraction and Assistance Incentive, if relocating from outside the SIHI catchment into a participating location. To be eligible for the Attraction and Assistance Incentive, the Nominated Medical Practitioner must:

- Be participating in the emergency department roster in a 1A or 1B site designated Hospital
- Be approved for the emergency department Incentive
- Be relocating from outside the SIHI catchment
- Have not received the Attraction and Assistance Incentive previously, for any location
- Have lived outside the SIHI catchment for a minimum of six months
- Be providing min 4 days per week primary health care
- Be resident in the catchment area of minimum of four nights

The Attraction and Assistance Incentive of up to **\$80,000pa** over two years, is payable for a maximum period of two years and is paid quarterly in arrears, totalling a maximum of eight \$10,000 payments. Payments in advance and part payments are not authorised.

The incentive is subject to the general practitioner's continuity of service, and fulfilling the ongoing requirements of the Emergency Department Incentive as listed under clause 5A schedule 6 of their MSA.

Existing Medical Services Agreement (MSA) Nominated Medical Practitioners and Locum Medical Practitioners are not eligible for this payment.

## More information

### Regional Director Offices

<b>Kimberley</b> T: 9194 1615	<b>Pilbara</b> T: 9174 1600
<b>Midwest</b> T: 9956 2209	<b>Goldfields</b> T: 9080 5710
<b>Great Southern</b> T: 9892 2672	<b>Wheatbelt</b> T: 9621 0703
<b>South West</b> T: 9781 2309	
<b>Primary Health &amp; Engagement – SIHI</b> WA Country Health Service T: 98427549 E: <a href="mailto:latrice.porter@health.wa.gov.au">latrice.porter@health.wa.gov.au</a>	

CREATING AND  
RETURNING VALUE  
TO GROWERS

# CBH BRIEFING

## September 2015





## RAIL ACCESS

### Negotiations under the Railways Access Code

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- Dec 2013 – CBH commenced process of seeking access under the Railways Access Code via the ERA.
- Tier 3's are part of CBH's access proposal minus Quairading and Trayning lines.
- The floor and ceiling are approximately \$520M apart and an agreement was not reached during the 90 day negotiation period.
- Arbitration is the next likely step in the process. This could take anywhere between 6 months to 2 years.
- CBH has had to negotiate interim access 3 times already with the current agreement expiring 31 Dec 2015.





## RAIL ACCESS

### Negotiations under the Railways Access Code

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- CBH entered this process to achieve a **fair price, for fair performance**.
- Growers have paid Brookfield Rail >\$170M over the last 3 years to access the rail network, ~50% of total rail freight charges.
- There are 34 years remaining on the Brookfield Rail lease.
- CBH is fighting to keep WA growers supply chain costs as low as possible and keep growers internationally competitive.

## CBH COMMITTED TO RAIL

Movement of grain on rail

# 70%

GRAIN MOVED BY RAIL  
FROM ALL UP-COUNTRY SITES

# 90%

GRAIN MOVED BY RAIL  
FROM UP-COUNTRY **RAIL** SITES

# 12 → 16m

GROWN EXPORT / TRANSPORT  
CAPACITY OVER 3 YRS



## KEEPING GROWERS COMPETITIVE

What your network needs to achieve

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For  
**GROWERS**



For  
**MARKETERS**

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### **Support harvest deliveries**

- Efficient, safe sites
- Fast turnaround times
- Low S&H fees
- Segregation services
- Strong competition for grain
- Be internationally competitive

### **Support annual shipping**

- Reliable supply chain
- Get grain to port when the market needs it
- Capture value opportunities through front-end shipping

## THE CHALLENGES

What it means for growers

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**Left unchecked, the network will not continue to meet the needs of growers.**



Storage capacity  
will decline



Time at the bin  
will increase



Shipping demand  
won't be met



Costs will escalate

## NETWORK REVIEW

### Current state

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**The network is not affordable to sustain long-term in it's current state.**

- It would cost **\$153m** annually to maintain all sites
- This doesn't include new capital, upgrades or improvements
- It would cost growers an extra **\$6-8** per tonne above CPI
- It won't provide the efficiencies we need to get grain to port



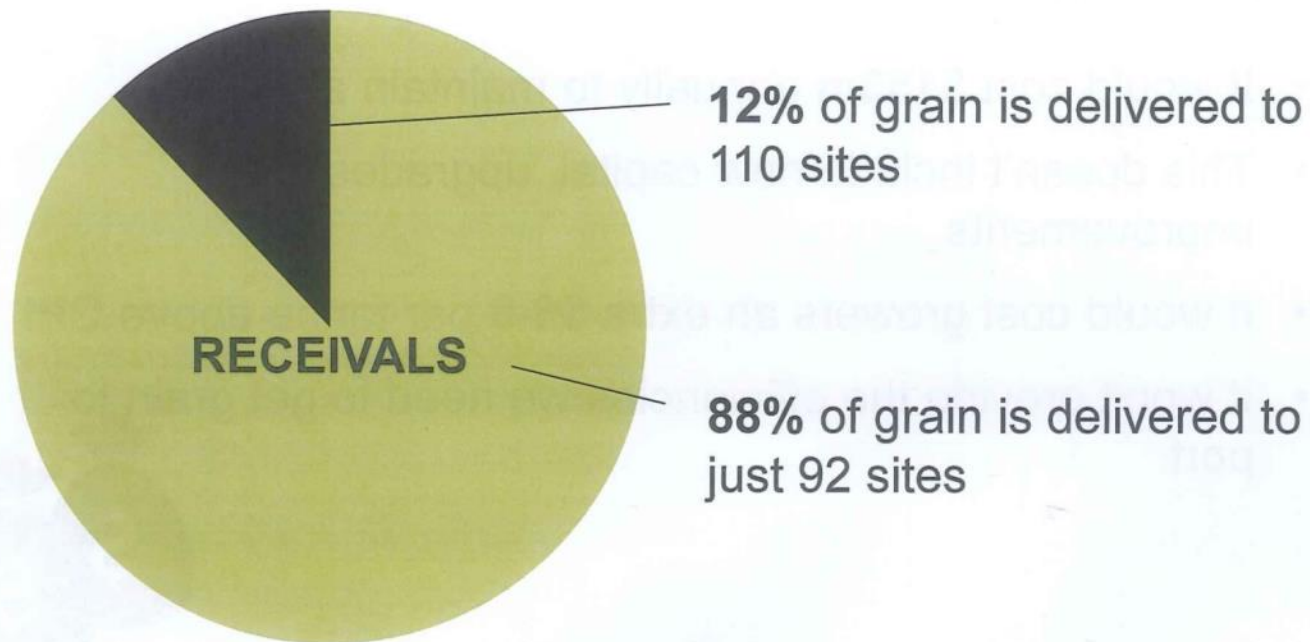


## NETWORK REVIEW

The network is not being used efficiently

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**Sites are costly to run when volume is low.**



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## NETWORK PROPOSAL

### 5 year plan – a snapshot

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#### RECEIVAL

##### EFFICIENCY

**Faster** turnaround times  
**Maintain low** S&H fees

**How:**

- **35 site** expansions
- **52 sites** throughput initiatives
- Major **maintenance** program
- **1.1m tonnes** storage capacity re-located



#### EXPORT

##### EFFICIENCY

**Agility** to meet market demand  
**Realise market** opportunities for your grain

**How:**

- Increase **peak shipping** capacity to 2.2 million tonnes per month
- Increase **receival capacity** at port
- Additional **600,000 tonnes** storage capacity at port



## NETWORK PROPOSAL

### Next Steps

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- Further update provided to growers at pre-harvest meetings
- Continue to engage community and Local Government stakeholders on changes to sites within their region
- Capital and maintenance programs likely to commence 2016



## 9.5 Executive Manager Corporate Services

### AGENDA ITEM: 9.5.1 – Audit Committee

<b>Subject:</b>	Appointment of Members to Audit Committee
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM115
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	12 October 2015
<b>Attachments:</b>	Nil

### BACKGROUND

On 16 June 2014, Council established an Audit Committee to replace the then Audit and Finance Committee on advice from Council's auditor, Mr David Tomasi (MIN 5758/14).

As a result, the following elected members were appointed to the Audit Committee:

Cr R Cole  
Cr K Mortimore  
Cr G Vaughan  
Cr G DeLuis

### COMMENT

Section 7.1A of the *Local Government Act 1995* states that a local government is to establish an Audit Committee that comprises of at least 3 persons, the majority of which must be Council members. The current Audit Committee comprises of four Council members.

Neither the Chief Executive Officer nor any other employee can be a member of an audit committee and nor can the CEO nominate a person to be a member of an audit committee or have a person to represent him on the audit committee. The audit committee can include other persons.

If a Mayor or President wants to be a member of the audit committee, the local government must appoint that member to the audit committee.

In considering this item, Council should consider whether or not to appoint other persons (other than the CEO or an employee).

As local government elections were held on Saturday 17 October, Council is required to re-appoint members to the Audit Committee and establish sitting dates for the Committee for the next twelve months.

It is suggested that Council set a date for the new Audit Committee's first meeting. It is also suggested that the date be set with a view to receiving the audited annual financial statements and speak or meet with the auditor.

### STATUTORY IMPLICATIONS

Local Government Act Part 5, Division 2, Sub-division 2

Local Government Act Part 7

Section 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

**\* Absolute majority required.**

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

## **FINANCIAL IMPLICATIONS**

Sitting fees are paid to members of Committees of Council.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Shire of Narembeen Corporate Business Plan

- 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.
- 9.3.5 Continue sub-committees of Council and ensure reporting requirements and obligations are met.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Appoint at least 3 people to the Audit Committee;
2. Receive nominations from Councillors who wish to be appointed to the Audit Committee;
3. Consider appointing other persons to the Audit Committee;
4. Determine the first date for the Audit Committee to meet;
5. Advise the Shire auditor of the membership of the Audit Committee and its first meeting date.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## **AGENDA ITEM: 9.5.2 – Water Supply Narembeen**

<b>Subject:</b>	Request for Shire of Narembeen Assistance to manage disruptions to Narembeen town water supply
<b>Applicant:</b>	Water Corporation
<b>File Ref:</b>	ADM147
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	12 October 2015
<b>Attachments:</b>	Letter from Water Corporation

### **BACKGROUND**

As Council is aware, interruptions to the Narembeen town site water supplies have been a source of community anger and frustration for many years.

Earlier this year, as a result of increased disruptions to supply and intense lobbying by Council, the Water Corporation replaced pipes in Brown Street and in Wilfred Street between Thomas and Ada Streets.

Since the pipes were replaced, disruptions to water supply have been minimal.

### **COMMENT**

Further to the above, Water Corporation has written to Council seeking their support for assistance in the event of future water main breaks. A copy of their letter is attached for Council consideration.

As can be seen from the letter, Water Corporation would like to train one or more Shire employees to identify and isolate the affected section of a burst water main so that loss of water pressure in other areas are kept to a minimum. Council staff will only be called out if any burst impacts the school or hospital. It will not apply to all bursts.

If Council agrees, Water Corporation's proposal will see Shire staff trained in valve operation, identification, isolation and tagging procedures under 'live' instruction from their Operations Manager.

The proposal will indemnify the Shire for any damage or issue resulting from the Shire's actions or operations and will compensate the Shire to undertake these works. No monetary amounts have been determined, but will be developed if Council agrees to Water Corporation's proposal.

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

If Council agrees to this request, there will be an additional cost for employee overtime and / or call rates, which would be recovered through private works or the establishment of a financial agreement with Water Corporation.

### **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan

Economic

Advocate for the ongoing improvement to key services such as electricity, water, gas and sewerage to cater for current and future development.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Receive the Water Corporation letter seeking Shire of Narembreen assistance in the event of water main breaks;
2. Authorise the Chief Executive Officer to liaise with Water Corporation to determine the extent, if any, Water Corporation's proposal will have on the day to day operations of the Shire staff and report findings back to Council;
3. Authorise the Chief Executive Officer to negotiate the level of compensation Water Corporation will pay the Shire.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

16 September 2015

Mr Chris Jackson  
Shire of Narembeen  
1 Longhurst Street  
Narembeen WA 6369

Dear Chris

**RE: ASSISTANCE IN ISOLATION OF VALVES IN THE EVENT OF WATER MAIN BREAKS**

In July this year I had preliminary discussions with Garry Gregan, the Shire's Executive Manager, Corporate Services, about the possibility of the Shire and the Water Corporation working together to improve our response in the event of water main breaks in the town of Narembeen. This was in response to the repeated breaks that were occurring in the town throughout the period from April to July.

As discussed with Garry, the impact to the town when a water main experiences a breakage is minimised when we can quickly isolate the section of main that is affected. This minimises the amount of water lost, and the water remains in the system therefore maintaining adequate water pressure in the reticulation. However if we are unable to quickly isolate the section of main, then water can quickly drain out of the system causing areas of low pressure and no water. This is particularly a concern when the Hospital or School become impacted.

As you are aware our maintenance team operates out of the Merredin Depot as they cover a large geographical area covering a number of towns in the eastern wheatbelt region. Therefore it can be up to 3 hours before an operator arrives in town to undertake the valve operation required to isolate the section of main that has the break.

The proposal I have discussed with Garry is to determine whether it would be possible to suitably train one or more of your Shire employees, to carry out the valve operation under instruction over the phone from our Operations Manager in Merredin. Garry had indicated that

this may be possible, however he would require a detailed proposal to go to Council to progress further.

Therefore I have provided the details below in the hope that you are able to consider it for inclusion at your next Council meeting.

- Water Corporation (WC) would prepare a plan identifying all of the valves with a unique number
- The valves would be labelled/tagged with these identification numbers
- WC will have done a check as part of this labelling to make sure that all of the valves work
- The Shire identify someone from within their staff to undertake the valve operation on our approval
- WC will provide hands on training in how to locate and open valve boxes, how to operate valves, and training in the Water Corporation's Isolation and Tagging Procedure
- WC will provide valve keys and any other tools required
- WC will only use this arrangement when the hospital or school are impacted by a burst (i.e. through lower pressure) – it will not apply to all bursts
- The WC Operations Manager will contact the identified and trained Shire staff member, and will talk through the valve operation over the phone, identifying the valve numbers that are to be closed and/or opened.
- The Shire staff member will undertake the valve operation and confirm with the WC Operations Manager by phone that this has occurred
- No valve operations are to occur by the Shire Staff member without this verbal authorisation, and a formal authorisation will be emailed by the WC Operations Manager immediately after providing the verbal authorisation
- There will be no risk to water quality or operator safety through this arrangement, the most negative outcome could be that a valve will be broken open or broken shut that may impact on water supply
- WC bears all responsibility for the operation, i.e. will not hold the Shire responsible for any damage or issue resulting from their operations
- WC is willing to pay the Shire for an agreed rate to conduct the valve isolation (taking into account time and call out penalties)

629 Newcastle Street  
Leederville WA 6007

PO Box 100  
Leederville WA 6902

T (08) 9420 2420  
F (08) 9420 3626



As you are aware in July we completed two main replacements in the most affected areas of Narembeen and this has reduced the amount of water main breaks and water supply outages in the town since. However we are still keen to see this proposal succeed, as we believe it will enable any further water main breaks in town to be managed with the least possible impact on the community.

I look forward to discussing this proposal further. Please contact me on 0419 948 893 or [sharon.broad@watercorporation.com.au](mailto:sharon.broad@watercorporation.com.au) to discuss any questions or queries you may have.

Yours faithfully

**Sharon Broad**  
**Regional Manager, Goldfields and Agricultural Region**

## AGENDA ITEM: 9.5.3 - Integrity and Misconduct

<b>Subject:</b>	Integrity and Misconduct in the Public Sector
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM126
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Misconduct notifications for July 2015; Guidelines for Notification of Serious Misconduct

### BACKGROUND

On 1 July 2015, the remaining provisions of the Corruption, Crime and Misconduct (Amendment) Act 2014 were proclaimed.

The amendments relate to the transfer of responsibility for dealing with minor misconduct by public officers (which includes local government employees) and its corruption prevention and education roles from the Corruption and Crime Commission (CCC) to the Public Sector Commission (PSC).

The main reasons for the change relates to State Government's 2013 election commitment to ensure the CCC concentrates its resources to dealing only with its core responsibilities of overseeing WA Police and more serious misconduct matters. Minor misconduct will now be dealt with by the PSC.

### COMMENT

Minor misconduct occurs if a public officer engages in conduct that:

- adversely affects the honest or impartial performance of the functions of a public authority or public officer; or
- involves the performance of functions in a manner that is not honest or impartial; or
- involves a breach of trust placed in the public officer; or
- involves the misuse of information or material that the public officer has acquired in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation refers is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

These matters are dealt by the Public Sector Commission.

The Corruption and Crime Commission (CCC) deals with matters of serious misconduct by public officers. Generally speaking, serious misconduct occurs when a public officer:

- act corruptly; or
- commits an offence punishable by two or more year's imprisonment.

Minor misconduct, as defined, does not extend to misconduct by:

- police officers
- employees of, and secondees, to the police department
- members of Parliament
- clerks of the Houses of Parliament
- elected members of local governments or councils

These are all in the jurisdiction of the CCC.



The following attachments are provided for Councillors' information:

- Guidelines for Notification of Serious Misconduct - these guidelines (for Principal Officers) describe the characteristics of high, mid and low level serious misconduct and a list of offences that may constitute serious misconduct;
- Misconduct notifications for July 2015 - this publication reports on the actual number of misconduct (minor and serious) received by the CCC and PSC in July 2015. It also provides case studies referred to the CCC or PSC.

## **STATUTORY IMPLICATIONS**

Corruption, Crime and Misconduct Act 2003 (CCM Act)  
Local Government Act 1995 Division 9 Conduct of certain officials

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Policy 4.2.20 - Code of Conduct

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan  
Civic Leadership

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council note the changes to the Crime, Corruption and Misconduct Act 2004.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



CORRUPTION  
AND CRIME  
COMMISSION

**GUIDELINES FOR NOTIFICATION  
OF SERIOUS MISCONDUCT  
FOR  
PRINCIPAL OFFICERS  
OF NOTIFYING AUTHORITIES**

**BUILDING INTEGRITY  
REDUCING SERIOUS MISCONDUCT**

1 JULY 2015



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### **Corruption and Crime Commission**

<b>Postal Address</b>	PO Box 7667 Cloisters Square PERTH WA 6850
<b>Telephone</b>	(08) 9215 4888  1800 809 000 (Toll Free for callers outside the Perth metropolitan area.)
<b>Facsimile</b>	(08) 9215 4884
<b>Email</b>	<a href="mailto:info@ccc.wa.gov.au">info@ccc.wa.gov.au</a>
<b>Office Hours</b>	8.30 a.m. to 5.00 p.m., Monday to Friday.

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## Introduction

From 1 July 2015, under the *Corruption, Crime and Misconduct Act 2003* ("the CCM Act"), requirements for notifying authorities regarding notification of suspected misconduct will change.<sup>1</sup>

If there is a reasonable suspicion that a matter concerns **serious misconduct**, the notifying authority must notify the Corruption and Crime Commission ("the CCC").<sup>2</sup> The notification must be in writing and be made as soon as reasonably practicable after the notifying authority becomes aware of the matter.

The *Guidelines for Notification of Serious Misconduct* ("the Guidelines") have been issued by the CCC under section 30 of the CCM Act. The Guidelines change the notification obligations for public authorities and set out the categories of serious misconduct. They replace the notification obligations for public authorities issued in October 2011.<sup>3</sup>

These Guidelines only apply to the Principal Officer of a notifying authority. They do not apply to:

- WA Police;<sup>4</sup>
- the Director of Public Prosecutions;
- the Inspector of Custodial Services; or
- the Parliamentary Inspector.

## Who has a duty to notify?

The Principal Officer of a notifying authority has a compulsory duty to notify the CCC of suspected **serious misconduct**.<sup>5</sup>

Principal Officer is defined in section 3 of the CCM Act and may include the chief executive or chief employee of a department or organisation, or a specified person holding the office of Principal Officer.

The duty to notify arises when the Principal Officer acting in their official capacity suspects on reasonable grounds that a matter concerns or may concern serious misconduct.<sup>6</sup>

## What does "suspicion on reasonable grounds" mean?

"Suspicion on reasonable grounds" means a Principal Officer has made an assessment that their suspicion about the alleged serious misconduct is

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<sup>1</sup> Section 3 of the CCM Act provides a definition of "notifying authority" which includes a department, an organisation of the public sector, a statutory authority or a public officer.

<sup>2</sup> Refer sections 28(1) and 28(2) of the CCM Act.

<sup>3</sup> *Notification Guidelines for Principal Officers of Public Authorities* issued October 2011.

<sup>4</sup> Suspected criminal conduct should be reported to WA Police, as these Guidelines do not affect the requirement to comply with statutory obligations under any other Act.

<sup>5</sup> The duty of a Principal Officer to notify does not apply to members of the public or a public officer. Members of the public or a public officer may report serious misconduct to the CCC under section 25 of the CCM Act.

<sup>6</sup> Section 28(2) of the CCM Act.

well-founded. Information about the alleged serious misconduct does not have to be in the direct knowledge of the Principal Officer but should be obtained from reliable sources.

Suspicion on reasonable grounds requires some factual basis, and a stronger level of knowledge than mere speculation, rumour, gossip or innuendo.

### What is serious misconduct?

Serious misconduct is conduct by a public officer:

- who acts corruptly or corruptly fails to act in the course of their duties; OR
- who corruptly takes advantage of their office or employment to obtain a benefit or to cause detriment to any person and/or organisation; OR
- who, in the course of their duties, commits an offence punishable by two or more years imprisonment.<sup>7</sup>

Corrupt conduct tends to show a deliberate intent for an improper purpose and motivation and may involve conduct such as: the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

For the types of criminal offences that may amount to serious misconduct, please refer to Schedule 1.

### Categories of serious misconduct

The information below sets out the categories of serious misconduct dealt with by the CCC and obligations for a Principal Officer in relation to each category.

CATEGORY 1 (HIGH LEVEL)	
A Category 1 matter must meet the definition of <b>serious misconduct</b> AND include facts that relate to at least one of the seriousness indicators (below).	
CHARACTERISTICS	REQUIREMENTS
<p><b>Public officer</b></p> <ul style="list-style-type: none"> <li>• A public officer with decision-making powers; OR</li> <li>• a Member of Parliament; OR</li> <li>• elected members; OR</li> </ul> <p><b>Conduct alleged</b></p> <ul style="list-style-type: none"> <li>• a conspiracy or plan by one or more public officers to commit serious misconduct; OR</li> </ul>	<p><b>Timing</b></p> <p>A notification must be made to the CCC as soon as is practicable.</p> <p><b>Information required</b></p> <p>The notification must contain the information set out in the example notification in Schedule 2.</p> <p>The CCC may contact the notifying authority to request further information at any time.</p>

<sup>7</sup> Sections 4(a), (b) and (c) of the CCM Act.



