Shire of Narembeen

Together we grow

ORDINARY COUNCIL MEETING
19TH DECEMBER 2018

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SHIRE OF NAREMBEEN

Unconfirmed Minutes for the Annual Electors' Meeting | **11th December 2018**

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

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

MINUTES

Shire of Narembeen Annual Electors' Meeting
Tuesday 11th December 2018, commencing at 6.02pm

1.0 Opening & Recording of those Present

6.02pm – The Shire President welcomed everyone and declared the meeting open.

Councillors

Cr Rhonda Cole	Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Scott Stirrat	Member
Cr Alan Wright	Member
Cr Amy Hardham	Member
Cr Peter Lines	Member

Shire Staff

Mr Chris Jackson	Chief Executive Officer
Miss Bonnie Cole	Executive Manager Corporate Services

General Public

Ms Lorraine Lethlean
Mr Warren Milner
Miss Sarah Lines

2.0 Apologies

Cr Bevan Thomas

3.0 Receiving of Minutes of Previous Electors' Meeting

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen Annual Electors' Meeting held Thursday 2nd November 2017 be received as a true and accurate record of the proceedings.

RESOLUTION

MIN **MOTION -** Moved Cr. A Hardham 2nd: Cr. A Wright

That the Minutes of the Meeting of the Shire of Narembeen Annual Electors' Meeting held Thursday 2nd November 2017 be received as a true and accurate record of the proceedings.

CARRIED 8/0

4.0 Business Arising from Previous Minutes

Business arising from the Minutes of the Shire of Narembeen Annual Electors' Meeting held on Thursday 2nd November 2017.

Note: As required by the Local Government Act, the minutes were presented to the 15th November 2017 Ordinary Meeting of Council, with no action required.

5.0 President's Report (as attached in Annual Report)

RECOMMENDATION:

That the President's Report for 2017/2018 be received.

RESOLUTION

MIN **MOTION –** Moved: Cr. R Cole 2nd: Cr. A Wright

That the President's Report for 2017/2018 be received.

CARRIED 8/0

6.0 Chief Executive Officer's Report (as attached in Annual Report)

RECOMMENDATION:

That the Chief Executive Officer's Report for 2017/2018 be received.

RESOLUTION

MIN **MOTION –** Moved: Cr. P Lines 2nd: Cr. S Stirrat

That the Chief Executive Officer's Report for 2017/2018 be received.

CARRIED 8/0

7.0 Annual Report (see attached)

RECOMMENDATION:

That the Annual Report for 2017/2018 be received.

RESOLUTION

MIN **MOTION –** Moved: Cr. A Hardham 2nd: Cr. A Wright

That the Annual Report for 2017/2018 be received.

CARRIED 8/0

8.0 Auditor's Report (as attached in Annual Report)

RECOMMENDATION:

That the Auditor's Report for 2017/2018 be received.

RESOLUTION

MIN **MOTION –** Moved: Cr. P Lines 2nd: Cr. S Stirrat

That the Auditor's Report for 2017/2018 be received.

CARRIED 8/0

9.0 General Business

Cr. Rhonda Cole
- Acknowledged the efforts of Miss Bonnie Cole on the financials for the Council and thanked her for work prior to her departure from the Shire of Narembeen.

Cr. Peter Lines
- Has been asked why the Storm Water Drain at the corner of Thomas and Churchill Street can't be cleaned out to stop the flooding.
    - CEO advised staff will look into it, however, given the drains it may not be blocked it just needs time to drain.

Lorraine Lethlean
- Thank Councillors for their work throughout the year and the hardship they have endured through Roadwork delays and budget restraints as well as Explaurum.
    - The Shire President thanked Lorraine for her comments. Council very much appreciate the recognition.

Cr Amy Hardham
- Happy to report that one ratepayer that we are updating the Cemetery and also the entry Statements are being updated.
    - It's a wonderful feeling that we have been able to achieve significant works this year.

Warren Milner
- Looked at the Cemetery Proposal and believes it will look very good once it's completed.

Sarah Lines
- Changes to rebranding is everything with a brand on it getting replaced.
    - Cr Cole advised that flags, stationery and entry statements are being replaced immediately but many items will only be replaced in due time.

10.0 Closure

There being no further business the Chair thanked those in attendance and declared the meeting closed at 6.49pm.