<ul style="list-style-type: none"> <li>• attempts have been made to conceal the serious misconduct and its benefits; OR</li> </ul> <p><b>Impact of the conduct alleged</b></p> <ul style="list-style-type: none"> <li>• the financial loss is significant and as a matter of good administration it is in the public interest to expose the conduct; OR</li> <li>• the corrupt conduct has a significant monetary benefit or has the potential to cause damage to government; OR</li> <li>• the conduct could result in a miscarriage of justice; OR</li> <li>• the conduct results in a denial of rights or entitlements; OR</li> <li>• the conduct threatens to undermine the community's trust in, or viability of, the notifying authority, agency or government; OR</li> <li>• the conduct constitutes an immediate threat to public safety.</li> </ul>	<p><b>Actions</b></p> <p>The notifying authority is to ensure that any actions taken in relation to the allegation(s):</p> <ul style="list-style-type: none"> <li>• maintain the integrity of any possible evidence;</li> <li>• consider Public Interest Disclosure (if relevant); and</li> <li>• meet statutory obligations under another Act, including referral of the allegation(s) to police.<sup>8</sup></li> </ul> <p>The CCC will assess the allegation(s) and may issue the notifying authority with written notice not to take action pending CCC investigation.<sup>9</sup></p>
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## CATEGORY 2 (MID-LEVEL)

A Category 2 matter must meet the definition of **serious misconduct** but does NOT include any of the characteristics listed in Category 1 (above).

CHARACTERISTICS	REQUIREMENTS
<ul style="list-style-type: none"> <li>• The conduct does not include any of the characteristics listed in Category 1 (above); AND</li> <li>• the impact of the conduct is confined to the notifying authority or agency; OR</li> <li>• the allegation(s) include multiple instances of serious misconduct relating to the same public officer or multiple public officers.</li> </ul>	<p><b>Timing</b></p> <p>The notifying authority must notify the CCC by way of a monthly notification.</p> <p><b>Information required</b></p> <p>The notifying authority is required to provide a notification regarding all Category 2 matters on the last day of each calendar month for matters relating to the previous month. For</p>

<sup>8</sup> Suspected criminal conduct should be reported to WA Police, as these Guidelines do not affect the requirement to comply with statutory obligations under any other Act.

<sup>9</sup> Section 42 of the CCM Act gives the CCC power to direct an authority not to take action or to stop an investigation into a misconduct matter.

	<p>example, provide a notification on 31 August 2015 for all matters known between 1 July 2015 and 31 July 2015.</p> <p>This notification must contain the information set out in the example notification in Schedule 2.</p> <p><b>Actions</b></p> <p>The notifying authority can commence dealing with the allegation(s) immediately. Actions taken may be subject to monitoring and review by the CCC.<sup>10</sup></p>
<b>CATEGORY 3 (LOW LEVEL)</b> Category 3 matters must meet the definition of <i>serious misconduct</i> .	
<b>CHARACTERISTICS</b>	<b>REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>All other serious misconduct that does not meet the Category 1 or Category 2 characteristics.</li> </ul>	<p><b>Information required</b></p> <p>The notifying authority is required to notify at the conclusion of dealing with the allegation(s).</p> <p>The notifying authority must keep accurate records of the facts and details of the allegation(s). Any actions taken by the notifying authority may be subject to review.<sup>11</sup></p> <p><b>Actions</b></p> <p>The notifying authority can deal with the allegation(s).</p>

### What should a notification contain?

When a notification of suspected serious misconduct is made to the CCC it must be in writing. It is not always practicable to provide all the required information at the time of initial notification. However, the notification should contain as much of the following information as possible.

#### *Details of the person(s) involved:*

- the name of the Principal Officer and details of the relevant business unit(s) or public authority affected;
- the name of the informant;

<sup>10</sup> Sections 40 and 41 of the CCM Act give the CCC power to monitor the actions taken and review the way an appropriate authority has dealt with serious misconduct.

<sup>11</sup> Section 41 of the CCM Act gives the CCC power to review the way an appropriate authority has dealt with serious misconduct.



- the name and position of the public officer against whom the allegation is made; and
- the name(s) of any person(s) who witnessed and/or are affected by the alleged serious misconduct.

*Details of the allegation(s):*

- the date the allegation became known to the Principal Officer;
- a summary of the allegation(s) and description of alleged serious misconduct (include date(s), location, value of any goods/property or loss, and risk or danger to any person or the public); and
- any previous history of misconduct allegations against the public officer(s) and the outcome(s) of any investigations (if known).

*Actions by the notifying authority:*

- describe any action being taken, or proposed actions or processes (for example, disciplinary decisions made, investigation plan and report);
- provide details of any assessment made; and
- provide details of relevant policies and procedures, including supporting procedures and any supporting documents or electronic records or data (for example, relevant correspondence, statements of witnesses, record of interview, CCTV footage, emails and photographs).

### General obligations

The duty to notify the CCC of a **serious misconduct** matter does not affect any obligations under *Public Interest Disclosure Act 2003* or the requirement to comply with statutory obligations under any other Act, including reporting allegations to WA Police.

If a Principal Officer does not comply with the duty to notify a matter relating to serious misconduct to the CCC, the CCC may report that non-compliance to a person who, or body which, has the power to take disciplinary action against the notifying authority.<sup>12</sup>



Hon. John McKechnie, QC  
**COMMISSIONER**

1 July 2015

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<sup>12</sup> Section 31 of the CCM Act.

## SCHEDULE 1

### Offences that may constitute serious misconduct

Serious misconduct includes conduct by a public officer who, in the course of their duties, commits an offence that imposes a penalty of 2 or more years imprisonment.

The following is a guide to some of the offences that meet this criterion. However, it is not an exhaustive list. Please refer to the *Criminal Code Act Compilation Act 1913* (WA) or other statute (e.g. *Misuse of Drugs Act 1981* (WA)), as appropriate.

Act	Description	Section(s)
<b><i>Criminal Code Act Compilation Act 1913 (WA)</i></b>		
Offences against public order	Racist harassment, incitement to racial harassment	Sections 77 - 80D
Offences against the administration of law, justice and public authority	Disclosing official secrets, bribery, corruption, falsification of records, perjury, electoral offences, giving false evidence, conspiracy to pervert the course of justice, destroying evidence, escape from lawful custody	Sections 81 - 83, 85 - 88, 96, 121 - 125, 127 - 136, 139, 141 - 151
Other offences against public authority	False statements, obstructing a public officer, refusing to perform a duty	Sections 169 - 173
Sexual offences and child exploitation	Producing, possessing or distributing child exploitation material, sexual offences including indecent assault, rape, sexual servitude	Sections 181, 186 - 187, 190 - 192, 199, 202 - 204B, 214 - 215, 217 - 220, 320 - 330, 331B - 331D
Criminal organisation offences	Participating in activities of criminal organisation	Sections 221E - 221F
Offences against liberty and threats	Kidnapping, deprivation of liberty, threats with intent, create false apprehension of threat, demands with threats, threats to extort, procuring act by threat with intent to defraud	Sections 332 - 333, 336 - 337, 338A - 338C, 396 - 399
Stealing and like offences	Stealing, concealment, fraudulent dealing, robbery, burglary, fraud, receiving/possession stolen property, acts with intent to defraud (director), false statement or falsification of record (company official)	Sections 378 - 386, 388 - 390A, 392 - 393, 396 - 399, 401, 407, 409, 414, 416 - 417A, 419 - 421, 424
Unauthorised use of computer systems	Unlawful use of computer systems	Section 440A

Act	Description	Section(s)
<b><i>Criminal Code Act Compilation Act 1913 (WA) continued.</i></b>		
Offences against property	Damaging property, acts with intent to cause damage or explosion (mine, railway, aircraft, marine, navigation)	Sections 445, 449, 451 - 451B, 454 - 458
Forgery and identity crime	Forgery, false representations as to status, personation	Sections 473 - 474, 488, 490 - 492, 510 - 514
Offences relating to trade, breach of contract, corruption	Fraudulent dealing, corruptly receiving reward, corruptly offering reward, false receipts, secret commissions, acting without authority	Sections 527, 529 - 532, 533 - 536
Conspiracy, accessories after the fact	Attempting/incitement to commit indictable offence or criminal act, conspiracy to commit indictable offence, accessory after the fact, property laundering	Sections 552 - 553, 556 - 557, 558, 562, 563A - 563B
<b><i>Misuse of Drugs Act 1981</i></b>		
Drugs offences	Occupier permit use of premises for manufacture of prohibited drug/plant, possess, cultivate or sell/supply prohibited drug/plant, sell drug paraphernalia to a child, trafficking, manufacture or supply prohibited drug	Sections 5, 6, 7(1)(a), 7(1)(b), 7B(4)



## SCHEDULE 2

### Example of Notification

DETAILS OF THE PERSON(S) INVOLVED	
Notifying authority	
Name of Principal Officer:	
Organisation:	
Principal Officer's Business Unit:	
Details of the Public Officer(s) involved	
Name of Public Officer allegation(s) relate(s) to:	
Title/Position of Public Officer:	
Organisation:	
Business Unit of Public Officer:	
Details of any person(s) who witnessed and/or are affected by the allegations	
Name(s):	
Title/Position:	
Organisation:	
DETAILS OF THE ALLEGATION(S)	
<b>Date allegation(s) became known</b>	
<b>Summary</b>	<i>(Include date(s), location, value of any goods/property or loss, and risk or danger to any person or the public.)</i>
<b>History (if any)</b>	<i>(Any previous history of misconduct allegations against the public officer and the outcomes of any investigation.)</i>
CATEGORY OF SERIOUS MISCONDUCT	
<input type="checkbox"/>	Category 1
<i>Reason(s):</i>	
<input type="checkbox"/>	Category 2
<i>Reason(s):</i>	
<input type="checkbox"/>	Category 3
<i>Reason(s):</i>	

ACTIONS TAKEN/PROPOSED	
<b>Description</b>	<i>(Describe any action being taken, or proposed actions or processes, for example, disciplinary decisions, investigation plan and report.)</i>
<b>Details of any assessment</b>	
<b>Relevant policies or procedures</b>	<i>(If possible, list and include any policies, procedures or documents.)</i>
SUPPORTING DOCUMENTS/RECORDS PROVIDED	
<i>(List any documents provided with this notification.)</i>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other:	
<i>(Provide further notes, if needed.)</i>	
<b>SIGNATURE:</b> _____ <b>NAME:</b> _____ <b>POSITION:</b> _____ <b>DATE:</b> _____	

## Misconduct notifications for July 2015

### Update to public authorities

The changes to the notification of serious and minor misconduct under the *Corruption, Crime and Misconduct Act 2003* (CCM Act) have now been in place for six weeks. The following information provides a snapshot of the matters notified in July 2015 to the Corruption and Crime Commission (CCC) and the Public Sector Commission (PSC). The statistics show the number of notifications, as well as the number of allegations received, as a notification can contain more than one allegation.

#### Misconduct notifications received July 2015

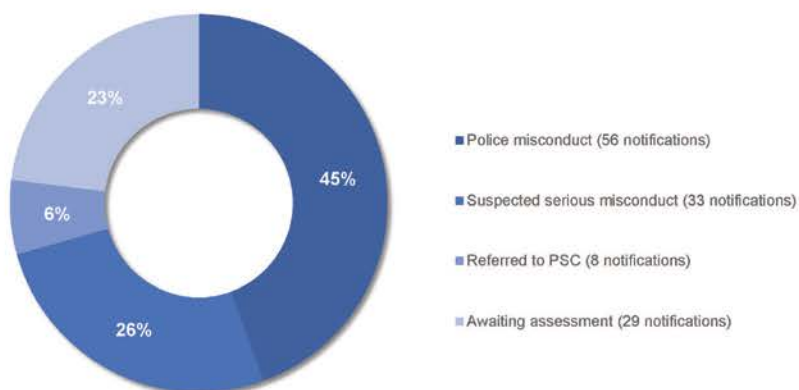
Organisation	Notifications received	Allegations
CCC	126	123 from 97 assessed
PSC	36	58

#### Notifications received by the CCC

The CCC received 126 notifications, of which 97 had been assessed (as at 13 August 2015).

Misconduct type and notification source	Notifications	Allegations
Police misconduct - received from WA Police and the community	56	67
Suspected serious misconduct - received from the wider public sector and the community	33	39
Referred to PSC as they related to minor misconduct	8	17
Awaiting assessment	29	-
TOTAL	126	123

These results are shown below:

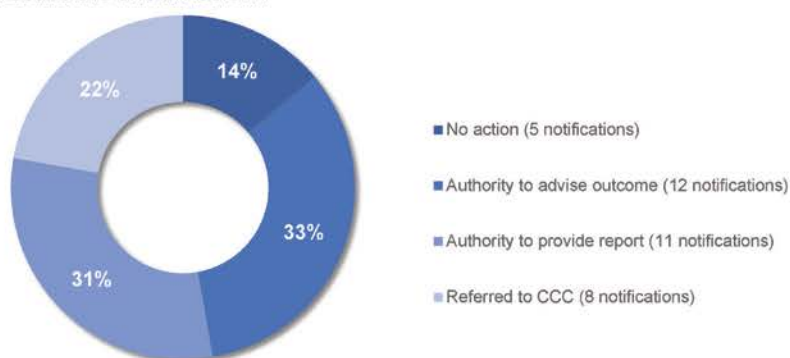


## Notifications received by the PSC

The PSC handled the 36 notifications it received in July as follows:

<b>no action</b> , for example because the notification was out of jurisdiction or below the threshold of minor misconduct	5
<b>referred</b> to the relevant <b>public authority</b> for action, requesting <b>advice on the final outcome</b> to the PSC	12
<b>referred</b> to the relevant <b>public authority</b> for action, <b>requesting a report</b> on how the public authority dealt with the notification	11
<b>referred to the CCC</b> as it related to serious misconduct	8

These results are shown below:





## Case study CCC

The following example provides information about a notification made to the CCC which has not been assessed as serious misconduct.

### Minor misconduct - referred to the PSC

#### Case study 1

A public officer slapped a person in their care on their leg. There was no physical injury. Although it is an assault, it did not involve actual bodily harm. The possible imprisonment sentence of common assault is 18 months which means the allegations falls short of serious misconduct as defined in the CCM Act (s.4(c)). This is considered minor misconduct and was referred to the PSC.

## Case studies PSC

The following examples provide information about notifications made to the PSC as minor misconduct.

### Not minor misconduct

#### Case study 1

The PSC received a notification that an employee had used offensive language to a client.

The employee acknowledged their behaviour and later apologised. A disciplinary process had been commenced, which substantiated the allegation against the employee. The penalty included a formal written reprimand.

As the allegation was not reasonably likely to (and in fact did not) result in termination of employment, it was not considered to be minor misconduct as defined in the CCM Act and a notification was not required.

#### Case study 2

The PSC received a notification regarding an allegation made against an officer that related to bullying and abuse of authority. A preliminary examination of the allegation by the public authority identified that it was primarily related to performance management and would be managed at the local level.

As the allegation was not reasonably likely to result in termination of employment, it was not considered to be minor misconduct as defined in the CCM Act and a notification was not required.

## Serious misconduct - referred to the CCC

### Case study 3

The PSC received a notification that an officer was suspected of taking money from petty cash and then replacing the amount taken in stages. This employee had previously been issued with a formal reprimand for other money discrepancies following a disciplinary process. This was the third report of this type of behaviour.

The PSC noted that the matter could be considered stealing under the *Criminal Code WA*. The penalty for a public servant stealing property of the State, or property they have come into possession of through their employment is 10 years' imprisonment. The allegation therefore met the definition of serious misconduct in the CCM Act (s.4(c)) and was referred to the CCC.

### Case study 4

A notification was made to the PSC that a public officer had used their work computer to access a secured database to view confidential information and pass that information to someone external to the agency.

The PSC assessed the matter as being an allegation of serious misconduct as it is an offence under the *Criminal Code WA* to unlawfully use a restricted-access computer or to release official information. The penalty for such offences is 2 years' imprisonment. The matter was referred to the CCC as an allegation of serious misconduct (under s.4(c) of the CCM Act).

## Out of jurisdiction

### Case study 5

The PSC received a report from a member of the public that a person believed that there was a health risk in a property that the person was renting. The property was inspected by a public authority and was assessed as being safe. The person disagreed with this assessment.

As the matter did not relate to the conduct of a public officer, it fell outside the PSC's jurisdiction under the CCM Act.

## **Key points about notification of misconduct**

Public authorities are reminded to take the following into account when considering notifying under the CCM Act:

- Principal officers of public authorities are to make an informed decision about whether a matter may constitute serious or minor misconduct as defined under the CCM Act.
- This may involve looking further into the matter in order to establish a 'reasonable suspicion' that the matter may constitute misconduct.
- If the matter is suspected of being serious misconduct, principal officers are to refer to the CCC guidelines for notification of serious misconduct to determine what action to take and when to notify the CCC.
- If the matter contains allegations of both minor and serious misconduct, notify the CCC.
- If the matter is suspected of being minor misconduct, it is to be reported to the PSC.
- Public authorities should not notify both agencies as this causes unnecessary duplication and effort. If either the CCC or the PSC assesses the matter differently to the public authority, they will discuss the matter and use referral powers in the legislation to direct the matter appropriately. They will advise the principal officer of the reasons for that referral.
- Public authorities no longer have to notify all conduct matters: lower level complaints, discipline and grievance-type issues that do not meet the statutory definition of minor misconduct under the CCM Act are to be dealt with through that public authority's internal mechanisms.

## Further information

Please consult the following for detailed information about categories of misconduct and notification obligations:

- [Notification of misconduct in Western Australia](#) (issued by the CCC and PSC)
- [CCC Guidelines for Notification of Serious Misconduct](#) (CCC website)
- [Minor misconduct](#) (PSC website)

Principal officers who require further information and assistance with their notification obligations are encouraged to contact the CCC or PSC.

Corruption and Crime Commission  
186 St Georges Terrace, PERTH WA 6000  
PO Box 7667, Cloisters Square, Perth WA 6850  
Telephone: (08) 9215 4888  
1800 809 000 (Toll Free for callers outside the Perth metropolitan area)  
Facsimile: (08) 9215 4884  
Email: [info@ccc.wa.gov.au](mailto:info@ccc.wa.gov.au)  
Website: [www.ccc.wa.gov.au](http://www.ccc.wa.gov.au)

Public Sector Commission  
Dumas House, 2 Havelock Street, WEST PERTH WA 6005  
Locked Bag 3002, WEST PERTH WA 6872  
Telephone: (08) 6552 8888 Fax: (08) 6552 8501  
Email: [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au)  
Website: [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

Published 18 August 2015

## AGENDA ITEM: 9.5.4 - Caravan Parks and Camping Grounds

<b>Subject:</b>	Consultation Paper - Caravan Parks and Camping Grounds Act Review
<b>Applicant:</b>	Department Local Government and Communities
<b>File Ref:</b>	ADM148
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Letter from Dept Local Government and Communities; Consultation Paper Proposal for Holiday Parks and Camping Grounds Legislation (separate attachment)

### BACKGROUND

A review in to Caravan and Camping Grounds Act has been underway since May 2014 and as a result of the first review period, a second Consultation Paper has been developed and released for public comment. The second consultation paper is attached for Councillors' information.

The paper contains 10 recommendations and include the proposed repeal of the Caravan Parks Act and Regulations and replaced with a new Act and Regulations because of the scope and extent of the necessary changes from the first review period.

### COMMENT

The proposed new legislation has three objectives:

1. Clarity in the interpretation of the legislation;
2. Consistency in the application of the legislation by local governments and state government agencies; and
3. Flexibility of prescribed requirements for existing and new developments.

As a caravan park owner and operator, the Shire of Narembeen will be affected by the new legislation and if the 10 recommendations in the consultation paper are enacted, there is potential for increased compliance. For example, recommendation 4 reads:

*An emphasis will be placed on the development of management plans that address the operator's target market.*

Other recommendations relate to approval requirements where a minimum number of sites are available for camping and short-stay accommodation vehicles. (See recommendations 2 and 3 - Page 4).

The review to date has been extensive and Council might consider making a submission.

### STATUTORY IMPLICATIONS

Caravan Parks and Camping Grounds Act 1995  
Caravan Parks and Camping Grounds Regulations 1997  
Building Act 2011  
Road Traffic Act 1974  
Food Act 2008

### FINANCIAL IMPLICATIONS

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan

5.1 Work towards providing a high quality and integrated tourism experience to extend the length of stay.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Note the review into the Caravan Parks and Camping Grounds Act 1995 and associated consultation paper;
2. Consider authorising staff to make a submission to the second consultation period.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**





Government of Western Australia  
Department of Local Government and Communities

ADM/48

Our Ref: 169-11#04 E1529103

|||||  
Narrembeen Caravan Park  
Currall Street  
NAREMBEEN WA 6369



To whom it may concern

**CARAVAN PARKS AND CAMPING GROUNDS ACT 1995 REVIEW –  
RELEASE OF SECOND CONSULTATION PAPER**

The State Government's review of the *Caravan Parks and Camping Grounds Act 1995* (the Act) is continuing under the coordination of the Department of Local Government and Communities (the Department). A second Consultation Paper has now been developed and released for comment. Submissions received in response to the first paper have been used to inform the development of a proposed framework and direction for the new Western Australian caravanning and camping legislation.

It is important that park operators have the opportunity to comment on the proposed direction of the new legislation. To that end, the Department has enclosed a copy of the paper with this letter, together with a flyer advertising the public submission period. It would be greatly appreciated if you could post this flyer within your park grounds so that park users are made aware of the review and have the opportunity to contribute to it as well.

A feedback form has been developed to assist in answering the guidance questions put forward in the paper and preparing your submission, if you choose to make one.

Additional copies of the paper and flyer, together with the feedback form, are available on the Department's website, and can be downloaded and printed at [www.dlgc.wa.gov.au/CPCG-Consultation-Paper-2/](http://www.dlgc.wa.gov.au/CPCG-Consultation-Paper-2/).

I strongly encourage you to consider making a submission to the review. This is your opportunity to have your say on the proposed direction of caravanning and camping legislation in Western Australia.

Gordon Stephenson House  
140 William Street Perth WA 6000  
GPO Box R1250 Perth WA 6844  
Tel: (08) 6551 8700 Fax: (08) 6552 1555 Freecall: 1800 620 511 (Country only)  
Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

If you have any queries, please contact the Senior Legislation and Strategy Officer – Caravan Parks and Camping Grounds Review, on (08) 6551 8700 or by email to [caravan@dlgc.wa.gov.au](mailto:caravan@dlgc.wa.gov.au). Submissions close 30 November 2015.

Yours sincerely

A handwritten signature in black ink that reads "Mary Adam". The signature is written in a cursive style with a large, looping initial 'M'.

DIRECTOR, LEGISLATION AND STATUTORY SUPPORT

18 September 2015



## AGENDA ITEM: 9.5.5 – Cheetham Way Subdivision

<b>Subject:</b>	Proposed Name for Cheetham Way/Brown Street Subdivision
<b>Applicants:</b>	Gaynor Latham; Danelle Fricker; Mrs Leanne Gyson; Narembreen Historical Society
<b>File Ref:</b>	ADM143
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	13 October 2015
<b>Attachments:</b>	Applicants' submissions

### BACKGROUND

On 15 October 2014, Council resolved the following:

**MIN 5841/14                      MOTION - Moved Cr                      Padfield                      2nd Cr                      DeLuis**

***That Council invite the Narembreen community to suggest names for the Brown Street subdivision that reflect Narembreen's history.***

***CARRIED 9 / 0***

***Note: Family names will not be considered.***

Subsequent to this resolution, invitations to make a submission by interested persons were advertised and the following made submissions:

- Mr Gaynor Latham
- Ms Danelle Fricker
- Mrs Leanne Gyson
- Narembreen Historical Society (NHS)

### COMMENT

Of the above submissions, only one submission (Narembreen Historical Society) did not nominate a family which complies with the requirement. The Narembreen Historical Society suggested naming the subdivision "Sandalwood Estate" based on the impact the sandalwood industry had on supporting pioneer families in the early years of settlement.

The other submissions nominated the Fricker family name. While the pioneering Fricker family's contribution to the district is not understated, it is Council's preferred position for the name of the estate to not reflect a family name. However, it is Council's view that the next new road, most likely the proposed grain freight townsite bypass road, be named Fricker Road.

In dealing with this matter, Council could consider inviting Mr Latham, Ms Fricker and Mrs Gyson to suggest another name for the subdivision.

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The Shire of Narembreen budget will need to include an allocation towards the construction of relevant and appropriate signage for the estate.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Invite Mr Latham, Ms Fricker and Mrs Gyson to suggest an alternate name for the Cheetham Way subdivision;
2. Re-advertise invitations to the community to suggest names for the Cheetham Way subdivision;
3. Present the final list to Council at the November 2015 ordinary meeting for a recommendation to the State Nomenclature Committee.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



Gaynor Latham

Dale Crescent,

Narembeen. WA 6369

*21<sup>st</sup> Sept - 2015*

Mr Chris Jackson,

CEO,

Shire of Narembeen,

Longhurst Street,

Narembeen. WA 6369

Dear Chris,

As you asked for submissions from thoughts in naming a Brown Street/Cheetham Way subdivision, I would like to submit the name Fricker placed in the Narembeen town or district soon, as Nancy Graham was a Fricker before her marriage.

The Shire has said they would possibly have the next street named Fricker, however Nancy is in her ninties of age. It would be nice to have her maiden name, Fricker. The Frickers are one of the four families to be first allocated land in Narembeen.

*Thanks,  
Regards Gaynor Latham*

Danelle FRICKER  
Box 646  
Northam, WA, 6401.  
20/09/2015



Narembeen Shire CEO Chris JACKSON  
Narembeen Shire Council  
Longhurst Street,  
Narembeen, WA, 6369.

**RE: Brown Street/Cheetham Way Subdivision Street Naming**

To Mr Jackson,

Further to my sister's Leanne Gysen's submission to have the Fricker name recognised in the Shire of Narembeen, I am writing to submit the FRICKER name for the up-coming naming of Brown Street/Cheetham Way subdivision. Mr Gaynor Latham has tried for many many years to have the Fricker name recognised due to the history of the first pioneer William Henry Lionel Chilton FRICKER.

My great grandfather William FRICKER was **the first pioneer of Emu Hill** (Narembeen's first town site) located at the top end of our farm Emu Hill.

William and friend Jimmy Steere left England on September 3, 1910 and arrived in Narembeen in December 1910. William had been allocated the first block in Narembeen. Arriving with a tank and provisions and finding no water William left his provisions in the tank and travelled back to Doodlakine for 3 months to work for Mr Barnes and learn something about farming. William returned to his block in early 1911 and found that the Latham and Savage families had arrived on 5 February 1911.

William's wife Annie and son Reg left England in September 1911 and arrived in Narembeen in November 1911 where they later had another three children.

William was appointed a Justice of the Peace and Acting Coroner. He also represented the East Kumminin District on the Bruce Rock Road Board prior to Narembeen Shire being formed. William was a well-educated man and became secretary for almost every organisation formed in the district. He was Secretary Manager of the first Co-Op Store at Emu Hill and later became one of the first state organisers for the Farmers Union. William helped many of Italian families settling at Mount Walker with their farm accounts and book keeping.

Each Fricker generation since have contributed greatly to the Narembeen community.

Nancy Patricia Graham is the only living child of the first pioneer William FRICKER and my father Allan Bruce FRICKER is the eldest grandson both who still live in Narembeen today.

My Great Grandfather William was a private man who did not seek public acknowledgment for his many services he provided for the Narembeen district. Due to my father's failing health I would like to see the pioneering Fricker name recognise before we lose another two generations.

Thank for your consideration

Regards

Danelle FRICKER

A handwritten signature in cursive script, appearing to read 'Danelle Fricker', written in dark ink.

Leanne Gysen

7 Peelwood Parade

Halls Head WA 6210

15/02/2010

To: Narembeen Shire CEO Mr Frank Peczka and Narembeen Shire Councillors,

Narembeen Shire Council

Longhurst Street

Narembeen WA 6369



**RE: Naming Considerations**

To Mr Peczka and Councillors,

I am writing with what may be deemed an unusual request, however given that the Narembeen District will be celebrating 100years in September, I would like to request that the "FRICKER" name be given consideration for any new parks ,streets or recreational venues planned in the near future.

It is well documented by our local historian Mrs Iris Bristow that **William Lionel Henry Chilton FRICKER** was the first pioneer to arrive in the Narembeen District(EMU HILL December 1910) as am sure many of you would have read in her historical account Of Narembeen "**Seedtime and Harvest**"

The township of Narembeen has many references to other pioneering families, many of who arrived later or for other significant recognition.

My Great Grandfather had a significant input to the town sites, both Narembeen and Emu Hill as did the Latham's Savages and Pinkers, however no recognition has ever been given to the family name.

I am aware that there are rules, requirements and regulations that must be adhered to in this procedure however given that it will be 100 years since my Great Grandfather arrived in Narembeen and the fact that his two living daughters Mrs Kathleen Erdman and Mrs Nance Graham still reside in Narembeen along with his Grandson Mr Allan Bruce Fricker it would be deemed an honour for the family name to be recognised.

Even though you leave Narembeen, Narembeen never leaves you and I will always consider Narembeen my home town as is the case with my father and Great Aunt Kathleen, both having left and returned.

I urge you all to give this request serious consideration and I await your reply,

Yours Sincerely,

The Great Granddaughter of the First Pioneer,

Mrs Leanne Gysen (nee FRICKER)

**NAREMBEEN HISTORICAL SOCIETY (INC)**  
**PO BOX 270**  
**NAREMBEEN WA 6369**



Mr C.Jackson  
Chief Executive Officer  
Shire of Narembeen  
1 Longhurst Street  
Narembeen WA 6369

**RE: Submission for naming of Brown Street/Cheetham Way Subdivision**

Dear Chris,

Please find attached the society's submission for the proposed naming of the subdivision as advertised in the "Fencepost" 16/9/2015.

We are pleased to know that it is likely that the proposed diversion road is to be named in honour of the Fricker Family.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Rhonda Hickey".

Rhonda Hickey Secretary  
5<sup>th</sup> October 2015

**NAREMBEEN HISTORICAL SOCIETY (INC)**  
**PO BOX 270**  
**NAREMBEEN WA 6369**

**SUBMISSION FOR THE NAMING OF THE BROWN STREET / CHEETHAM WAY SUBDIVISION**

**Proposed name:** Sandalwood Estate.

**Reasons for this name.** Sandalwood has had an impact on the history of Narembeen. Many of the early settlers, to add to their meagre incomes turned their hands to other activities and one of these was sandalwood cutting. The price varied from 3 pounds to 8 pounds per ton when dressed. This involved adzing off the outside surface. Settlers usually carted the wood to Fremantle and carted home stores on the return journey.

Sandalwooders have been described as 'the forgotten men of history' spending several months travelling alone with a horse and dray, a couple of sharp axes and an adze as well as the necessary food provisions. Licences were issued from York as early as 1847.

Joseph Grainger a sandalwooder operating from Narrogin, described in his notes, how many sandalwood cutters became farmers, using the income derived to establish themselves in the farming districts so here we see the reverse situation adding another dimension to our local history. Grainger continues "They were rough trips. We had no cart sheets or tents and the nearest approach to a coat would be a bag with holes cut open to take the head and arms. Sometimes we even had no fire as the matches would get wet (*when we had any*) and then it would be a case of eating cold water flour gruel."

By 1861 European sandalwood cutters had begun cutting stands in what are now the Narembeen and Bruce Rock shires.

Many of the tracks made by the sandalwooders were the forerunners of our roads today. Three main tracks running through this area made by sandalwooders were known as Hoops' Track (*No 1*), Grainger's Track (*No 2*) and Pingelly track (*No 3*).

Hoops' track ran from York to Parker's Range through the Yawerlin and Graball districts and was in evidence before 1890. Grainger's Track which was cut in 1892 and ran from Yarling (*Wickepin*) Yealering, Corrigin, Cumminin to Warderin (*Wadderin*) where it joined with Hoops' Track through to Graball, then Cramphorne through to Mt Hampton. The third track to the goldfields came from Pingelly to Wogerlin then on to Cumminin and thence on the same route as above.

We submit the name "Sandalwood Estate" for Council's consideration.

Ref. "Seedtime and Harvest" by Iris Bristow, A History of the Narembeen District", 1888 – 1988; Published in 1988 by the Narembeen Shire, 1 Longhurst Street Narembeen WA 6369.

**Contact person:** Rhonda Hickey, Ph: 90 653026, Mob: 0428 132 454,  
Email:pat.hickey@westnet.com.au



## AGENDA ITEM: 9.5.6 - Cheetham Way

<b>Subject:</b>	Cheetham Way Marketing
<b>Applicant:</b>	Nil
<b>File Ref:</b>	ADM143
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Nil

### BACKGROUND

On 18 March 2015, Council resolved the following:

### COUNCIL RESOLUTION

**MIN 5918/15 MOTION** – Moved: Cr. DeLuis 2<sup>nd</sup>: Cr. B Cole

*That Council:*

1. *Advertise for one month for expressions of interest for blocks in Cheetham Way to gauge interest; and*
2. *Advertise expressions of interest for the development of larger rural style blocks of Avoca Farms.*

### CARRIED 9/0

*Reason for change: Council was reluctant to reduce the asking price of these lots at this stage.*

### COMMENT

As a result of the above, advertisements for the Cheetham Way lots were placed in the following publications:

- The West Australian
- Wheatbelt Mercury
- Farm Weekly
- Countryman

At the time of writing, no interest has been received but more advertisements are planned.

Total advertising costs are estimated at \$4,000 and as there is no budget allocation for this in 2015/16, a budget amendment will be required.

Given the lack of interest to date, Council could re-consider the pricing of the land for sale and/or cease advertising.

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Subject to further advertising, a budget amendment of \$4,000 will be required to cover advertising costs.

Future use from the proceeds from the sales of the Cheetham Way lots may require Department of Regional Development approval. In the interim, proceeds will be transferred in to the Land Development Reserve.

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC PLAN REFERENCE**

Strategy	Action	Measure
2. A Shire of excellence in accessible infrastructure and services	2.3 Infrastructure and services that create our community identity and facilitate growth	2.3.1 Promote the Cheetham Way subdivision

#### **RELATED PARTY TRANSACTIONS**

Nil

#### **OFFICER RECOMMENDATION**

That Council:

1. Receive this report;
2. Approve a budget amendment\* of \$4,000 (GL1041600) for the advertising and promotion of the Cheetham Way land.

**\* Note: Absolute majority required**

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 9.5.7 - Demolition of Narembeen Lesser Hall

<b>Subject:</b>	Demolition of Narembeen Lesser Hall
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM149; P1223
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan, Executive Manager Corporate Services
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Letter from State Heritage Office; Stephen Carrick Architects Pty Ltd – Interpretation Plan Fee Proposal, Interpretation Examples, Zebra Creative Staff Profiles, Stephen Carrick Architects – Capability Statement

### BACKGROUND

On 17 June 2015, Council unanimously resolved the following:

**MIN 5979/15 MOTION** – Moved: Cr. Thomas 2<sup>nd</sup>: Cr. Vaughan

That Council:

1. Accept the Heritage Impact Statement prepared by Stephen Carrick Architect;
2. Forward the Heritage Impact Statement to the State Heritage Office with a request for consideration by the Heritage Council;
3. Prepare and Archival Record, including measured drawings and detailed photographic record, of the Lesser Hall in accordance with the State Heritage Office's "Guide to Preparing and Archival Record";
4. Prepare an Interpretation Plan for the Narembeen Public Hall and the former Roads Board buildings that includes a strategy to incorporate the history of the Lesser Hall in accordance with the State Heritage Office's "Interpretation - A Guide to Making Interpretation Easy to Understand, Plan and Deliver"; and
5. Allocate \$37,000 in the Shire of Narembeen's 2015/16 Budget to demolish the Lesser Hall and prepare an Archival Record.

As a result, Mr Carrick's Heritage Impact Statement (HIS) was forwarded to the State Heritage Office for consideration by the Heritage Council on Friday 14 August 2015, the Heritage Council considered the HIS and advised that they support the removal of the Lesser Hall on condition that an Archival Record be prepared and that an Interpretation Plan be prepared for the Narembeen Civic Precinct. A copy of the Heritage Council's advice is attached.

Further to the above, at the meeting on 16 September 2015, Council resolved the following:

**MIN 6040/15 MOTION** - Moved Cr. B Cole 2: Cr. Vaughan

*That Council:*

1. *Delegate the Shire President, Cr Vaughan and the CEO to meet with the Heritage Council to verify what is expected from Council in relation the Archival Record and Interpretation Plan for the Lesser Hall.*

**CARRIED 7/0**

**REASON FOR CHANGE:** Council wish to seek verification on the outcomes expected from the Heritage Council.

At the time of writing, contact with the State Heritage Office is expected within a week to clarify their expectations. Council will be updated at the October Council meeting.

## **COMMENT**

Consequent to the Heritage Council's advice above, action has progressed to prepare an Archival Record and an Interpretation Plan in accordance with their condition's.

When prepared, the Archival Record is to be submitted to the Heritage Council (HC). The Interpretation Plan is to be prepared for the Narembeen Civic Precinct and forwarded to the State Heritage Office (SHO) for review and satisfaction.

When the Archival Record and Implementation Plan are accepted and endorsed by the HC and SHO, only then can the Lesser Hall be demolished. The Interpretation Plan proposal must include an implementation timeline, and depending on this, demolition may not eventuate until 2016.

In the meantime, action has commenced to make the Lesser Hall ready for demolition as soon as the HC and SHO deal with the Archival Record and Interpretation Plan.

It is possible that a budget amendment may be required for demolition and/or the Interpretation Plan.

The following expected sequence of events is prepared for Council's information that will result in the Lesser Hall's demolition:

- (a) Council commits to the preparation of a detailed Archival Record\* (\$10,000 has been approved for this in the 2015/16 budget);
- (b) Council commits to the preparation of an Interpretation Plan\* (budget amendment required);
- (c) Council authorises Executive staff to liaise with the Heritage Architect and the State Heritage Office during the preparation stages of the Archival Record and Interpretation Plan to ascertain the SHO's expectations;
- (d) When prepared, the Archival Record is submitted to the Heritage Council for endorsement. Details of how Archival Records are prepared are prescribed by the SHO;
- (e) When prepared, the draft Interpretation Plan will be presented to Council for approval. Consultation with the SHO will be done during the preparation phase;
- (f) When the Interpretation Plan is approved by Council, it is then submitted to the State Heritage Office for their review and satisfaction;
- (g) When the conditions associated with the Archival Record and Interpretation Plan have been met, demolition of the Lesser Hall can commence.

## **STATUTORY IMPLICATIONS**

Heritage of Western Australia Act

## **FINANCIAL IMPLICATIONS**

The Shire of Narembeen includes an allocation of \$20,000 for the demolition of the Lesser Hall and \$10,000 for the preparation of the Archival Plan.

No budgetary allocation has been made for the preparation and implementation of an Interpretation Plan. It is anticipated that a budget amendment will be required for this item.

## **POLICY IMPLICATIONS**

Nil

## STRATEGIC PLAN REFERENCE

Strategic Community Plan

Social - A Shire of excellence in accessible infrastructure and services

Corporate Business Plan

2.1.4 Maintain the Town Hall and demolish the Lesser Hall

## RELATED PARTY TRANSACTIONS

No related party transaction are anticipated from this item.

## OFFICER RECOMMENDATION

That Council:

1. Receive the advice from the State Heritage Office;
2. Commits to the preparation of an Archival Record for the Narembeen Lesser Hall for consideration by the Heritage Council;
3. Commits to the preparation and implementation of an Interpretation Plan for the Narembeen Civic Precinct for submission to the State Heritage Office Executive for their review and satisfaction;
4. Approves the Interpretation Plan Fee Proposal as presented;
5. Authorises the executive staff to liaise with Stephen Carrick Architect to prepare an Interpretation Plan, including costings, design and implementation timelines for consideration by Council;
6. Approve a budget amendment\* of \$15,000 (GL1111102) for the preparation of an Interpretation Plan.

**\* Note: Absolute Majority required**

## COUNCIL RESOLUTION

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



STATE  
HERITAGE  
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

21 August 2015

YOUR REF 11.10.30  
OUR REF P3629  
ENQUIRIES (08) 6552 4000

Mr Garry Gregan  
Executive Manager Corporate Services  
Shire of Narembeen  
1 Longhurst Street  
NAREMBEEN WA 6369

Dear Garry

### **P3628 NAREMBEEN CIVIC PRECINCT**

Thank you for your letter of 2 July 2015 regarding the Shire's proposal to demolish the Narembeen Lesser Hall, which is situated within the registered curtilage of the Narembeen Civic Precinct.

The Heritage Council considered the matter at its meeting on 14 August 2015, and resolved to advise the Shire of Narembeen that the proposed demolition of the Narembeen Lesser Hall has been considered in the context of the identified cultural significance of the registered place and the following advice is given:

#### **Findings**

- The future of the Lesser Hall has been an unresolved issue since 2005.
- The 1995 Civic Precinct Master Plan did not recommend entry of the Lesser Hall in the State Register. The place was registered in 1998.
- The recommendations of a 2008 Concept Plan were beyond the means of the Shire to implement.
- Use of the building has declined since the 1990s due to population decline and it is now largely disused, dilapidated and unsafe. However, the remaining Civic Precinct buildings are in good condition and are actively used and maintained.
- The Heritage Council notes the thorough and balanced approach taken to the preparation of the Heritage Impact Statement, which included engagement with key stakeholders in the community.
- The Lesser Hall is part of a precinct that will retain buildings of cultural heritage significance. The significance of the Hall as part of the precinct can be maintained through interpretation.

[stateheritage.wa.gov.au](http://stateheritage.wa.gov.au)  
[info@stateheritage.wa.gov.au](mailto:info@stateheritage.wa.gov.au)

- Any proposal for new use in the vacant area, which will remain in the registered curtilage of the Narembeen Civic Precinct, will require referral to the Heritage Council for advice.

**Advice**

The proposed demolition is supported subject to the following conditions being fulfilled prior to demolition:

1. A detailed Archival Record of the Lesser Hall shall be prepared and submitted to the Heritage Council in accordance with the State Heritage Office's 'Guide to Preparing an Archival Record'.
2. An Interpretation Plan, with implementation time frame, shall be prepared for the Narembeen Civic Precinct to ensure that the story of the development of the civic buildings is accessible and understood. The Interpretation Plan, together with a commitment from the Shire to implementation shall be submitted for review and to the satisfaction of the State Heritage Office Executive.

Should you require any additional information in relation to this advice, please don't hesitate to contact me on (08) 6552 4000.

Yours sincerely,



Graeme Gammie  
EXECUTIVE DIRECTOR



11 September 2015

Mr Garry Gregan  
Executive Manager  
Corporate Services  
Shire of Narembeen  
1 Longhurst Street  
NAREMBEEN WA 6369



Dear Garry,

**NAREMBEEN CIVIC PRECINCT  
INTERPRETATION PLAN – FEE PROPOSAL**

Thank you for our recent meeting and for the invitation to provide a fee proposal for the preparation of an Interpretation Plan for the Narembeen Civic Precinct.

I understand that the Heritage Council of Western Australia supported the demolition of the Lesser Hall based on two conditions. One of those conditions is that an Interpretation Plan is prepared for the Narembeen Civic Precinct to the satisfaction of the State Heritage Office Executive. In their 21 August 2015 correspondence the Heritage Council has stipulated that an implementation timeframe is required as part of the Interpretation Plan. I also understand that the Civic Precinct comprises of the Lesser Hall, Public Hall and the Roads Board Building.

**Project Team**

The Project Team has extensive experience and a complementary skill set that is required to undertake the scope of work.

The Project Team is:

- Stephen Carrick – Lead Consultant and Conservation Architect - Stephen Carrick Architects
- Megan Patterson – Interpretation and Design Consultant - Zebra Creative
- Travis Black – Interpretation and Design Consultant - Zebra Creative

**Documentation**

This proposal is based on the following documentation:

- Heritage Council of Western Australia 21 August 2015 letter
- Garry Gregan and Stephen Carrick's 25 August 2015 meeting
- State Heritage Office Interpretation Publication – A Guide to Making Interpretation Easy to Understand, Plan and Deliver.

Due to the obligation to satisfy the Heritage Council condition I propose to maintain liaison with the State Heritage Office throughout the process to ensure that required standards are met.

In my opinion, liaison with the State Heritage Office during this process would provide the best opportunity for a positive outcome.

### **Interpretation**

The concept of interpretation 'is a means of communicating ideas and feelings which help people enrich their understanding and appreciation of their world, and their role in it'. (Interpretation Australia Association).

The Burra Charter defines interpretation as all the ways of presenting the cultural significance of a place. The Charter highlights that interpretation may be a combination of the conservation of the building fabric, the use of and activities at the place and the use of introduced explanatory material.

Heritage interpretation is about sharing memories and experiences and celebrates the significance of a place. Good interpretation attracts and engages people.

### **Scope of Work**

Stephen Carrick Architects and Zebra Creative are of the opinion that to prepare a relevant and appropriate Interpretation Plan they need to meet with the Shire of Narembeen, Historical Society and other community groups and individuals to discuss interpretation as a concept and to specifically discuss the opportunities for the Civic Precinct interpretation.

By undertaking a site visit of the precinct and Town and also meeting with the local community a better appreciation and understanding of the history and culture of Narembeen will be achieved.

These meetings and discussions will greatly assist in ensuring the interpretation outcome has ownership within the local community, relevance to visitors and meet the standards of the Heritage Council of Western Australia.

The following tasks will be undertaken in the preparation of the Interpretation Plan:

- Review all the relevant documentation (Heritage Assessments, Conservation Plans, Municipal Heritage Inventory, Pioneers of Narembeen by Iris Bristow) to have an awareness of the historical themes associated with the Civic Precinct to ensure a clear understanding of the cultural heritage significance
- Meet with State Heritage Office representatives to confirm the brief for the Plan
- Meet with Shire of Narembeen Councillors, Officers, Historical Society, community groups and individuals to discuss issues relevant to the Interpretation Plan
- Site visit of the Civic Precinct and the Town of Narembeen
- Based on the State Heritage Office Interpretation Guide and the National Trust of Australia (WA) Sharing our Stories document prepare an Interpretation Plan
- The Interpretation Plan will include:
  - Research and analysis of the background information
  - Analysis of the site, visitors and issues
  - Consultation with stakeholders
  - Audience profile
  - Identification of themes and stories
  - List of interpretation options
  - Concept design for preferred option
  - Prepare cost estimates for the preferred interpretation option
  - Implementation timeframe

- Consult with the Shire Officers on the draft document. Address comments arising from the draft submission
- Meet with the State Heritage Office representatives to discuss the recommendations arising from the draft Interpretation Plan. Address any issues arising from the meeting
- Issue the final Interpretation Plan.

### **Experience**

#### Stephen Carrick

I am a registered architect with extensive experience and expertise having worked in private practice in Sydney from 1985 to 1992, for the Western Australian Government from 1992 to 2009 and from 2009 in private practice specialising in all aspects of heritage conservation work. I am a former Acting Director of the Heritage Council of WA and was responsible for managing the Development Referrals Program, Assessment and Registration Program, Grant Funding and the Heritage Advisory Program within the Heritage Council. I have previously been responsible for conservation programs for sites such as the World Heritage listed Fremantle Prison.

I am on the University of Western Australia's Consultant Panel for Heritage Advisory Services and Building Conservation and in July 2013 I was appointed to WALGA's Panel of Regional Heritage Advisory Services. I prepared Heritage Strategies for the Shires of Jerramungup and Gnowangerup and in association with Patric de Villiers reviewed Character Protection Areas for the City of Bayswater. I am the Heritage Advisor to the Shire of Derby/West Kimberley.

Stephen Carrick Architects is an architectural practice focussing on all aspects of heritage and conservation architecture with specific expertise in conservation planning (including heritage assessments and conservation plans), heritage impact statements, interpretation, conservation works, adaptive reuse of buildings and structures and infill in heritage streetscapes.

In 2012 Stephen Carrick Architects in association with Savagely Creative and Creative Spaces prepared an Interpretation Concepts Plan for the Midland Railway Workshops. The Interpretation Plan was commissioned by the Midland Redevelopment Authority, which transitioned into the Metropolitan Redevelopment Authority (MRA) in January 2012.

In late 2013 I was an expert heritage witness in the State Administrative Tribunal for a property at 53 Tenth Avenue, Inglewood. I was also an expert heritage witness for the City of Fremantle for 13 Jewell Parade, North Fremantle (2014-15) and for a private owner for 27 Clifton Crescent, Mount Lawley (2014).

I have attached my curriculum vitae and Company Capability Statement.



### Megan Patterson

Megan founded Zebra Creative with the sole goal to deliver outstanding creative and bespoke service with out the layers and structure of a large agency.

Having worked in design across multiple clients and disciplines in a number of locations including Perth, Sydney, Melbourne, Brisbane, Auckland, Brunei and Singapore, Zebra Creative allowed Megan to combine her design background with her strong strategic abilities and management skills.

Megan's project and strategic direction is guided by her innate curiosity and belief that each project Zebra Creative undertakes should be given the same attention and scrutiny regardless of size. She believes the solution must be an experience and tell a story regardless of the medium, it should stand out, connect and relate to the audience.

Her unique combination of strategy, design, management and a passion for partnering with clients and collaborators to deliver unexpected outcomes that deliver both socially, environmentally and commercially drive the way in which Zebra Creative work.

Attached are curriculum vitae for Megan Patterson and Travis Black. Also attached is a range of previous interpretation projects by Zebra Creative and Stephen Carrick Architects.

### **Fee Proposal**

To undertake the tasks listed in the above scope of work:

Professional Fee		\$ 11,600.00
Disbursements		
Petrol	\$ 120.00	
Travel 7hrs x \$75.00 <sup>1</sup> x 3No.	\$ 1,575.00	
Accommodation (Narembeen Motel)	\$ 210.00	
Meals	\$ 200.00	\$ 2,105.00
<hr/>		
Sub total		\$ 13,705.00
<hr/>		
Goods and Services Tax		\$ 1,370.50
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<b>FEE PROPOSAL</b>		<b>\$ 15,075.50</b>

### **Timing**

We propose a site visit and meetings in early November 2015. The draft Interpretation Plan would be completed by 22 February 2016 and final Interpretation Plan by 21 March 2016. A progress payment will be claimed at draft document submission stage and final claim on delivery of the final Interpretation Plan.

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<sup>1</sup> WALGA rates for Stephen Carrick Architects are \$75.00p/h for travel

Please do not hesitate to contact me (email [stephen.carrick09@gmail.com](mailto:stephen.carrick09@gmail.com) or mobile 0457 309 201) if additional information is required or if you would like to discuss any aspect of my proposal.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stephen Carrick', with a stylized flourish at the end.

Stephen Carrick

**Director**

**Stephen Carrick Architects Pty Ltd**

Attach: Stephen Carrick Architects Capability Statement & Stephen Carrick Curriculum Vitae  
Curriculum Vitae for Megan Patterson and Travis Black  
Previous Interpretation Projects

## Details of Similar Work

### Zebra Creative

**Client:** Metropolitan Redevelopment Authority  
**Project:** Perth Cultural Centre

Not touched for 30 years the Perth Cultural Centre (PCC) underwent a revitalisation programme under the East Perth Redevelopment Authority (EPRA). We were engaged to deliver the vision for the project and provide a wayfinding and signage and programme for the space. Partnering with consultants such as place makers, landscape architects, lighting specialists, heritage consultants, provided fertile ground for what has been a highly successful transformation of a forgotten area of the Perth inner city.

### Client

We were appointed by EPRA (now Metropolitan Redevelopment Authority) in 2008 and completed the work on the project in early 2010. Our sense of place approach to the wayfinding and signage project was clear from the outset and was what led to our initial appointment. With a clear vision and innovative design and planning – and in partnership with local government, communities and industry the MRA's remit is to revitalise communities and create a distinctive sense of character and place that will transform Perth city and redefining key areas of metropolitan Perth for generations.

### Brief

To provide a wayfinding and signage solution for the space that supported the other improvements and works being undertaken in the PCC.

### Challenge

Bringing together the disparate views of a client, seven key stakeholders, a tired space and a need to deliver a solution that was to be permanent enough to stay and temporary enough to be removed at the point the next upgrades were to be made.

### Solution

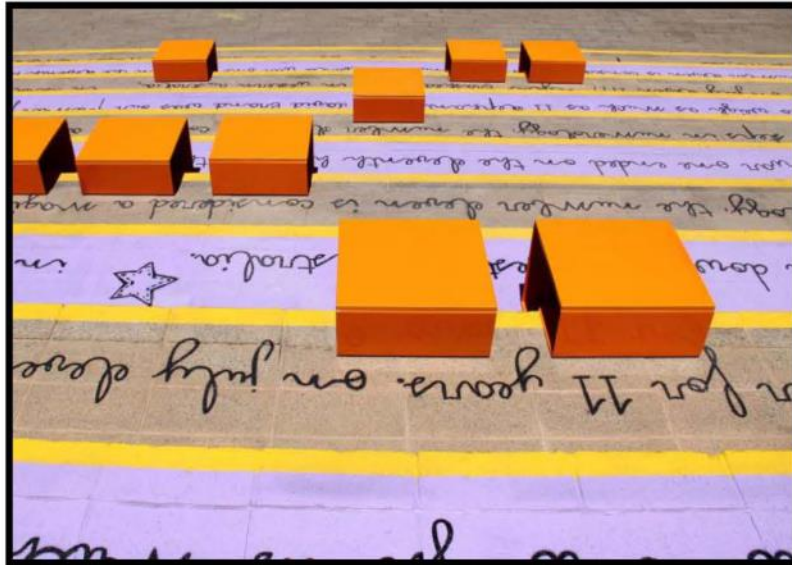
We developed an overall strategy for how we would approach the interpretation of the space, whilst instilling a sense of place through it. We wanted to bring the elements from inside the cultural centre buildings outside into the surrounding space to inspire a sense of place.

*"A new way to look at the cultural centre. Words and wisdom from the library. Images and ideas from the art gallery. History and knowledge from the museum. Energy and imagination from the performance space."*

To spill all of this into the surrounding area so visitors would be engaged and encouraged to step inside. It would also draw you from the outside in. We also wanted visitors to take something home with them, a phrase from the steps, a story on a bench, a moment of contemplation in the circle, a fact from the urban orchard.

To deliver this we agreed our position would be *'fostering the imagination.'*

Our position then drove everyone of our touch points – story telling, history, language, colour palette, tone of voice, structure, materials - and in turn became the driver for all other disciplines – landscaping, furniture, lighting, place making and communications.



Perth Cultural Centre – Interpretation



Perth Cultural Centre – Interpretation



## **Zebra Creative**

**Client:** Metropolitan Redevelopment Authority  
**Project:** Elizabeth Quay

Elizabeth Quay (formerly Perth Waterfront) is a \$2.6billion project that will return the city's focus to the iconic Swan River and enhance Perth's reputation as one of the most liveable cities in the world. It is the centre piece of a bold plan to revitalise central Perth.

### **Client**

The Metropolitan Redevelopment Authority (MRA) appointed us to the project on the strength and success of the work we had delivered on the Perth Cultural Centre.

The project itself was ambitious and was to deliver new inner-city residential options as well as much-needed hotel and short-stay accommodation, and significant additional commercial space. It was just one of several major urban developments being undertaken that would help position Perth as contemporary, international city. For this reason they wanted from the outset to deliver a solution that was befitting of a project this size and significance.

### **Brief**

The community sentiment towards this project was varied. The construction period would see the site change, morph, realign, close roads, block traffic, impede trade, disrupt access. It would also be the target of opponents and be the focus of the media. For this reason it was important to the MRA and the State Government that during the construction phase the site had a voice of its own and was clear in its position of *'The river, the city together again'*.

### **Challenge**

Give the project a voice and a personality people could connect to rather than the version presented by the media and politicians.

### **Solution**

A modular system of construction hoarding that delivered interpretation for the site, wayfinding, key messages, regulatory signage, project information, stakeholder identification and perimeter engagement. Rather than nearly 1km of black form ply hoarding with big logos and safety messages we embarked upon an ambitious narrative around the entire site that combined all of the messaging needs. The system allowed for site changes to be accommodated and for elements to be relocated as required.

The creative solution had construction at its heart and we deliberately used materials that would be found on site, ply, concrete, metal, form mesh, paint and IBC tanks. We reworked concrete pipe into viewing modules, IBC tanks into lighting structures, sea containers into entry statements, ply into heritage totems. We saw all items through from strategy, concepting, design, mapping, planning, engineering, approvals, construction, manufacture, site assessment, installation.



Signage and interpretative construction hoarding - Elizabeth Quay

As a subtext to the main hoarding was a heritage trail that told the story of the site and how from its original use to present day it has been many things to many people. The heritage component featured 11 stories. All told using a set of modular components – title totem, narrative ply panel and illustrative banner. The stories ranged from the triumphant Americas Cup win to the sites original use as a bazaar. Each story was chosen, researched, written and illustrated. Their inclusion in the construction hoarding was all part of the strategy to get people to connect with the site and understand that the reconnection of the river to the city was as it had been in the beginning.

The hoarding was also required to direct people during construction, as well as highlight the Barrack Street Jetty precinct and its retailers. The site hoarding used a number of elements to provide wayfinding around the site. These included stencils, sidewalk paver decals, temporary fencing solutions.



Narrative Ply Panels and Illustrative Banners – Elizabeth Quay

## **Zebra Creative**

**Client:** Western Australia Cricket Association  
**Project:** WACA Rebranding

The Western Australia Cricket Association (WACA) was undergoing a transformation on many levels. A new CEO, a redevelopment project and one hell of a summer of Cricket. The Ashes Test was rolling in to town after Australia's crushing defeat in England, and the ground wayfinding signage and interpretation had not been touched in well over a decade.

### **Client**

The Western Australian Cricket Association is an organisation made up of a board, management team, players association and membership. It is a diverse community with varied interests. WACA Membership is prestigious and coveted, and the WACA recognises the value Members place in their Membership. They along with the player association have a strong voice and point of view. The client appreciates their steadfast support, which plays an integral part in the development of cricket within Western Australia, for this reason they need to be engaged in the process.

### **Brief**

Review of the overall ground to deliver a full signage and interpretation plan. Project to cover off arrival through to departure at the end of a game inclusive of injecting the WACA brand personality and history through the ground. Review of the way the ground operates on non-game days, which represents nearly 80% of the year was also required.

### **Challenge**

Redefining of the WACA brand through the presentation of the ground via the wayfinding and interpretation. Consideration of public and member areas and the discernment between the two.

Additional to this was the plethora of signs across the ground and the 'house that Jack built' quality of the infrastructure and services. The ground was a historical timeline of signage design, as signs had just been added to another sign rather than a removal and replace.



Directional signage for the Stratton Gate Entry to the WACA

### **Solution**

A strong clean legible voice with strong brand cues and expression across the ground. The system needed to be highly functional, but at the same time in agreement with the client we wanted to give the ground a voice, a personality and a dialogue.

The WACA is world-renowned. It is known for its fast pitch and is considered one of the top five cricket ovals in the world. The issue was whilst the pitch stacked up the surrounding ground and visitor experience didn't.

From the moment you arrive you need to know you are at the WACA. Previously with no front door, it was imperative that we gave the ground one. An ambitious undertaking with only six weeks until the Ashes, but we knew it was a not negotiable when the ground would be on the world stage. Once the entry statement was agreed all the other touch points of the journey was like continuing a conversation. We had said 'hello' and needed to keep talking.



The scope of the project included solutions for the gates, WACA administration building exterior and interior, WACA reception, members area, Lillee Marsh and Prindiville Stands, amenity signage, directional signage, temporary stand identification, membership office, corporate and hospitality areas and boxes, museum and historical and brand expression.

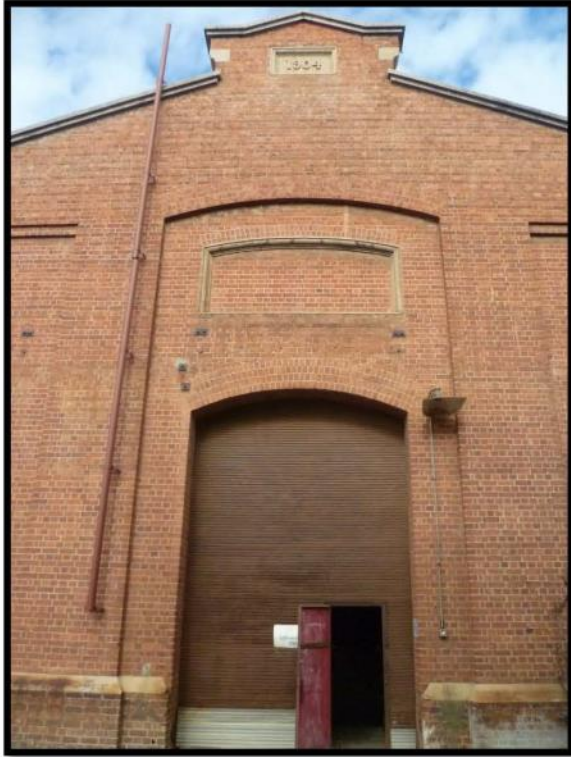


WACA Entry Statement

**Stephen Carrick Architects**

**Interpretation Concepts Plan for Midland Railway Workshops**

The Interpretation Concepts Plan for Midland Railway Workshops was commissioned by the Midland Redevelopment Authority, which transitioned into the Metropolitan Redevelopment Authority (MRA) in January 2012.



**One of the Workshop Buildings**

The workshops is an example of a major early 20th-century railway workshop comprising buildings, plant and equipment, roads, railway tracks, open spaces and landscape elements. It was the most substantial industrial complex established by the West Australian Government and contained the main workshops serving the West Australian Government Railways from 1904 until 1994, during which time it played a major role in the economy, development and daily life of the State.

As part of the brief for the project the consultant team was asked to prepare an overall Interpretation Concepts Plan for the site, reviewing and consolidating previous studies and existing interpretive measures and then providing guidelines and design concepts for implementation as redevelopment of the site moves forward. The team was also asked to apply these principles to Block One as a Demonstration Model. This building was constructed in 1904 as part of the original site and has been identified as being of exceptional significance.





**Workers Wall at the Midland Railway Workshops**

Interpretation is a way of engaging people in the stories and cultural heritage significance of a place. An Interpretation Concepts Plan identifies ways to tell the stories of a place, and ensure that the social, historic, aesthetic and scientific values of a place remain embedded and continue to resonate through future developments and changes of use. The philosophy for interpretation at the Midland Railway Workshops is to ensure that every opportunity is taken to embed interpretation throughout the site and in every new development.

The Interpretation Plan comprised five distinct sections:

1. **Background and Principles** – Sets the scene for the interpretation concepts plan, defining terms, identifying significance and providing an overview of previous studies undertaken.
2. **Interpretation** – Discusses what interpretation is and introduces the interpretive vision, principles and themes for the site.
3. **Concepts and Designs** – Identifies interpretation zones, interpretation media and offers interpretation design concepts for the Midland Railway Workshops as a whole. Indicative or notional costings are included.

4. **Demonstration Model – Block One** – Develops interpretation of Block One as an example of how interpretation would be developed for a particular part of the site and provides a suggested approach.
5. **Management and Implementation** – Identifies management issues, challenges and provides recommendations for implementation of the interpretation concepts plan and its incorporation into future development projects.

Options for the adaptive reuse were the primary focus of planning for the Workshops into the future and included precincts for educational, medical, creative industries or performance arts.

The vision for the interpretation of the Workshops is:

*To keep alive the stories of the Midland Railway Workshops through a range of innovative and sustainable techniques to ensure that present and future generations appreciate the role the Workshops played in the development of Western Australia.*

The central theme for the interpretation of the site is:

*From the Midland Workshops came both the infrastructure and skills that helped to build the state of Western Australia. The preservation of the buildings, machinery and stories of the Workshops give us a unique insight into an important chapter of industrial and WA history.<sup>1</sup>*

There were three sub themes:

- The Place
- The Trades
- The People

Interpretation principles were established for the site; buildings; machinery and equipment; signage and interpretive panels; recording and documentation and interpretation measures and approach to guide the development of interpretation.

Interpretive media was suggested for various locations around the site, as well as the important stories associated with that specific site. Based on this information and building on the existing interpretation, design concepts were developed and graphically illustrated for areas such as the Walkways; Interiors; Dust Extraction System; Machinery; Shunting Yard; Interpretive Play Space and Interpretive Water Space.

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<sup>1</sup> Forrest Cultural Consulting (2008) Midland Rail Workshops Interpretation Plan



#### Example of Proposed Interpretation for the Walkways between the large Workshop Buildings

The Interpretation Concept Plan was specific to provide clear guidance to future developers, tenants and managers, whilst being flexible enough to allow for future developments in interpretation techniques. In addition, the plan ensures that management and maintenance issues are kept to a minimum. As such, the report provided suggestions, but was not prescriptive about the media that can be used to present the stories.



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**MEGAN PATTERSON**  
DIRECTOR - STRATEGY



- 
- *Strategic direction and insight*
  - *Specialist brand, signage and wayfinding*
  - *Project direction*
  - *Financial control*
  - *22 years industry experience*

**EDUCATION**

Bachelor of Arts (Design)  
First Class Honours  
Graphic Design (Major)  
3D Design (Minor)  
Curtin University of Technology

**RELEVANT EXPERIENCE**

- *Wayfinding and signage programme - Jerudong Park, Brunei*
- *Wayfinding programme - Visa, Sydney Olympics for both hotel and Olympic Park hospitality*
- *Building signage interior and exterior - Surf Life Saving Western Australia*
- *Wayfinding and signage programme Western Australia Cricket Association (WACA)*
- *Signage and interpretative construction hoarding - Elizabeth Quay, MRA*
- *Wayfinding and construction hoarding - 140, Cbus Property*
- *Building and reception signage - Aspen Property*
- *Signage programme and sales office exterior and interior - Cedar Woods, WA*
- *Wayfinding and signage programme - Auckland International Airport*
- *Building signage - interior and exterior - Silver Chain*
- *Wayfinding programme and place activation - Perth Cultural Centre, MRA*
- *Wayfinding and construction hoarding 480 Hay Street, BGC Construction*

Megan founded Zebra Creative with the sole goal to deliver outstanding creative and bespoke service with out the layers and structure of a large agency.

Having worked in design across multiple clients and disciplines in a number of locations including Perth, Sydney, Melbourne, Brisbane, Auckland, Singapore and Brunei. Zebra Creative allowed Megan to combine her design background with her strong strategic abilities and management skills.

Megan's project and strategic direction is guided by her innate curiosity and belief that each project Zebra Creative undertakes should be given the same attention and scrutiny regardless of size. She believes the solution must be an experience regardless of the medium, it should stand out, connect and relate to the audience.

Her unique combination of strategy, design, management and a passion for partnering with clients and collaborators to deliver unexpected outcomes that deliver both socially, environmentally and commercially drive the way in which Zebra Creative work.

Megan's work methodology and thinking can be best seen on project such as the Perth Cultural Centre (PCC), where the standard for wayfinding in such a space, were reinterpreted so the wayfinding would be an extension of the space with a clear narrative and story to tell. More than just signs in the ground, she was adamant that it must be part of the fabric of the PCC and be an expression of the brand.

**CLIENTS**

Visa, Fox Studios Australia, Coca Cola, Fairfax, PricewaterhouseCoopers, Tabcorp, Westpac, BGC Construction, Cbus Property, Camp Quality, Vodafone, Unilever, Diageo, the Australian Stock Exchange, DB Breweries, Auckland International Airport, Air New Zealand, Brookfield, Surf Life Saving WA, Bankwest, HBF, Metropolitan Redevelopment Authority (MRA), Royal Life Saving Society of Western Australia, Stockland, Western Australia Cricket Association (WACA) and LandCorp.

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M — 0432 023 760  
E — [megan@zebracreative.net.au](mailto:megan@zebracreative.net.au)



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**TRAVIS BLACK**  
DIRECTOR – DESIGN



**EDUCATION**

Advanced Diploma of Arts -  
High Distinction  
Double major in Graphic and  
Packaging Design  
Western Australian School of  
Art and Design

**RELEVANT EXPERIENCE**

- *Building signage interior and exterior, graphics and 3D murals - Middle School Building - Camberwell Girls Grammar School, Victoria*
- *Wayfinding and signage programme Western Australia Cricket Association (WACA)*
- *Wayfinding programme - Ellenbrook Shopping Centre, WA*
- *Wayfinding and construction hoarding 480 Hay Street, BGC Construction*
- *Signage programme and sales office exterior and interior - Cedar Woods, WA*
- *Signage and interpretative construction hoarding - Elizabeth Quay, MRA*
- *Wayfinding and signage programme - Royal Flying Doctor Service, National*
- *Interpretative Design - Champions Thoroughbred Racing Museum, Victoria*
- *Building signage interior and exterior - RASV Building, Melbourne Showgrounds*
- *Building signage programme - Anglicare WA*

- *Perth, London and Melbourne*
- *Outstanding brand experience*
- *Extensive wayfinding experience*
- *Strategic thinker*
- *Over 10 years experience*

Compelled by the view that design is equal parts head and heart. Travis' responsibility is to create experiences that engage emotionally and intellectually.

Over his ten years of experience on either side of the country and in London, he has led many projects ranging in scale from rebranding a West Australian sporting icon, the WACA, to a significant signage and wayfinding project for the same client through to destination branding our new waterfront development Elizabeth Quay and bespoke design projects for Southwest wineries. It is the breadth and depth of these projects that has seen Travis develop and ability to partner with clients and lead a team through to outcomes that have been awarded locally and nationally.

His commitment to putting the end user or consumer at the core of his design solutions set him apart. Not driven by aesthetic alone, his design outcomes must be true and authentic. They must have a story to tell, a voice, a narrative. This approach is also seen in his wayfinding work. Believing that at the heart of wayfinding and signage there needs to be a sense of place delivered hand-in-hand with a legibility that allows people to immediately feel comfortable. It must interpret the place from a human perspective and then order them to assist in making them legible.

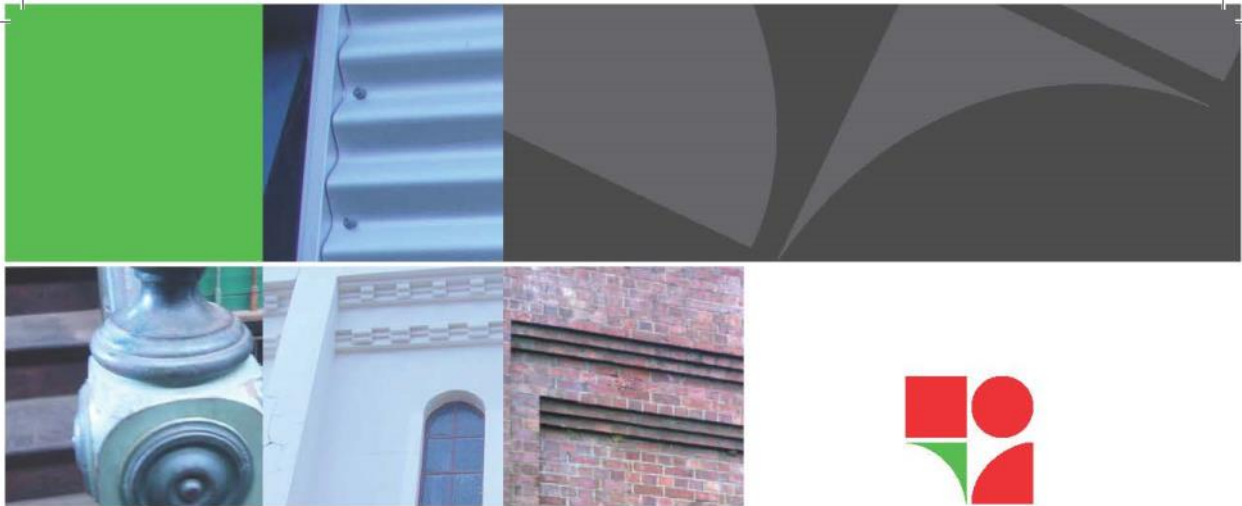
Travis is a collaborative designer and knows it is vital to a project's success to work with other professionals that can add a voice to the sense of place we are instilling. In the case of wayfinding and signage it is a holistic approach engaging with other professionals - architects, urban planners, landscape architects, lighting designers, public and street artists, engineers to bring together all viewpoints into a single voice.

**CLIENTS**

*Anglicare, Diageo, Royal Flying Doctor Service National, Metropolitan Redevelopment Authority (MRA), Western Australia Cricket Association (WACA), Surf Life Saving WA, Brookfield, World Square, King Street Wharf, Coles Group, Officeworks, Royal Agricultural Society of Victoria (RASV), Melbourne Showground, Woods Baggot, Bankwest, Mercedes Benz, Public Transport Authority (PTA), Department of Transport, Rio Tinto, Silver Chain, Savills WA, Stockland, TAB, Western Australian Government, BGC Construction.*

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**stephencarrick**  
ARCHITECTS Pty Ltd

Stephen Carrick Architects is an architectural practice that focuses on all aspects of heritage and conservation architecture with specific expertise in:

- The adaptive reuse of buildings
- Alterations and additions to heritage buildings
- New buildings located in a heritage streetscape or context
- Conservation planning and all aspects of heritage management
- Liaison with regulatory authorities

Stephen is a registered architect with 25 years experience in the conservation and management of heritage sites. His experience and expertise have been developed from extensive work on large and small heritage projects in both metropolitan and regional Western Australia.

Stephen worked for the Western Australian Government from 1992 to 2009 in the areas of development application approvals for built heritage, conservation works, heritage advice and the heritage assessment of buildings. This experience provides Stephen with a unique ability to provide clients with creative, practical and viable solutions to sites involving heritage places.

Stephen Carrick, Director

|m| 0457 309 201

|e| stephen.carrick09@gmail.com

|a| PO Box 578 Scarborough WA 6922

#### HERITAGE MANAGEMENT

- Heritage Assessments
- Conservation Plans
- Local Government Heritage Inventories
- Heritage Management Strategies
- Heritage Impact Statements
- Grant Funding

#### DEVELOPMENT

- Alterations and Additions to Heritage Places
- New buildings adjacent to Heritage Places
- Heritage Advice

#### CONSERVATION

- Conservation of Buildings and Structures
- Conservation Work Schedules

#### REGULATORY AUTHORITY LIAISON

- Facilitate Planning & Development Application Approvals

CONTEMPORARY HERITAGE SOLUTIONS



## AGENDA ITEM: 9.5.8 - Lotterywest Grants

<b>Subject:</b>	Lotterywest Grants for Shire of Narembeen Projects
<b>Applicant:</b>	Sheree Thomas
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Sheree Thomas, Community & Economic Development Officer
<b>Date:</b>	6 <sup>th</sup> October 2015
<b>Attachments:</b>	Nil

### BACKGROUND

Every year approximately 1000 groups share in Lotterywest Grants totaling millions of dollars raised from the sale of Lotterywest Games. Lotterywest grants support a variety of projects and organisations that improve the lives of Western Australians.

Council feedback on an application to Lotterywest on three possible projects is sought. Councillors may have other projects that could also be considered.

### COMMENT

Lotterywest have many grant types and the Shire of Narembeen has current projects which potentially could be suitable for Lotterywest funding.

Possible projects Council may like to consider for Lotterywest funding include:-

<b>Grant type:</b>	<b>Community Spaces Outdoor</b>
<b>Project:</b>	<b>Playground at Narembeen Recreation Centre</b>
<b>Grant Amount:</b>	<b>Project cost to be developed</b>

### What the grant supports:

- Creation of skate parks
- Development of playgrounds
- Memorials marking our culture, heritage and community sentiment
- Design of community gardens to promote sustainable living
- Earthworks, play equipment and shade facilities
- Temporary infrastructure that may make public spaces more welcoming for people

### What Lotterywest looks for:

- Community and stakeholder support including any foreseeable increases in community involvement resulting from the grant project
- Planning that demonstrates the facility will meet community need. For further details please refer to our grants for Organisational development
- Ability of your organisation to manage and maintain the outdoor space
- Long term viability of the space and your organisation
- Contributions from relevant sources. Our grants are intended to be complementary
- Safe, secure and affordable spaces that are open to the whole community and are accessible and usable for people with disability
- Planning and building approvals and compliance to relevant codes, standards and legislation
- Consideration of heritage and environmental factors

<b>Grant type:</b>	<b>Heritage &amp; Conservation</b>
<b>Project:</b>	<b>Lesser Hall</b>
<b>Grant Amount:</b>	<b>Project cost to be developed</b>

**What the grant supports:**

- Conservation of natural heritage  
Grants are provided to conserve natural habitats and maintain the diversity of animal and plant species. The grant may support planting, fencing, marketing material, conservation equipment and control activities
- Conservation of cultural heritage  
Grants are provided for conservation work on places or objects of significant heritage value. The grant may support conservation plans, 'moveable' museum items, and building preservation for broader community use.
- Interpretation of cultural heritage  
Grants are provided to explain and help us to understand more about ourselves and our environment. The grant may support interpretive signage, publications, an education program and interpretation plans.
- Community histories  
Grants are provided to help people or a community record and share their history. The grant may support an oral history, Aboriginal language preservation, a community history or significant historical event.

**What Lotterywest looks for:**

- Community benefit and significance
- Community access and support
- Skills and capability to carry out the project
- Planning and project management
- Adherence to conservation practices and standards
- Consultation with stakeholders
- Consent under the Aboriginal Heritage Act (if works may impact on an Aboriginal heritage site)

**Additional documents required** (specifically for interpretation of cultural heritage):

- An interpretation plan (which may include a site plan, floor plans, furniture designs, and how conservation and environmental issues will be addressed)
- Details of a collection management policy (where relevant)
- A consultant's brief (if the application includes the preparation of an interpretation plan)

**Grant type:** Trails  
**Project:** Lake Walker Fitness Circuit  
**Grant Amount:** Project cost to be developed

**What the grant supports:**

- Planning – e.g. trails master plans; design and development of Aboriginal cultural trails.
- Construction – e.g. construction of trails for walking; mountain biking and horse riding.
- Upgrade – e.g. additional infrastructure such as a viewing platform; track signage improvements.
- Promotion and resources – e.g. website providing information on local trails; trail maps.

Consultation with The Department of Sport and Recreation (DSR) forms part of the assessment of the application. Before submitting an application, we must contact our local DSR office for advice and specific assistance in completing your application.

**What Lotterywest looks for:**

- Community involvement in trail management, upkeep and promotion
- A consultant's brief or project scope
- Trails designed for multiple users
- Consultations and planning with trail users
- Agreement of stakeholders including local government(s) and land managers
- Strategies for trail promotion
- A trails management plan including trails management, maintenance and sustainability
- Design considerations and specifications
- Active involvement of Indigenous people and communities (as appropriate)

**PROJECT CONSIDERATIONS**

**Playground at Narembeen Recreation Centre**

Council to consider if the playground is a necessity. If Council were to proceed, the location of the playground at the Narembeen Recreation Centre grounds would need to be decided. If the ideal location is the area where the cricket nets are currently located, relocation of the nets would need to be considered. Council would possibly need to seek funding support from the Department of Sport & Recreation to assist with the relocation of the nets.

**Lesser Hall**

Cr Cole, Cr Vaughan & CEO - Chris Jackson to meet with the Heritage Council to verify what is expected from Council in relation the Archival Record and Interpretation Plan for the Lesser Hall. Application for funding is dependent upon this outcome and Council's decision to proceed with the project.

**Lake Walker Fitness Circuit**

Council to consider the benefits of providing a fitness circuit to the community. The Shire of Narembeen received Department of Transport funding in 2006 for a sealed path around the lake but due to higher than expected cost the funds were not utilised. The fitness trail would complement physical activities with our local gym in an outdoor setting. This development will be located around Lake Walker that is on the west side of Narembeen town. This circuit will have seven different stations that will have explanatory signs showing the correct way to use it and will provide clear instructions to get the most of it in a safe manner. The exercise stations will easily accommodate one person or groups of people.

**STATUTORY IMPLICATIONS**

Nil

## FINANCIAL IMPLICATIONS

Projects yet to be fully costed.

## POLICY IMPLICATIONS

Project viability will need to be considered from two perspectives. Whether the project/s can be completed on time and within budget and whether the project/s will be sustainable. Important aspects that may be considered in relation to the overall viability of the project/s include:-

- evidence of the Council's expertise/skills to deliver the project, and sustain it into the future;
- cash flow projections of the project (if applicable) and evidence to support the projection;
- clear demonstration of ownership of asset, or title over the asset for at least five years after completion of the project;
- all statutory and other approvals required if relevant for the project;
- financial information including quotations, cost estimates and budgets for the project;
- budget and costings for the project/s to be funded by Lotterywest;
- information on whether there is any need for planning approvals or licences and that these requirements have been met or fully considered;
- project delivery information including business and project plans and cash flow projections;
- ongoing maintenance and management strategies;
- details of the project
- funding that may be required for any future stages of the project/s;
- details of the purpose of the completed project;
- project timeframes;
- the results of any independent viability assessments if undertaken

## STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2013-2017 and the Shire of Narembeen Corporate Business Plan 2013-2017

### Playground at Recreation Centre

Strategy	Action	Measures & Targets
2. A Shire of excellence in accessible infrastructure and services	2.1 Inclusive sport and recreation participation, with diverse activities and facilities	2.1.1 Complete the upgrade to the Narembeen Recreation Centre (including co-location of the bowling greens) CEO 2.1.5 Continue to maintain and enhance, subject to the annual budget the various playgrounds, Apex Park, Walker Lake, Ski Lake and skate park

### Lesser Hall

Strategy	Action	Measures & Targets
2. A Shire of excellence in accessible infrastructure and services	2.1 Inclusive sport and recreation participation, with diverse activities and facilities	2.1.4 Maintain the Town Hall and demolish the Lesser Hall CEO

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

- Considers all 3 projects.
- Nominate one project for an application to Lotterywest.
- Discusses the degree of community consultation required for the application

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## **AGENDA ITEM 9.5.9 - Occupational Safety & Health Policy**

<b>Subject:</b>	Occupational Safety and Health Policy
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	14.30.90
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Kellie Mortimore
<b>Date:</b>	22 September 2015
<b>Attachments:</b>	Draft Occupational Safety and Health Policy

### **BACKGROUND**

The aim of the Occupational Safety and Health Policy (copy attached) is to ensure a safe workplace for all employees at the Shire of Narembeen.

### **COMMENT**

The Shire of Narembeen, as an employer has a duty of care to provide and maintain a working environment that is safe and without risks to safety and health for employees.

The Shire understands that creating and maintaining a safe and healthy working environment is a major part of the Shire's overall responsibilities. Additionally, all employees have an obligation to ensure the safety and wellbeing of themselves and all other employees.

To ensure that all Staff, Councillors, Contractors and visitors alike are aware of the Shire's commitment to provide a safe workplace the Policy outlines the expectations of all parties.

### **STATUTORY IMPLICATIONS**

Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996  
Australian Standard 4308  
Australian Standard 3547

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

The policy implications arising from this report are in adherence and co-ordination with:

1. Shire of Narembeen Strategic Community Plan 2013-2023
2. Shire of Narembeen Corporate Business Plan 2013-2017
3. Shire of Narembeen Code of Conduct
4. Shire of Narembeen Policy Manual

### **STRATEGIC PLAN REFERENCE**

Shire of Narembeen Strategic Community Plan 2013-2023  
Civic Leadership  
Provide a safe, healthy and inclusive work environment.

### **RELATED PARTY TRANSACTIONS**

Nil



### **OFFICER RECOMMENDATION**

That Council adopts the draft Occupational Safety and Health Policy for incorporation as an official policy of the Council at Item 4.3.25 of the Policy Manual.

### **COUNCIL RESOLUTION**

That Council adopt the draft Occupational Safety and Health Policy for incorporation as an official policy of the Council at Item 4.3.25 of the Policy Manual.

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

# OCCUPATIONAL SAFETY & HEALTH POLICY



The Shire of Narembeen provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

This Occupational Safety & Health Policy has been approved and endorsed by the Shire of Narembeen Council and aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

The Shire of Narembeen recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

Our goal is to prevent all occupational injuries and illness and we will seek to achieve this by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps safety and health representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding occupational safety and health at the workplace.
- Assisting the Safety and Health Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Narembeen will implement and maintain an ongoing occupational safety and health program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in accordance with the Shire of Narembeen's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Document ID: OSH Policy 4.3.25	Issue Date: October 21, 2015
Authorised By: CHIEF EXECUTIVE OFFICER	Review Date: Annual Policy Manual Review

## AGENDA ITEM: 9.5.10 - Amendment to Fees and Charges

<b>Subject:</b>	Amendment to Fees and Charges
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	4.21.25
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Senior Finance Officer
<b>Date:</b>	14 October 2015
<b>Attachments:</b>	Nil

### BACKGROUND

When Council is imposing or adopting fees and charges, they are included in its annual budget process. Fees and Charges can be imposed at any time during the year or amended from time to time during a financial year provided it advertises the proposed changes accordingly. (Absolute Majority required)

### COMMENT

A recent review of charge out rates on Council plant have revealed there is a number of plant that do not have charge out rates included in Council's Fees and Charges.

Now that planning is underway for the bypass road to be undertaken, staff thought this was a good time to review all plant charge out rates. Given the size of the upcoming job, other charge out rates such as over time and standby rates may also be beneficial.

Currently, plant inclusive of labour is charged out as follows:

<b>Plant Inclusive of Labour (Per Hour Charge)</b>	<b>FEE</b>	<b>GST</b>	<b>TOTAL</b>
Case Loader	\$ 250.00	\$ 25.00	\$ 275.00
Grader	\$ 200.00	\$ 20.00	\$ 220.00
Large Truck (> 5 Tonne)	\$ 150.00	\$ 15.00	\$ 165.00
Small Truck (< 5 Tonne)	\$ 120.00	\$ 12.00	\$ 132.00
Backhoe	\$ 150.00	\$ 15.00	\$ 165.00
Semi & Low Loader	\$ 160.00	\$ 16.00	\$ 176.00
John Deere Tractor and implement	\$ 130.00	\$ 13.00	\$ 143.00

Whilst the above prices will not change, the following additions are suggested:

<b>Plant Inclusive of Labour</b>	<b>Normal</b>	<b>Time &amp; Half</b>	<b>Double Time</b>	<b>Daily Standby Rate</b>
Case Loader	\$ 275.00	\$ 297.00	\$ 330.00	\$ 1,650.00
Grader	\$ 220.00	\$ 275.00	\$ 297.00	\$ 1,320.00
Large Truck (> 5 Tonne)	\$ 165.00	\$ 187.00	\$ 220.00	\$ 1,100.00
Small Truck (< 5 Tonne)	\$ 132.00	\$ 165.00	\$ 187.00	\$ 792.00
Backhoe	\$ 165.00	\$ 187.00	\$ 220.00	\$ 990.00
Semi & Low Loader	\$ 176.00	\$ 209.00	\$ 220.00	\$ 1,056.00
John Deere Tractor and implement	\$ 143.00	\$ 165.00	\$ 187.00	\$ 858.00
Rollers	\$ 220.00	\$ 275.00	\$ 297.00	\$ 1,320.00
Water Truck	\$ 165.00	\$ 187.00	\$ 220.00	\$ 1,100.00
Utes	\$ 55.00	\$ 77.00	\$ 99.00	\$ 220.00

## STATUTORY IMPLICATIONS

*Local Government Act 1995 (as amended)*

### Subdivision 2 — Fees and charges

#### 6.16. Imposition of fees and charges

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

*\* Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

*\* Absolute majority required.*

#### 6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
  - (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
  - (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

## FINANCIAL IMPLICATIONS

- Shire of Narembreen 2015/2016 Budget
- Revenue from hire of Council property, Plant and Equipment and revenue from providing statutory services.

## POLICY IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

Nil

## RELATED PARTY TRANSACTIONS

Nil

## OFFICER RECOMMENDATION

That Council adopt the following changes to its Fees and Charges, effective 1 December 2015:

Plant Inclusive of Labour	Normal	Time & Half	Double Time	Daily Standby Rate
Case Loader	Unchanged	\$ 297.00	\$ 330.00	\$ 1,650.00
Grader	Unchanged	\$ 275.00	\$ 297.00	\$ 1,320.00
Large Truck (> 5 Tonne)	Unchanged	\$ 187.00	\$ 220.00	\$ 1,100.00
Small Truck (< 5 Tonne)	Unchanged	\$ 165.00	\$ 187.00	\$ 792.00
Backhoe	Unchanged	\$ 187.00	\$ 220.00	\$ 990.00
Semi & Low Loader	Unchanged	\$ 209.00	\$ 220.00	\$ 1,056.00
John Deere Tractor and implement	Unchanged	\$ 165.00	\$ 187.00	\$ 858.00
Rollers	\$ 220.00	\$ 275.00	\$ 297.00	\$ 1,320.00
Water Truck	\$ 165.00	\$ 187.00	\$ 220.00	\$ 1,100.00
Utes	\$ 55.00	\$ 77.00	\$ 99.00	\$ 220.00

## COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

## AGENDA ITEM 9.5.11 - September 2015 Schedule of Accounts

<b>Subject:</b>	September 2015 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Cordelia Parsons
<b>Date:</b>	6 <sup>th</sup> October 2015
<b>Attachments:</b>	List of Accounts for Payment and Credit Card Statements

### BACKGROUND

A schedule of accounts paid during the month of September 2015 is provided as follows:

Municipal Cheque Account	
Municipal Cash Management Account	\$643,639.25
Trust Cheque Account	
Reserve Account	\$3,407.16
Gold Term Deposit Account	

### COMMENT

The following payments >\$5000.00 were made during the month of September 2015:

EFT7712	03/09/2015	Rydges Perth	Accommodation for local government week 2015 5th - 9th August 2015 - 6 rooms Chris Jackson & partner, Stephen Padfield & partner, Bevan Thomas & partner, Bill Cowan & partner, Greg Vaughan and Rhonda Cole.	\$7,323.70
EFT7719	03/09/2015	WALGA	Local government election advertising 2015	\$13,120.56
EFT7720	04/09/2015	Liberty Oil Rural Pty Ltd	25,000L of diesel @ \$1.1080 cents per litre	\$27,700.00
EFT7721	04/09/2015	Sports Base Construction	Supply and installation of bowls surface 38.5m x 38.5m deposit upon signing contract - 50% of \$397065	\$218,385.75
EFT7722	10/09/2015	Ashworth Office Furniture	New office furniture - Chris Jackson 1x corner workstation 1x filing cabinet 2 draw 1x sideboard 1x wall unit	\$6,242.50
EFT7731	11/09/2015	WA Local Government Superannuation Plan	Superannuation contributions	\$50,344.68
EFT7735	17/09/2015	Australian Taxation Office	BAS August 2015	\$13,899.00
EFT7736	17/09/2015	Avon Waste	398 Domestic Rubbish x 5 wks.	\$17,526.19
EFT7743	17/09/2015	Cardno Geotech	Geotechnical Investigation Additional Testing	\$6,411.65
EFT7744	17/09/2015	Department of Fire and Emergency Services (FESA)	2015/2016 Quarter 1 in accordance with the DFES of WA Act 1998 Part 6a - Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements.	\$12,302.80
EFT7756	17/09/2015	Narembeen Engineering & Steel Supplies	repairs to tow behind road roller, remove existing wheels & axles, complete new frame & body 3x new hub caps	\$22,022.00

EFT7766	17/09/2015	R E George	excavator hire to dig out bowling green 51 hours @ \$187 p/hr Bruce Rock transport fee	\$9,977.00
EFT7777	17/09/2015	Western Australian Treasury Corporation	Loan No. 118 Interest payment - Community Centre & Avoca Farm	\$18,090.40
EFT7778	17/09/2015	Wheatbelt Business Network	RoeROC Business Development Position (1yr)	\$5,500.00
EFT7789	30/09/2015	WA Local Government Superannuation Plan	Superannuation contributions	\$8,688.05
10730	17/09/2015	Synergy – Western Power	electricity charges for the shire office	\$8,532.25

## STATUTORY IMPLICATIONS

### Local Government (Financial Management) Regulations 1996 (FMR)

#### Reg 11. Payment of accounts

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

#### Reg 12. Payments from municipal fund or trust fund

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



### **Reg 13. Lists of accounts**

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

### **FINANCIAL IMPLICATIONS:**

Shire of Narembreen 2015/2016 Operating Budget

### **POLICY IMPLICATIONS:**

Nil

### **COMMUNITY STRATEGIC PLAN IMPLICATIONS:**

Nil

### **OFFICER RECOMMENDATION**

1. That Council receive the Schedule of Accounts for September 2015.
2. That Council receive the Corporate Card Activity Statement for the month of August 2015.

### **COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

**CARRIED /**



# SHIRE OF NAREMBEEN

## SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 21ST OCTOBER 2015 MUNICIPAL ACCOUNT

Chq/EFT	Date	Name	Description	Amount
EFT7687	03/09/2015	AG IMPLEMENTS NAREMBEEN	magnet, bushing & latch for NB685	\$267.06
EFT7688	03/09/2015	AUSTRALIAN SERVICES UNION	Payroll deductions	\$77.40
EFT7689	03/09/2015	CHEFMASTER AUSTRALIA	bin liners for shire office	\$1,254.75
EFT7690	03/09/2015	CODY EXPRESS TRANSPORT	CNA56458	\$150.54
EFT7691	03/09/2015	COMBINED PEST CONTROL WA	termite treatment at the train station building	\$275.00
EFT7692	03/09/2015	COVS	tap 3/4-10 hand inter	\$59.92
EFT7693	03/09/2015	Commander Australia	phone charges for shire office	\$75.41
EFT7694	03/09/2015	EASTERN HILLS SAWS AND MOWERS	1x cable comp throt 2x blade kit 21 x 4	\$127.00
EFT7695	03/09/2015	HARRIS ZUGLIAN ELECTRICS	inspected RCD's and smoke alarm at 17 Dale Crescent	\$273.90
EFT7696	03/09/2015	Henry Schein Regional Pty Ltd	size 2 sensor kit for the dentist surgery	\$35.00
EFT7697	03/09/2015	INTEGRA SERVICES	install 20amp general purpose outlet for combo washing machine & dryer repair outside lighting at caravan park	\$1,711.50
EFT7698	03/09/2015	Koster's Steel Construction Pty Ltd	supply stainless steel handrails for rec centre	\$950.00
EFT7699	03/09/2015	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA Finance Professional PD Day 2015 - Bonnie Cole	\$85.00
EFT7700	03/09/2015	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	analytical services 2015/2016	\$385.00
EFT7701	03/09/2015	Landgate	valuation rolls - minimum charge mining tenements	\$179.35
EFT7702	03/09/2015	Mandurah Holden	45000km service for NB01	\$942.60
EFT7703	03/09/2015	NAREMBEEN HARDWARE & AG SUPPLIES - BUILDING A/C	4x meranti 185x40x2100mm 4x meranti 40x30x2100mm	\$1,498.40
EFT7704	03/09/2015	NAREMBEEN HARDWARE AND AG SUPPLIES	64x 20kg cement bag (grey)	\$897.08
EFT7705	03/09/2015	NAREMBEEN IGA	cleaning products for admin office	\$395.90
EFT7706	03/09/2015	NAREMBEEN MEDICAL CENTRE	level b - surgery consult for Jim Amos on 28/08/2014	\$67.70
EFT7707	03/09/2015	NAREMBEEN TYRE SERVICE	tyres for grader NB195	\$3,415.00
EFT7708	03/09/2015	Narembreen Community Resource Centre	photo lustre print A2	\$16.50

EFT7709	03/09/2015	P M Services Narembeen	waste site attendent hours for 15th-28th August 2015	\$2,496.00
EFT7710	03/09/2015	PC & JE KENNEDY	cement supplied and pour for roller weight barrel NB3521	\$660.00
EFT7711	03/09/2015	PERFECT COMPUTER SOLUTIONS PTY LTD	12/08/2015 deactivate, redownload install and active adobe acrobat XI std on another machine 14/08/2015 looked at DC and DB Backups 14/08/2015 domain controller local disk c was low on space. expanded local disk c, removed old files and checked WSUS data.	\$340.00
EFT7712	03/09/2015	RYDGES PERTH	accommodation for local government week 2015 5th - 9th August 2015 - 6 rooms Chris Jackson & partner, Stephen Padfield & partner, Bevan Thomas & partner, Bill Cowan & partner, Greg Vaughan and Rhonda Cole.	\$7,323.70
EFT7713	03/09/2015	SHIRE OF KONDININ	reimbursement - ranger travel, accommodation & travel to and from narembeen	\$1,031.70
EFT7714	03/09/2015	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	\$512.28
EFT7715	03/09/2015	STAR TRACK EXPRESS	freight - eastern hill saws & mowers	\$107.18
EFT7716	03/09/2015	State Library of Western Australia	delivery of better beginnings program - 16 bags	\$88.00
EFT7717	03/09/2015	TJM Photographics	location photography shoot - new rec centre process interior and exterior imanges with HDR processing and supply all images on disc	\$500.00
EFT7718	03/09/2015	TOLL IPEC PTY LTD	freight - state library cases	\$161.10
EFT7719	03/09/2015	WALGA	local government election advertising 2015	\$13,120.56
EFT7720	04/09/2015	Liberty Oil Rural Pty Ltd	25000L of diesel @ \$1.1080 cents pre litre	\$27,700.00
EFT7721	04/09/2015	Sports Base Construction	supply and installation of bowls surface 38.5m x 38.5m deposit upon signing contract - 50% of \$397065	\$218,385.75
EFT7722	10/09/2015	Ashworth Office Furniture	new office furniture - chris jackson 1x corner workstation 1x filing cabinet 2 draw 1x sideboard 1x wall unit	\$6,242.50
EFT7723	11/09/2015	AUSTRALIAN SUPER	Superannuation contributions	\$1,258.92
EFT7724	11/09/2015	Asgard Superannuation	Superannuation contributions	\$876.66
EFT7725	11/09/2015	BT Wrap	Superannuation contributions	\$1,279.95
EFT7726	11/09/2015	CBUS Super	Superannuation contributions	\$1,214.89
EFT7727	11/09/2015	Concept One Superannuation	Superannuation contributions	\$923.23
EFT7728	11/09/2015	Plum Super Fund	Superannuation contributions	\$1,257.04
EFT7729	11/09/2015	Prime Superannuation Fund	Superannuation contributions	\$1,805.72
EFT7730	11/09/2015	THE MILLER SUPERANNUATION FUND	Superannuation contributions	\$331.78

EFT7731	11/09/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$50,344.68
EFT7732	17/09/2015	AG IMPLEMENTS NAREMBEEN	500hr service on John Deere Tractor	\$1,005.15
EFT7733	17/09/2015	ALL WAYS FOODS	2x Kilbac 5L 3x C&C Cleaner 5L	\$386.85
EFT7734	17/09/2015	AUSTRALIAN SERVICES UNION	Payroll deductions	\$77.40
EFT7735	17/09/2015	AUSTRALIAN TAXATION OFFICE	BAS August 2015	\$13,899.00
EFT7736	17/09/2015	AVON WASTE	398 Domestic Rubbish x 5 wks	\$17,526.19
EFT7737	17/09/2015	BOC GASES	argoshield 52 g size	\$47.16
EFT7738	17/09/2015	Best Office Systems	black and colour photocopy unit charges	\$761.09
EFT7739	17/09/2015	CDA Air Conditioning & Refrigeration	check the operation of air conditionor at doctors surgery	\$427.00
EFT7740	17/09/2015	CONCEPT MEDIA (WA) PTY LTD	Have a Go News - September 2015 - travel pg 23	\$470.25
EFT7741	17/09/2015	COVS	10x disc condtionor blue 10x disc condtionor brown freight charges	\$83.05
EFT7742	17/09/2015	CUTTING EDGES PTY LIMITED	18x grader blade HT curv (red) 4x grader blade HT crv (red)	\$3,918.73
EFT7743	17/09/2015	Cardno Geotech	Geotechnical Investigation Additional Testing	\$6,411.65
EFT7744	17/09/2015	Department of Fire and Emergency Services (FESA)	2015/2016 Quarter 1 in accordance with the DFES of WA Act 1998 Part 6a - Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements.	\$12,302.80
EFT7745	17/09/2015	Depiazzi	3 nature mulch delivered to sale yards	\$4,177.36
EFT7746	17/09/2015	ELDERS LIMITED	2x Ester LV 680 20L Titan Ag	\$300.00
EFT7747	17/09/2015	GRAY AND LEWIS PLANNING CONSULTANTS	Professional Fees: Subdivision Industrial Area, Narembeen	\$151.25
EFT7748	17/09/2015	GREAT SOUTHERN FUEL SUPPLIES	interest charges	\$567.23
EFT7749	17/09/2015	HARRIS ZUGLIAN ELECTRICS	installed outlet in bar area, replaced damaged wiring and diconnected faulty fluoro light in coolroom.	\$625.94
EFT7750	17/09/2015	INGS Engineering WA	40x turf tec blades	\$913.00
EFT7751	17/09/2015	Irving Holdings WA	pulp fuel @ 1.52 for 1NB	\$1,399.83
EFT7752	17/09/2015	Key2 Creative	shire of narembeen website - annual website maintenance and support	\$1,309.00
EFT7753	17/09/2015	LANDMARK OPERATIONS LIMITED	10x dowa fallowboss tordon herbicide 20L	\$3,336.54
EFT7754	17/09/2015	LGIS - Property (Machinery, Electronic Equipment, General Property)	LGIS Property adjustment for 2014/2015 Narembeen Sports Pavillion, Narembeen Sports Oval Change Rooms & 3x two Bedroom Chalets	\$4,881.60
EFT7755	17/09/2015	Landgate	rural uv interim valuation shared	\$254.40
EFT7756	17/09/2015	NAREMBEEN ENGINEERING AND STEEL SUPPLIES	repairs to tow behind road roller, remove existing wheels & axles, complete new frame & body 3x new hub caps	\$22,022.00

EFT7757	17/09/2015	NAREMBEEN HARDWARE & AG SUPPLIES - SHIRE WORKSHOP	1x ball valve brass 50mm	\$265.44
EFT7758	17/09/2015	NAREMBEEN MEDICAL CENTRE	employment medical - stephen sherwood	\$130.00
EFT7759	17/09/2015	NAREMBEEN RURAL NEWSAGENCY	western australian newspaper (daily) mercury (wednesday) stationary items for the office	\$322.64
EFT7760	17/09/2015	NESS GAS SUPPLIES	2x 45kg gas bottle for the caravan park	\$240.00
EFT7761	17/09/2015	Narembreen Community Resource Centre	Load Restraint Training 25/08/2015 - 26/08/2015 12x J Amos, W Patterson, G Wardell-Johnson, M Cowan, J Miller, S Biddulph, R Kumeroa, N Wasley, A Wasley, K Sproul, M Hall & G Cook.	\$3,066.00
EFT7762	17/09/2015	Narembreen Hotel	alcohol for council meeting september 2015 1x carlton cold 2x carlton dry 2x white wine 2x red wine	\$257.00
EFT7763	17/09/2015	P M Services Narembreen	waste site attendant hours for 29th August - 11th September 2015	\$2,496.00
EFT7764	17/09/2015	PETER PROVOST	install external GPO at Rec Centre	\$390.60
EFT7765	17/09/2015	Prompt Safety Solutions	26/08/2015 Supply OHS Document Upgarde - Inspection - Consultation Report + Travel 26/08/15 - 26/08/16 Ongoing OHS Support Service and Upgradeing of Processes per annum.	\$3,030.50
EFT7766	17/09/2015	R.E. GEORGE	excavator hire to dig out bowling green 51 hours @ \$187 p/hr bruce rock transport fee	\$9,977.00
EFT7767	17/09/2015	ROSS DIESEL SERVICE	mack truck service on electricial repairs	\$4,302.40
EFT7768	17/09/2015	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	\$210.00
EFT7769	17/09/2015	STAR TRACK EXPRESS	freight - conplant	\$187.70
EFT7770	17/09/2015	Select a Part	56x wheel stud 9/16 toyota 60x wheel nut 9/16 zinc 25mm	\$1,323.44
EFT7771	17/09/2015	Stamp-it Rubber Stamps	1x sheree thomas - job tile 1x kyle sproul - job title 1x department of transport	\$105.49
EFT7772	17/09/2015	T-QUIP	assy seat belt	\$300.05
EFT7773	17/09/2015	TALDARA INDUSTRIES PTY LTD	24x 1140ml ice jug	\$143.88
EFT7774	17/09/2015	TOLL IPEC PTY LTD	freight - tquip	\$174.74
EFT7775	17/09/2015	The Workwear Group Pty Ltd	work unifrom - Cordelia Parsons	\$562.10
EFT7776	17/09/2015	Total Country Landscaping	bobcat hire - deliver & pick up	\$300.00
EFT7777	17/09/2015	Western Australian Treasury Corporation	Loan No. 118 Interest payment - Community Centre & Avoca Farm	\$18,090.40
EFT7778	17/09/2015	Wheatbelt Business Network	RoeROC Business Development Position (1yr)	\$5,500.00
EFT7779	17/09/2015	aust post	postage for the shire office for August 2015	\$450.21

EFT7780	17/09/2015	ixom	2x 70kg chlorine cyclinder	\$84.57
EFT7781	30/09/2015	AUSTRALIAN SUPER	Superannuation contributions	\$214.44
EFT7782	30/09/2015	Asgard Superannuation	Superannuation contributions	\$146.11
EFT7783	30/09/2015	BT Wrap	Superannuation contributions	\$214.44
EFT7784	30/09/2015	CBUS Super	Superannuation contributions	\$575.48
EFT7785	30/09/2015	Concept One Superannuation	Superannuation contributions	\$156.62
EFT7786	30/09/2015	Plum Super Fund	Superannuation contributions	\$214.44
EFT7787	30/09/2015	Prime Superannuation Fund	Superannuation contributions	\$321.23
EFT7788	30/09/2015	THE MILLER SUPERANNUATION FUND	Superannuation contributions	\$57.70
EFT7789	30/09/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$8,688.05
10719	03/09/2015	RHONDA COLE	reimbursement for identity document production	\$39.00
10720	03/09/2015	SHIRE OF NAREMBEEN	driver licence renewal HR - (Peter Hills) expiry 25/09/2016	\$41.80
10721	03/09/2015	SYNERGY -WESTERN POWER	electricity charges for the swimming pool	\$1,146.25
10722	03/09/2015	WATER CORPORATION	water charges to vacant lot 68 at cheetham way	\$82.19
10726	17/09/2015	Arie Van Dyk	refund - rent paid via direct debit in error	\$159.00
10727	17/09/2015	NAREMBEEN PHARMACY	2x batteries 6V	\$25.90
10728	17/09/2015	Narembreen Netball Club	40x catering for rose bowl 23x catering for council christmas party	\$2,520.00
10729	17/09/2015	SONIC BOOMS PRAYS	pressure sensor - 600kpa	\$418.00
10730	17/09/2015	SYNERGY -WESTERN POWER	electricity charges for the shire office	\$8,532.25
10731	17/09/2015	Stephen Sherwood	reimbursement for police clearance - stephen sherwood	\$61.80
10732	17/09/2015	TELSTRA	phone charges for shire office phones and mobiles	\$2,838.81
10733	17/09/2015	WATER CORPORATION	water charges for vacant lot 67 - cheetham way	\$244.05
DD7979.1	01/09/2015	BUPA AUSTRALIA	DD Heath Insurance CEO	\$363.25
DD7986.1	07/09/2015	WESTNET PTY LTD	Westnet monthly charges	\$254.80
DD7992.1	10/09/2015	HBF	HBF - Health - EMCS as per Contract of Employment	\$382.45
DD8009.1	21/09/2015	Bankwest	El Caballo - Conference Accommodation for A Cousins	\$1,982.53
DD8014.1	30/09/2015	BUPA AUSTRALIA	DD Heath Insurance CEO	\$363.25
300915	01/09/2015	BANKFEES - BANK FEES	BANK FEES	\$893.82
300915	30/09/2015	BANKFEES - BANK FEES	BANK FEES	\$150.00
		WAGES AND SALARIES	27/08/2015-09/09/2015	\$56,901.51
		WAGES AND SALARIES	10/09/2015-23/09/2015	\$55,383.80

			<b>TOTAL FOR MUNICIPAL FUND</b>	<b>\$643,639.25</b>
285	15/09/2015	Brett Sprigg	REFUND OF BOND FOR 4/33 CURRALL STREET	\$356.00
286	15/09/2015	SHIRE OF NAREMBEEN	REPAY BALANCE OF BOND TO SHIRE OF NAREMBEEN	\$2,291.16
287	15/09/2015	SONIC BOOMSPRAYS	REFUND ON BOND ON 176 DALE CRESCENT FOLLOWING SALE	\$560.00
288	18/09/2015	SHIRE OF BRUCE ROCK	COMMUNITY BUS BOND	\$200.00
			<b>TOTAL FOR TRUST FUND</b>	<b>\$3,407.16</b>





## Bankwest Corporate MasterCard Statement

Account Number 5586 0279 0109 9089

Period 4 Aug 15 - 1 Sep 15

Monthly Spend Limit \$10,000

### SUMMARY OF YOUR SPEND

Purchases	\$403.72
Cash Advances & Balance Transfers	\$0.00

244BC3C 000067 (050N)

MR GARRY JOHN GREGAN  
SHIRE OF NAREMBEEN  
1 LONGHURST ST  
NAREMBEEN WA 6369

### YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
11 AUG 15	AUSTRALIAN LOCAL GOV DEAKIN	\$250.00	
14 AUG 15	OFFICEWORKS COM AU BENTLEIGH EAS VIC	\$94.95	
25 AUG 15	COLES EXPRESS 6914 <i>fuel</i> JOLIMONT WA	\$58.77	
Total		\$403.72	\$0.00

Reviewed

  
Garry Gregan  
EXECUTIVE MANAGER  
CORPORATE SERVICES

Authorised



**bankwest****Bankwest Corporate MasterCard  
Statement**

244BC3C 000066 (050N)

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

Account Number 5586 0255 5109 0002

Period 4 Aug 15 - 1 Sep 15

Monthly Spend Limit \$10,000

**SUMMARY OF YOUR SPEND**

Purchases	\$1,578.81
Cash Advances & Balance Transfers	\$0.00

**YOUR TRANSACTION SUMMARY**

Date	Description			Debit	Credit
02 AUG 15	GULL/PEAK SAWYERS VAL	SAWYERS VALLE	AUS	\$50.00	
05 AUG 15	APPLE STORE R386	PERTH	AUS	\$58.00	
05 AUG 15	EL CABALLO MOTEL	WOOROLOO		\$575.70	
06 AUG 15	THE LUCKY SHAG WATERFR	PERTH	WA	\$83.50	
06 AUG 15	THE GENEROUS SQUIRE	PERTH	WA	\$90.20	
07 AUG 15	TAXI EPAY AUSTRALIA	WEST MELBOURN		\$19.36	
07 AUG 15	PETERKIN PAPER	DIANELLA	WA	\$49.30	
07 AUG 15	THE GENEROUS SQUIRE	PERTH	WA	\$81.30	
14 AUG 15	DEPT OF ENVIRONMENT	PERTH		\$100.00	
14 AUG 15	JB HI FI	MYAREE	WA	\$99.00	
24 AUG 15	NAREMBEEN CLUB INCORPO	NAREMBEEN	AUS	\$137.30	
25 AUG 15	OFFICEWORKS COM AU	BENTLEIGH EAS	VIC	\$235.15	
Total				\$1,578.81	\$0.00

**Reviewed****Authorised**  
Garry Gregan  
EXECUTIVE MANAGER  
CORPORATE SERVICES

## **AGENDA ITEM: 9.5.12 - Financial Report September 2015**

<b>Subject:</b>	Shire of Narembreen Financial Report – September 2015
<b>Applicant:</b>	Shire of Narembreen
<b>File Ref:</b>	4.23.15
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Miss Bonnie Cole, Senior Finance Officer
<b>Date:</b>	5 October 2015
<b>Attachments:</b>	September 2015 Financial Report, September 2015 Bank Reconciliation

### **BACKGROUND**

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembreen for the period ending 31<sup>st</sup> August 2015.

### **COMMENT**

Council's closing position at 30 September amounts to \$3,151,414 with net current assets of \$5,458,471 and \$1,817,402 which is restricted cash.

### **STATUTORY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

Shire of Narembreen 2015/2016 Budget.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Nil

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That Council:

1. Receive the Shire of Narembreen's Financial Report for the month of September 2015;
2. Receive bank reconciliation for the month of September 2015 for the all Shire Bank Accounts.

### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**SHIRE OF NAREMBEEN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30 September 2015**

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

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## Shire of Narembeen

### Compilation Report

For the Period Ended 30 September 2015

### Report Purpose

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

### Overview

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

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 September 2015 of \$3,151,415.

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

### Preparation

Prepared by: Bonnie Cole  
Reviewed by: Garry Gregan

Date prepared:

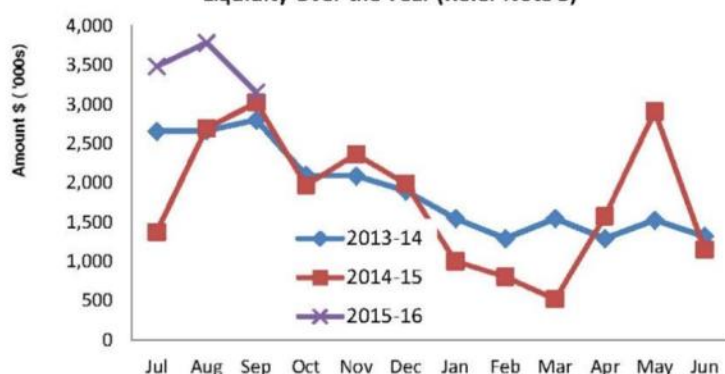
2-Oct-15

# Shire of Narembeen

## Monthly Summary Information

For the Period Ended 30 September 2015

**Liquidity Over the Year (Refer Note 3)**



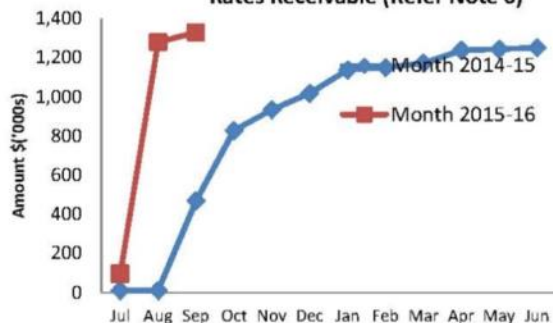
### Cash and Cash Equivalents as at period end

Unrestricted	\$	2,445,073
Restricted	\$	2,617,402
	\$	<u>5,062,476</u>

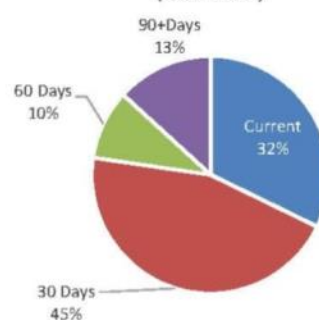
### Receivables

Rates	\$	343,932
Other	\$	34,505
	\$	<u>378,437</u>

**Rates Receivable (Refer Note 6)**



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



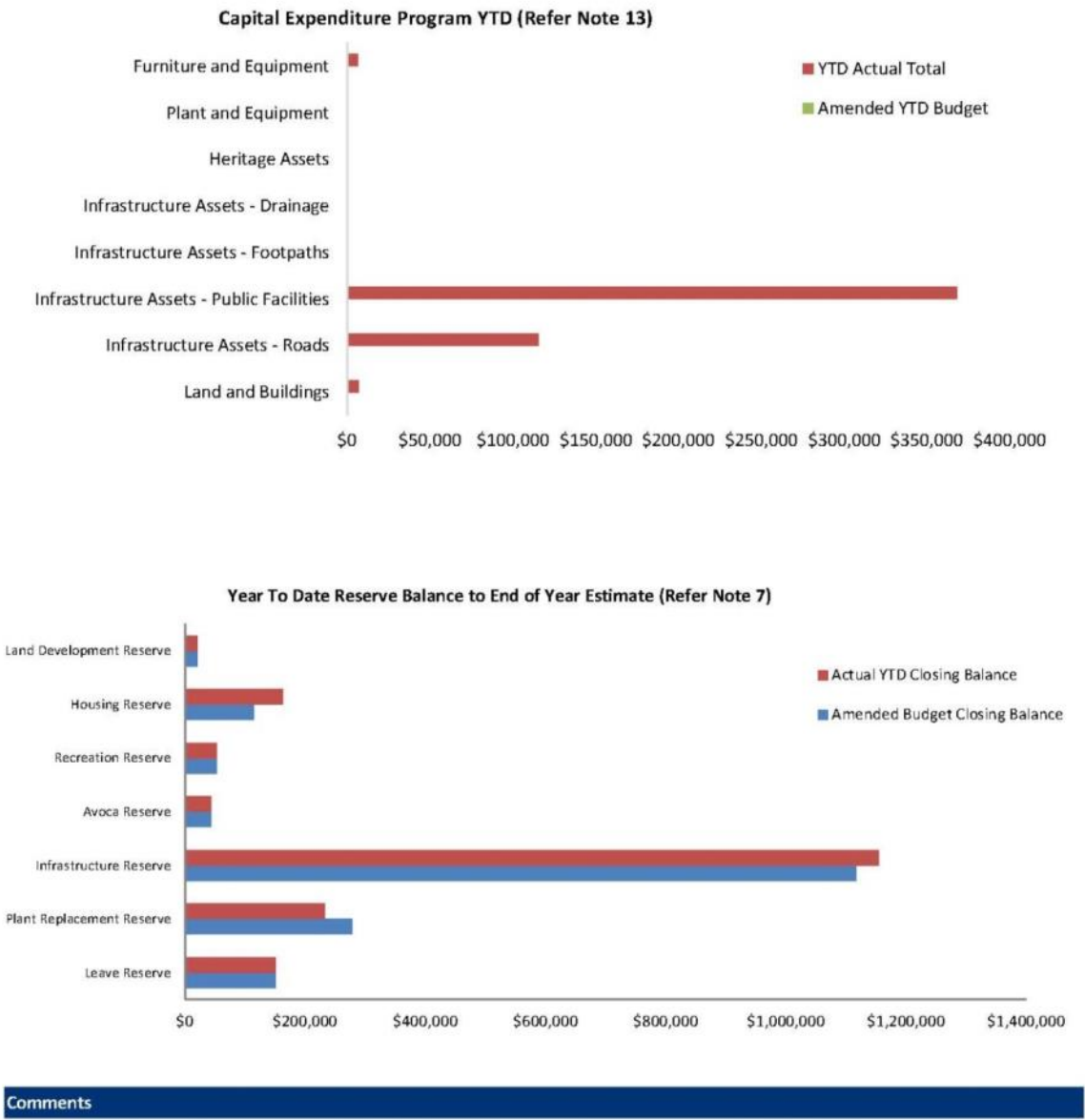
### Comments

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

Shire of Narembeen

Monthly Summary Information

For the Period Ended 30 September 2015



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

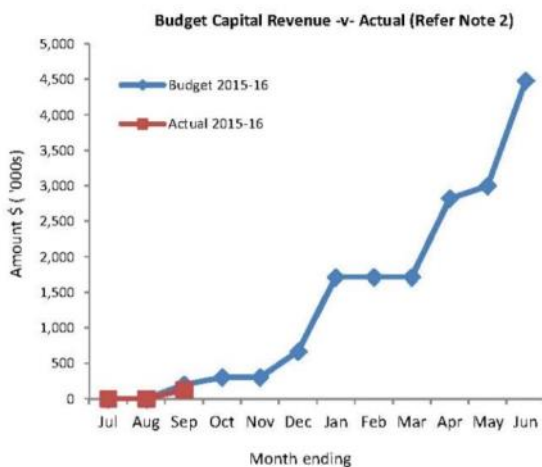
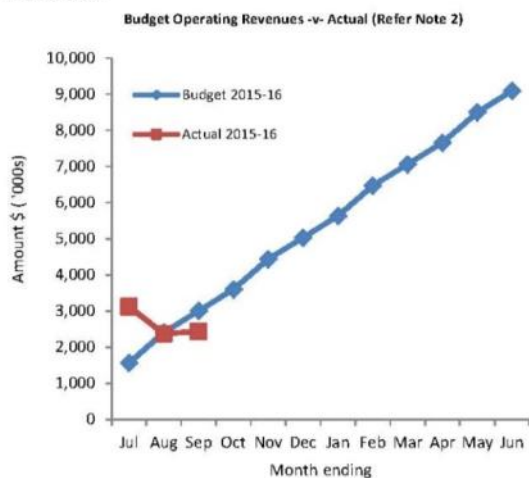


# Shire of Narembeen

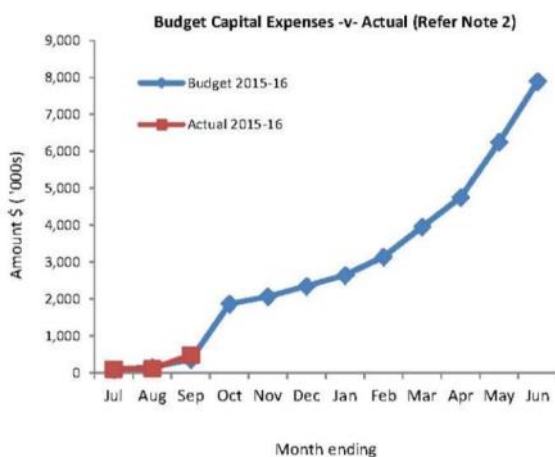
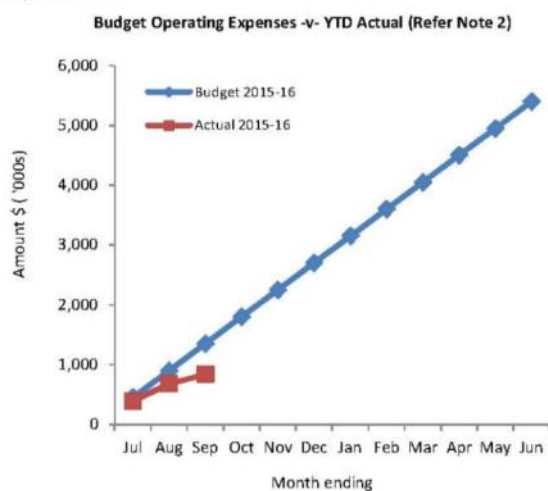
## Monthly Summary Information

For the Period Ended 30 September 2015

### Revenues



### Expenditure



### Comments

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 September 2015**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 41,600	\$ 10,392	\$ 19,236	\$ 8,844	85.10%	▲
General Purpose Funding - Rates	9	1,466,550	1,466,550	1,459,564	(6,986)	(0.48%)	
General Purpose Funding - Other		2,082,384	(579,330)	263,826	843,156	(145.54%)	
Law, Order and Public Safety		75,656	18,909	43,182	24,273	128.37%	▲
Health		0	0	0	0		
Education and Welfare		0	0	0	0		
Housing		78,842	20,206	21,985	1,779	8.80%	
Community Amenities		337,737	360,679	129,573	(231,106)	(64.08%)	▼
Recreation and Culture		62,928	48,219	8,657	(39,562)	(82.05%)	▼
Transport		168,400	853,500	306,530	(546,970)	(64.09%)	▼
Economic Services		201,300	50,319	149,252	98,933	196.61%	▲
Other Property and Services		101,154	25,268	30,127	4,859	19.23%	
Total Operating Revenue		4,616,550	2,274,712	2,431,931	157,219		
<b>Operating Expense</b>							
Governance		(450,736)	(136,793)	(307,837)	(171,044)	(125.04%)	▼
General Purpose Funding		(98,791)	(24,690)	(7,396)	17,294	70.04%	▲
Law, Order and Public Safety		(120,015)	(29,994)	(20,233)	9,761	32.54%	▲
Health		(185,627)	(46,406)	(37,635)	8,771	18.90%	▲
Education and Welfare		0	0	0	0		
Housing		(232,265)	(59,156)	83,400	142,556	240.98%	▲
Community Amenities		(644,305)	(164,933)	(100,335)	64,598	39.17%	▲
Recreation and Culture		(993,179)	(252,721)	(144,747)	107,974	42.72%	▲
Transport		(2,072,348)	(549,650)	(245,565)	304,085	55.32%	▲
Economic Services		(354,836)	(91,164)	(47,690)	43,474	47.69%	▲
Other Property and Services		(167,402)	(22,419)	(10,449)	11,970	53.39%	▲
Total Operating Expenditure		(5,319,504)	(1,377,926)	(838,487)	539,439		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,919,268	479,787	0	(479,787)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	168,135		(125,000)	(125,000)		▼
Adjust Provisions and Accruals		0	0	10,883	10,883		▲
Net Cash from Operations		1,384,449	1,376,573	1,479,327	102,754		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	4,480,615	0	0	0		
Proceeds from Disposal of Assets	8	351,000	125,000	125,000	0	0.00%	
Total Capital Revenues		4,831,615	125,000	125,000	0		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,126,000)	(6,675)	(6,675)	0	0.00%	
Infrastructure - Roads	13	(3,991,057)	(115,255)	(115,255)	0	0.00%	
Infrastructure - Public Facilities	13	(700,000)	(349,426)	(349,426)	0	0.00%	
Infrastructure - Footpaths	13	(10,000)	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(964,000)	0	0	0		
Furniture and Equipment	13	(110,000)	(6,372)	(6,372)	0	0.00%	
Total Capital Expenditure		(7,901,057)	(477,728)	(477,728)	0		
Net Cash from Capital Activities		(3,069,442)	(352,728)	(352,728)	0		
<b>Financing</b>							
Proceeds from New Debentures		677,000	0				
Proceeds from Advances		0	0				
Self-Supporting Loan Principal		12,128	1,506	1,506			
Transfer from Reserves	7	185,000	0	0			
Advances to Community Groups		0	0				
Repayment of Debentures	10	(96,584)	(28,648)	(28,648)			
Transfer to Reserves	7	(270,260)	(127,035)	(127,035)			
Net Cash from Financing Activities		507,284	(154,177)	(154,177)			
Net Operations, Capital and Financing		(1,177,709)	869,668	972,422			
Opening Funding Surplus(Deficit)	3	1,177,709	1,177,709	2,178,993			
Closing Funding Surplus(Deficit)	3	0	2,047,377	3,151,415			

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

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 September 2015**

	Note	Amended Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	%	
Rates	9	1,466,550	1,459,564			
Operating Grants, Subsidies and Contributions	11	2,506,086	727,037	727,037		▲
Fees and Charges		522,034	218,123	218,123		▲
Service Charges		0	0	0		
Interest Earnings		119,000	27,215	27,215		▲
Other Revenue		999	(8)	(8)		
Profit on Disposal of Assets	8	1,880	0			
<b>Total Operating Revenue</b>		4,616,549	2,431,931	972,367		▲
<b>Operating Expense</b>						
Employee Costs		(1,474,414)	(456,803)	(456,803)		▼
Materials and Contracts		(1,268,628)	(308,058)	(308,058)		▼
Utility Charges		(190,750)	(56,929)	(56,929)		▼
Depreciation on Non-Current Assets		(1,919,268)	0	0		
Interest Expenses		(68,671)	(7,707)	(7,707)		▼
Insurance Expenses		(210,758)	(126,643)	(126,643)		▼
Other Expenditure		(16,999)	(7,346)	(7,346)		▼
Loss on Disposal of Assets	8	(170,015)	125,000			
<b>Total Operating Expenditure</b>		(5,319,503)	(838,487)	(963,487)		▼
<b>Funding Balance Adjustments</b>						
Add back Depreciation		1,919,268	0	0		
Adjust (Profit)/Loss on Asset Disposal	8	168,135	(125,000)	(125,000)		▼
Adjust Provisions and Accruals			10,883	10,883		▲
<b>Net Cash from Operations</b>		1,384,449	1,479,327	(105,237)		
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	11	4,480,615	0	0		
Proceeds from Disposal of Assets	8	351,000	125,000	125,000		▲
<b>Total Capital Revenues</b>		4,831,615	125,000	125,000		
<b>Capital Expenses</b>						
Land Held for Resale		0	0	0		
Land and Buildings	13	(2,126,000)	(6,675)	(6,675)		▼
Infrastructure - Roads	13	(3,991,057)	(115,255)	(115,255)		▼
Infrastructure - Public Facilities	13	(700,000)	(349,426)	(349,426)		▼
Infrastructure - Footpaths	13	(10,000)	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(964,000)	0	0		
Furniture and Equipment	13	(110,000)	(6,372)	(6,372)		▼
<b>Total Capital Expenditure</b>		(7,901,057)	(477,728)	(477,728)		
<b>Net Cash from Capital Activities</b>		(3,069,442)	(352,728)	(352,728)		
<b>Financing</b>						
Proceeds from New Debentures		677,000	0	0		
Proceeds from Advances		0	0	0		
Self-Supporting Loan Principal		12,128	1,506	1,506		
Transfer from Reserves	7	185,000	0	0		
Advances to Community Groups		0	0	0		
Repayment of Debentures	10	(96,584)	(28,648)	(28,648)		
Transfer to Reserves	7	(270,260)	(127,035)	(127,035)		
<b>Net Cash from Financing Activities</b>		507,284	(154,177)	(154,177)		
<b>Net Operations, Capital and Financing</b>		(1,177,709)	972,422	(612,142)		
<b>Opening Funding Surplus(Deficit)</b>	3	1,177,709	2,178,993	1,001,284	85.02%	
<b>Closing Funding Surplus(Deficit)</b>	3	0	3,151,415	389,142		

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

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 30 September 2015

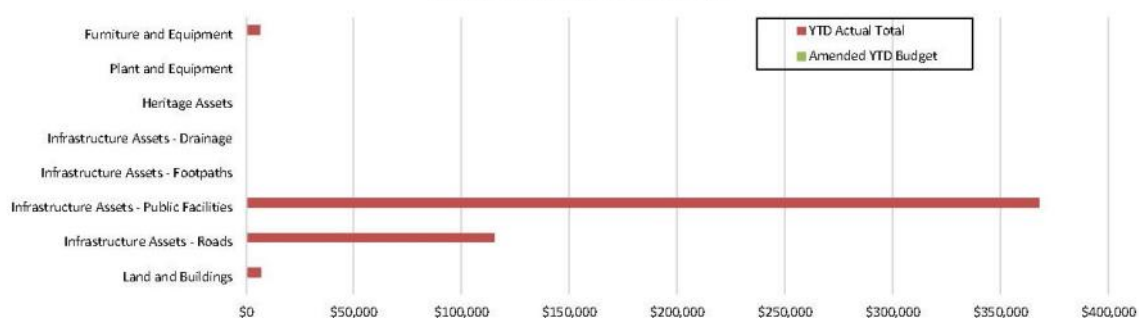
YTD 30 09 2015							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 6,675	\$ 201	\$ 6,876	\$	\$ 2,116,000	\$ 6,876
Infrastructure Assets - Roads	13	115,255		115,255		3,991,057	115,255
Infrastructure Assets - Public Facilities	13	349,426	18,600	368,026		700,000	368,026
Infrastructure Assets - Footpaths	13			0		10,000	0
Infrastructure Assets - Drainage	13			0		0	0
Heritage Assets	13			0		0	0
Plant and Equipment	13			0		964,000	0
Furniture and Equipment	13	6,372		6,372		120,000	6,372
Capital Expenditure Totals		477,728	18,801	496,529	0	7,901,057	496,529

**Funded By:**

Capital Grants and Contributions	4,423,715	0	4,423,715	4,423,715
Borrowings	677,000	0	677,000	677,000
Other (Disposals & C/Fwd)	0	125,000	351,000	(125,000)
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	
Pensioner Unit Maintenance Reserve	0	0	0	
Plant Replacement Reserve	0	0	0	
Total Own Source Funding - Cash Backed Reserves	0	0	185,000	0
Own Source Funding - Operations	(4,604,186)	(125,000)	2,264,342	(4,479,186)
Capital Funding Total	496,529	0	7,901,057	496,529

Comments and graphs

Capital Expenditure Program YTD





**SHIRE OF NAREMBEEN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 September 2015**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	41,600		41,600	
General Purpose Funding - Rates	1,466,550		1,466,550	
General Purpose Funding - Other	2,082,382		2,082,382	
Law, Order and Public Safety	75,656		75,656	
Health	0		0	
Education and Welfare	0		0	
Housing	78,842		78,842	
Community Amenities	1,442,737		1,442,737	
Recreation and Culture	192,928		192,928	
Transport	3,414,015		3,414,015	
Economic Services	201,300		201,300	
Other Property and Services	101,154		101,154	
<b>Total Operating Revenue</b>	<b>9,097,164</b>	<b>0</b>	<b>9,097,164</b>	<b>0</b>
<b>Operating Expense</b>				
Governance	(450,736)		(450,736)	
General Purpose Funding	(98,791)		(98,791)	
Law, Order and Public Safety	(120,015)		(120,015)	
Health	(185,627)		(185,627)	
Education and Welfare	0		0	
Housing	(146,765)		(146,765)	
Community Amenities	(644,305)		(644,305)	
Recreation and Culture	(993,179)		(993,179)	
Transport	(2,157,847)		(2,157,847)	
Economic Services	(354,836)		(354,836)	
Other Property and Services	(167,402)		(167,402)	
<b>Total Operating Expenditure</b>	<b>(5,319,503)</b>	<b>0</b>	<b>(5,319,503)</b>	<b>0</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	1,919,268		1,919,268	
Adjust (Profit)/Loss on Asset Disposal	168,135		168,135	
Adjust Provisions and Accruals			0	0
<b>Net Cash from Operations</b>	<b>5,865,064</b>	<b>0</b>	<b>5,865,064</b>	<b>0</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions			0	
Proceeds from Disposal of Assets	351,000		351,000	
Proceeds from Sale of Investments	0		0	
<b>Total Capital Revenues</b>	<b>351,000</b>	<b>0</b>	<b>351,000</b>	<b>0</b>
<b>Capital Expenses</b>				
Land Held for Resale	0		0	0
Land and Buildings	(2,126,000)	(8,000)	(2,134,000)	
Infrastructure - Roads	(3,991,057)		(3,991,057)	
Infrastructure - Public Facilities	(700,000)		(700,000)	
Infrastructure - Footpaths	(10,000)		(10,000)	
Infrastructure - Drainage	0		0	
Heritage Assets			0	
Plant and Equipment	(964,000)		(964,000)	
Furniture and Equipment	(110,000)		(110,000)	
<b>Total Capital Expenditure</b>	<b>(7,901,057)</b>	<b>(8,000)</b>	<b>(7,909,057)</b>	<b>0</b>
<b>Net Cash from Capital Activities</b>	<b>(7,550,057)</b>	<b>(8,000)</b>	<b>(7,558,057)</b>	<b>0</b>
<b>Financing</b>				
Proceeds from New Debentures	677,000		677,000	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	12,128		12,128	
Transfer from Reserves	185,000		185,000	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(96,584)		(96,584)	
Transfer to Reserves	(270,260)		(270,260)	
<b>Net Cash from Financing Activities</b>	<b>507,284</b>	<b>0</b>	<b>507,284</b>	<b>0</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,177,709)</b>	<b>(8,000)</b>	<b>(1,185,709)</b>	<b>0</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,177,709</b>		<b>1,177,709</b>	<b>1,177,709</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(8,000)</b>	<b>(8,000)</b>	<b>1,177,709</b>

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

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

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

**Critical Accounting Estimates**

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

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

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

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

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**(i) Fixed Assets**

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

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



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

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

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

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

***Borrowing Costs***

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

**(n) Provisions**

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

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

**(o) Current and Non-Current Classification**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

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

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

*"Economic: A strong, resilient and balanced economy.*

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

*Social: Our community enjoys a high quality of life.*

*Civic Leadership: A collaborative and engaged community."*

**(s) Reporting Programs**

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	8,844	85.10%	▲		
General Purpose Funding - Rates	(6,986)	(0.48%)			
General Purpose Funding - Other	843,156	(145.54%)		Timing	FAGs grants received in advance - recorded 14/15
Law, Order and Public Safety	24,273	128.37%	▲	Timing	ESL sent with rates - Budget Profile
Health	0				
Education and Welfare	0				
Housing	1,779	8.80%			
Community Amenities	(231,106)	(64.08%)	▼	Timing	Rubbish Charges received in July - Budget Profile
Recreation and Culture	(39,562)	(82.05%)	▼	Timing	Income not yet received - Budget Profile
Transport	(546,970)	(64.09%)	▼	Timing	R2R funds to be received later in year
Economic Services	98,933	196.61%	▲	Timing	Skeleton Weed invoiced earlier than anticipated
Other Property and Services	4,859	19.23%			
<b>Operating Expenditure</b>					
Governance	(171,044)	(125.04%)	▼	Timing	Insurance paid - Budget allocation
General Purpose Funding	17,294	70.04%	▲	Timing	Admin allocation not undertaken
Law, Order and Public Safety	9,761	32.54%	▲		
Health	8,771	18.90%	▲		
Education and Welfare	0				
Housing	142,556	240.98%	▲	Timing	Proceeds from Sale not allocated to Asset yet
Community Amenities	64,598	39.17%	▲	Timing	Transfer station costs not received to date.
Recreation and Culture	107,974	42.72%	▲	Timing	Lesser hall works not commenced
Transport	304,085	55.32%	▲	Timing	Depreciation not run
Economic Services	43,474	47.69%	▲	Timing	Works not yet commenced
Other Property and Services	11,970	53.39%	▲	Timing	Depreciation not run
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	0	0.00%			
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land and Buildings	0	0.00%	±		
Infrastructure - Roads	0	0.00%	±		
Infrastructure - Public Facilities	0	0.00%	±		
Infrastructure - Footpaths	0				
Infrastructure - Drainage	0				
Heritage Assets	0				
Plant and Equipment	0				
Furniture and Equipment	0	0.00%	±		

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Sep 2015	30th June 2014	YTD 30 Sep 2014
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,445,073	2,760,476	2,633,738
Cash Restricted	4	2,617,402	2,492,010	2,563,071
Receivables - Rates	6	329,561	435,084	1,159,649
Receivables -Other	6	59,417	234,705	126,529
Inventories		7,017	7,017	69,847
		5,458,471	5,929,292	6,552,834
<b>Less: Current Liabilities</b>				
Payables		(259,729)	(292,740)	(1,623,419)
Provisions		(287,250)	(287,250)	(247,950)
		(546,978)	(579,989)	(1,871,369)
Less: Cash Reserves	7	(1,817,402)	(1,873,668)	(2,563,071)
Net Adjustment for Borrowings.		57,324	84,466	65,923
<b>Net Current Funding Position</b>		<b>3,151,414</b>	<b>3,560,101</b>	<b>2,184,318</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



**Note 4: CASH AND INVESTMENTS**Comments/Notes - Investments

**Note 5: BUDGET AMENDMENTS**

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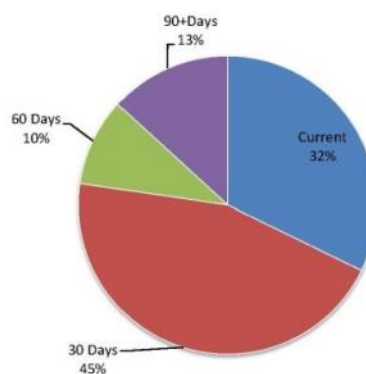
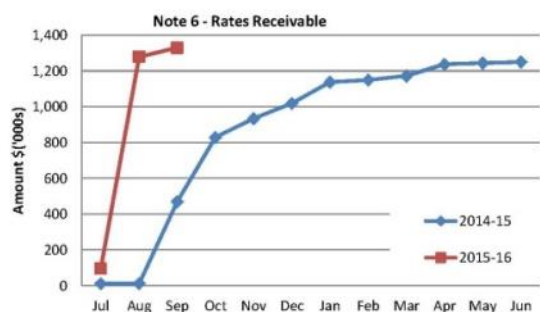
**Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE**

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

**Note 6: RECEIVABLES**

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

Current	30 Days	60 Days	90+Days
\$ 11,114	\$ 15,558	\$ 3,278	\$ 4,555
standing			34,505



Comments/Notes - Receivables Rates

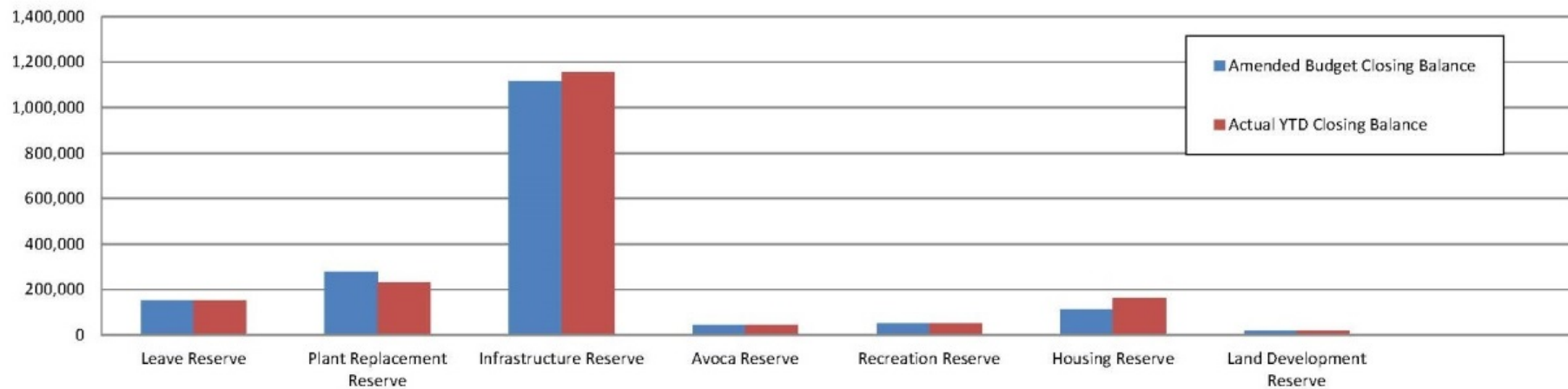
Comments/Notes - Receivables General

**SHIRE OF SOMEWHERE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**Note 7: Cash Backed Reserve**

2015-16										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	150,434	0	236		0		0		150,434	150,670
Plant Replacement Reserve	232,117	0	364	46,216	0		0		278,333	232,481
Infrastructure Reserve	1,153,436	0	1,810	149,044		(185,000)	0		1,117,480	1,155,246
Avoca Reserve	43,103	0	68		0		0		43,103	43,171
Recreation Reserve	52,499	0	82		0		0		52,499	52,582
Housing Reserve	38,777	0	135	75,000	124,308		0		113,777	163,221
Land Development Reserve	20,000	0	31		0		0		20,000	20,031
	1,690,368	0	2,726	270,260	124,308	(185,000)	0		1,775,628	1,817,402

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



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2015

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 30 09 2015			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
			0	Land & Buildings				
			0	Lot 12 Dale Crescent	(45,581)		45,581	
			0					
				Furniture & Equipment				
				Dual Processor Computer	(10,000)		10,000	
			0	Plant and Equipment			0	
			0	1NB CEO Vehicle	(11,623)	0	11,623	
			0	NB01 EMCS Vehicle	(8,977)	0	8,977	
			0	111NB Doctor's Vehicle	(3,995)	0	3,995	
			0	NB1 WM Vehicle	(4,318)	0	4,318	
			0	NB806 2011 Ford Ranger	(2,100)	0	2,100	
			0	NB175 2011 Ford Ranger	1,880	0	(1,880)	
			0	NB613 2008 Ford Ranger	(1,600)	0	1,600	
			0	Roller	(17,500)	0	17,500	
			0	Grader	(64,321)		64,321	
0	0	0	0		(168,135)	0	168,135	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>General Rate</b>											
GRV	0.1105	220	1,768,828	188,607		0	188,607	195,217	0	0	195,217
UV	0.0138	356	93,456,000	1,287,824	(622)	0	1,287,201	1,281,188	0	0	1,281,188
UV Mining	0.0138	2	99,151	1,366	0	0	1,583	1,366	0	0	1,366
<b>Sub-Totals</b>		578	95,323,979	1,477,797	(622)	0	1,477,392	1,477,771	0	0	1,477,771
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	425.00	37	9,905	8,075	0	0	8,075	8,075	0	0	8,075
UV	425.00	19	498,100	14,875	0	0	14,875	15,725	0	0	15,725
UV Mining	425.00	17	45,284	6,375	0	0	6,375	7,225	0	0	7,225
<b>Sub-Totals</b>		73	553,289	29,325	0	0	29,325	31,025	0	0	31,025
Discount							1,506,717				1,508,796
<b>Amount from General Rates</b>							(47,153)				(42,246)
Ex-Gratia Rates							<b>1,459,564</b>				<b>1,466,550</b>
Specified Area Rates							0				12,830
<b>Totals</b>							<b>1,459,564</b>				<b>1,479,380</b>

Comments - Rating Information

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 119 - CEO House & Subdivision	21,761		0	14,286	21,761	7,475		1,191
Loan 127 Homes for the Aged (SSL)	14,178		0	9,065	14,178	5,113		5,842
Loan 118 Community Centre	46,385		14,997	30,450	31,388	15,935	1,430	2,543
Loan 123 Tennis Club (SSL)	4,672		1,506	3,063	3,166	1,609	158	277
Loan 125 Swimming Pool	267,000		0	15,110	267,000	251,890		17,808
Loan 128 Recreation Centre	776,635		12,145	24,610	764,490	752,025	20,426	41,010
Community Centre		677,000						
	1,130,631	677,000	28,648	96,584	1,101,983	1,034,047	22,014	68,671

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2015

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	1,167,247	0	1,167,247	0	146,618	1,020,629
Grants Commission - Roads	WALGGC	Y	775,542	0	775,542	0	87,846	687,696
Ex Gratia Rates	CBH		12,595					
Instalment Fees			2,000					
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	26,000	0	26,000	0	0	26,000
ESL Contribution	DFES	Y	4,000		4,000		0	4,000
<b>COMMUNITY AMENITIES</b>								
Community Service Centre	DRD		243,100					
	Fencepost		30,000					
	CRC		65,000					
	NSRF		710,000					
CRC Service Contract Funding	DRD		82,044					
CRC Operational Funding			15,000					
<b>RECREATION AND CULTURE</b>								
Bowling Green Development	Dept. Sport & Recreation	Y	100,000			100,000	0	100,000
Swimming Pool	Dept. Sport & Recreation CPRP	Y	30,000			30,000	0	30,000
<b>TRANSPORT</b>								
Direct Grant	Main Roads	Y	168,400	0	168,400	0	168,400	0
Regional Road Group	Main Roads	Y	397,000	0	0	397,000	158,800	238,200
R2R	Dept. Infrastructure	Y	1,048,615			1,048,615		0
Grain Freight Network	Main Roads		1,800,000	0	0	1,800,000		1,800,000
<b>ECONOMIC SERVICES</b>								
Skeleton Weed Funding	DAFFWA	Y	154,000	0	154,000	0	154,000	0
<b>TOTALS</b>			<b>6,830,543</b>	<b>0</b>	<b>2,295,189</b>	<b>3,375,615</b>	<b>715,664</b>	<b>3,906,525</b>
Operating	Operating		2,406,828				556,864	
Non-Operating	Non-operating		4,423,715				158,800	
			<u>6,830,543</u>				<u>715,664</u>	



Level of Completion Indicators

0% ○  
20% ○  
40% ●  
60% ●  
80% ●  
100% ●

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 31.03.2015						Strategic Reference / Comment
			Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
	<b>Buildings</b>							
	<b>Community Amenities</b>							
	Community Bus Shed Upgrade	1601	(30,000)		\$0	0	0	
	Community Service Centre Extension	1610	(2,000,000)		\$0			
	Arcadian Concepts - Erect Fence	1609	(6,000)		\$29			
	<b>Community Amenities Total</b>		<b>(2,036,000)</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	
	<b>Governance</b>							
○	Council Kitchen Upgrade	1602	(25,000)		\$57	57	0	
○	Chambers Carpet Replacement	1603	(10,000)	0	\$0	0		
	<b>Governance Total</b>		<b>(35,000)</b>	<b>0</b>	<b>57</b>	<b>57</b>	<b>0</b>	
	<b>Housing</b>							
○	26 Thomas Street - Replace Asbestos Fence	1602	(10,000)		\$57	57	0	
○	15 Northmore Street - Replace Asbestos Fence	1605	(6,000)		\$57	57	0	
○	3/33 Currall street - Retaining Wall	1606	(7,000)		\$0	0		
○	2/24 Doreen Street - Construct Patio	1607	(13,000)		\$0	0		
○	26 Hilton Way - Enclose Patio Area	1608	(9,000)		\$0	0	0	
○	<b>Housing Total</b>		<b>(45,000)</b>	<b>0</b>	<b>114</b>	<b>114</b>	<b>0</b>	
	<b>Recreation And Culture</b>							
	Recreation Centre Completion	1309			\$6,475			
○	<b>Recreation And Culture Total</b>				<b>6,475</b>			
	<b>Transport</b>							
○	<b>Transport Total</b>							
○	<b>Buildings Total</b>		<b>(2,116,000)</b>	<b>0</b>	<b>6,675</b>	<b>172</b>	<b>0</b>	
	<b>Drainage/Culverts</b>							
○	<b>Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Footpaths</b>							
○	<b>Transport</b>							
○	Thomas Street Footpath	1430	(10,000)		\$0			
○	<b>Transport Total</b>		<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
○	<b>Footpaths Total</b>		<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Furniture &amp; Office Equip.</b>							
○	<b>Governance</b>							
○	Council Storage Area C/F	1502	(10,000)		\$0	0	0	
○	Upgrade Servers	1611	(30,000)		\$0	0		
○	<b>Governance Total</b>		<b>(40,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Recreation And Culture</b>							
○	Recreation Centre Fitout	1518	(50,000)		\$6,372	6,372		
○	Pool Furniture & Gas Regulator	1612	(30,000)		\$0			
○	<b>Recreation And Culture Total</b>		<b>(80,000)</b>	<b>0</b>	<b>6,372</b>	<b>6,372</b>	<b>0</b>	

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator		YTD 31 03 2015						Strategic Reference / Comment
			Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
○	Infrastructure Assets Furniture & Office Equip. Total		(120,000)	0	6,372	6,372	0	

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	YTD 31.03.2015						
	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Plant, Equip. &amp; Vehicles</b>						
	<b>Governance</b>						
○	1NB CEO Vehicle	1613	(60,000)	0	\$0	0	0
○	NB01 EMCS Vehicle	1614	(35,000)	0	\$0	0	0
○	<b>Governance Total</b>		<b>(95,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Health</b>						
○	Doctor's Vehicle	1616	(35,000)	0	\$0	0	0
○	<b>Health Total</b>		<b>(35,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Transport</b>						
○	NB1 WM Vehicle	1615	(56,000)	0	\$0	0	0
○	Building Manager Vehicle		(35,000)		\$0	0	
○	Forklift/Telehandler	1617	(80,000)	0	\$0	0	
○	Grader NB195	1618	(385,000)	0	\$0	0	0
○	Multi-tyred Roller	1619	(180,000)	0	\$0	0	0
○	Sign Trailer	1530	(3,000)	0	\$0	0	0
○	Trade in 3 Utes	1620	(95,000)	0	\$0	0	0
○	<b>Transport Total</b>		<b>(834,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
○	<b>Plant, Equip. &amp; Vehicles Total</b>		<b>(964,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other Infrastructure</b>						
	<b>Recreation And Culture</b>						
○	Bowling Green Development	1532	(650,000)		\$330,786	330,786	
●	Completion of Netball Courts	1519	(50,000)		\$18,640	18,640	
○	<b>Recreation And Culture Total</b>		<b>(700,000)</b>	<b>0</b>	<b>349,426</b>	<b>349,426</b>	<b>0</b>
○	<b>Other Infrastructure Total</b>		<b>(700,000)</b>	<b>0</b>	<b>349,426</b>	<b>349,426</b>	<b>0</b>
	<b>Roads</b>						
	<b>Transport</b>						
○	Townsite Grain Freight Network	1523	(1,800,000)		\$21,889	21,889	
○	Cramphorne Road - Land	1421	(50,000)		\$0	0	
○	Kondinin Road - Land	1524	(25,000)		\$0	0	
○	Corrigin Road (2nd Seal)	1533	(71,401)		\$67,738	67,738	
○	Corrigin Road R2R	1621	(1,048,615)		\$22,723	22,723	
○	Bruce Rock Road - RRG	1622	(497,577)		\$0	0	
○	Bruce Rock Road - (2nd Seal)	1522	(108,674)		\$2,904	2,904	
○	Naremben South Road (2nd Seal)	1326	(76,541)		\$0	0	
○	Soldiers Road Reseal	1624	(19,284)		\$0	0	
○	Wogarl/ Muntadgin Road Resheeting	1625	(48,550)		\$0	0	
○	Cramphorne Merredin Road Intersection 2nd Seal	1427	(33,578)		\$0	0	
○	Mt Walker Road 2nd Seal	1345	(144,087)		\$0	0	
○	Ada/Churchill Street Intersection	1422	(12,900)		\$0	0	
○	Wilson Road Resheet C/F	1426	(40,000)		\$0	0	
○	Smith Road	1626	(14,850)		\$0	0	
○	<b>Transport Total</b>		<b>(3,991,057)</b>	<b>0</b>	<b>115,255</b>	<b>115,255</b>	<b>0</b>
○	<b>Roads (Non Town) Total</b>		<b>(3,991,057)</b>	<b>0</b>	<b>115,255</b>	<b>115,255</b>	<b>0</b>
○	<b>Capital Expenditure Total</b>		<b>(7,901,057)</b>	<b>0</b>	<b>477,728</b>	<b>471,225</b>	<b>0</b>

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 30-Sep-15
	\$	\$	\$	\$
Wadderin Reserve	2,446		-2,446	0
Sundry Deposits	600	450		1,050
Gym Card Bonds	4,700		(100)	4,600
Nominations	400		(400)	0
BCITF Levy	12,130		(12,130)	(0)
Building Services Levy	5,132		(5,132)	(0)
Joint Venture Bonds	8,297	640		8,937
Wheatbelt Railway Retention Alliance	8,981			8,981
	<b>42,685</b>	<b>1,090</b>	<b>(20,208)</b>	<b>23,568</b>

**Shire of Narembeen**  
**Bank Reconciliation -September 2015**

	<u>Municipal</u>	<u>Resticted Cash</u>	<u>Borrowings</u>	<u>Reserves</u>	<u>Trust</u>
BW account #	5347926	0059637	0253235	5347900	5347934
GL Account #	11590100	1590200	1590600	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 1,983,791.29	\$ 371,735.00	\$ 800,000.00	\$ 1,817,402.44	\$ 20,144.26
Plus					
Unpresented Cheques	6,362.00				\$ 12,152.10
Outstanding as per Synergy report	6,362.00	0.00	0.00	0.00	12,152.10
PLUS					
Receipts not deposited 30/09/2015	-3,220.70				
TOTAL	(3,220.70)	0.00	0.00	0.00	0.00
Total	\$ 1,986,932.59	\$ 371,735.00	\$ 800,000.00	\$ 1,817,402.44	\$ 32,296.36
Balance as per BW Statement	\$ 1,986,932.59	\$ 371,735.00	\$ 800,000.00	\$ 1,817,402.44	\$ 32,296.36
Difference	\$ -	\$ -	\$ -	\$ -	\$ -

**OUTSTANDING CHEQUES**

<u>Muni</u>		
10658	\$	6.00
10659	\$	6.00
10695	\$	1,956.00
10697	\$	1,874.00
10728	\$	2,520.00

\$ 6,362.00

**Trust**

274	\$	80.00
281	\$	12,072.10
	<u>\$</u>	<u>12,152.10</u>

Prepared By: Bonnie Cde

Signed:

Date:

*Bonnie Cde*  
 1/10/2015

Checked By: Garry Gegan

Signed:

Date:

*Garry Gegan*  
 1/10/15  
**Garry Gegan**  
**EXECUTIVE MANAGER**  
**CORPORATE SERVICES**

Printed at: 01/10/15

Page No : 1

Options : Year 15/16, To Month 03, By Responsible Officer (BANK Bank Reconciliation)

SHIRE OF NAREMBEEN

(frmGLTrialBalance )

### General Ledger Detail Trial Balance

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
BANK	115901000	Municipal Account - 5347926	1,348,952.51	634,838.78	1,983,791.29
BANK	115902000	Restricted Cash Management Account - 0059637	371,735.00	0.00	371,735.00
BANK	115906000	Borrowing Account - 0253235	800,000.00	0.00	800,000.00
BANK	115910000	Trust Account - 5347934	42,685.38	-22,541.12	20,144.26
BANK	115955000	Reserve Bank Account - 5347900	1,690,367.53	127,034.91	1,817,402.44
Total	BANK		<u>4,253,740.42</u>	<u>739,332.57</u>	<u>4,993,072.99</u>
Total for division GEN			<u>4,253,740.42</u>	<u>739,332.57</u>	<u>4,993,072.99</u>
Grand Total			<u>4,253,740.42</u>	<u>739,332.57</u>	<u>4,993,072.99</u>

CRC financial reports not received at the time of preparing Agenda.

**Cr R Cole**

- 

**Cr Cowan**

- 

**Cr Thomas**

- 

**Cr DeLuis**

- 

**Cr Parsons**

- 

**Cr Vaughan**

- 

**Cr Padfield**

- 

**Cr A Hardham**

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<b>11.0 Urgent business as permitted by Council</b>
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<b>12.0 Date, time &amp; place of next meeting</b>
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Wednesday 18<sup>th</sup> November 2015 at Narembreen Shire Council Chambers

<b>13.0 Closure</b>
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There being no further business the Chair declared the meeting closed at \_\_\_\_\_.