Attachment Agenda Item 7.0 - Status Report

SHIRE OF NAREMBEEN - STATUS REPORT
For December 2018 Ordinary Meeting of Council

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land ac uisitions	Road Widening's/Land Resumption: 1. That Council make an offer of 1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above propert owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these propert owners in to the road reserve with the West Australian Planning Commission with the completion of the re uired Form 1A Application for Approval of Freehold or Surve Strata Subdivision.	Cramphorne Rd - complete. Kondinin Rd - one settlement remaining.	Ongoing	CEO
6275/16	21-Sep-16	ADM541	Repeal B Laws and Review of Local Law	That Council commence the 8 ear Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as re uired.	Revised Local Laws to be prepared. Cemeter Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St Latham Road	That Council approve the concept for new signage and re uest the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which ma not be all at the intersection of Latham Road and Longhurst Street.	Blackspot Application submitted for 2019/2020 round of funding.	Ongoing	CEO/CED
6441/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a ualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	H draulic Engineer recommends timers. Alternate Engineers being considered.	Ongoing	CEO
6459/17	19-Jul-17	ADM467	Lease of Crown Land Avon Location 21952, Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utilit charges, as well as other matters that ma arise.	See Agenda Item for December meeting.	Ongoing	CEO
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembeen Waterwise Action Plan.	Ongoing	CEO
6471/17	19-Jul-17	NA	Future Pro ect - Combined Turf Field	Council create a working group and instruct staff to commence a feasibilit stud on a combined tennis, hocke s nthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	C Robinson nearing completion of Feasibilit Stud . Meetings being held.	Ongoing	CEO
6566/17	20-Dec-17	ADM557	Narembeen Lesser Hall Precinct Pro ect Stage 2	That Council:- 1. Approves the Interpretation Plan Fee Proposal provided b Stephen Carrick Architects and Zebra Creative as presented. 2. Approves the increase of the budget allowance of 100,000 to 119,140.	Grant application to Lotter west awaiting board approval.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6624/18	18-Apr-18	ADM172 ADM173 ADM175	Corporate Business Plan Strategic Resource Plan	That Council:- 1. Receive the draft Shire of Narembeen Corporate Business Plan 2018-2021 2. Receive the draft Shire of Narembeen Strategic Resource Plan 2018-2033.	Strategic Resource Plan adopted. Corporate Business Plan - Item to December 2018 meeting.	Ongoing	CEO/EMCS
6674/18	18-Jul-18	ADM131	Mt Walker Sports Club Tennis Court Resurfacing	That Council:- 1. Support the application from the Mt Walker Tennis Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen 2. Approve an application in the name of the Shire of Narembeen to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Communit Sport Recreation Facilities Fund (CSRFF) Small Grants Program. The application is to be prepared b the Mt Walker Tennis Club with assistance from the Shire of Narembeen, if re uired. The grant application is to be submitted b 31st August 2018 3. Agree to provide a financial contribution from the Infrastructure Reserve Fund of up to 1/3 of the pro ect or up to an amount of 30,000 and 4. Offer a self-supporting loan to the Mt Walker Tennis Club should there be an shortfall for this pro ect.	Grant application unsuccessful. Mt Walker Sports Club notified. Alternative options for funding to be considered.	Ongoing	CEO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council sub ect to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	No adverse advice. Transfer process to continue.	Ongoing	CEO
6686/18	15-Aug-18	ADM008	Secondar Freight Route Pro ect	That Council:- 1. Notes the Secondar Freight Routes Pro ect Development report 2. Supports the strategic intent of the Secondar Freight Routes pro ect 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondar Freight pro ect and 4. Endorses an allocation of 6,000 in 2018/19 to co-fund Secondar Freight Route Pro ect development sub ect to a successful Building Better Regions Program application.	Freight Group Pro ect Group advised.	Ongoing	CEO
6691/18	15-Aug-18		Go Narembeen/ Shire of Narembeen Accommodation Pro ect	That Council:- 1. Congratulate Go Narembeen for progressing an initiative to consider the development of additional accommodation units at the Narembeen Caravan Park. 2. Approve entering into a partnership with Go Narembeen that will facilitate future progression of this development sub ect to an approved Shire of Narembeen/Go Narembeen Alliance Agreement being signed between the two parties (to be developed). 3. Agree to consider Shire funding towards this pro ect and other future opportunities sub ect to formal budget amendments if re uired, 4. Agree to meet with Go Narembeen to discuss this exciting opportunit .	Go Narembeen are in recess for the remainder of 2018. Potential pro ect opportunities will be discussed at their next meeting in Februar 2019.	Ongoing	CEO
6693/18	15-Aug-18		Carpark Ad acent to IGA	That Council acknowledge (in writing) receipt of the letter received from Mrs Janice Hills. Staff to look into the costs associated with fixing the current surface with consideration being given to possible sealing of the surface in the future, sub ect to budget considerations.	Upgrade options being considered for presentation to Council.	Ongoing	CEO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a full costed upgrade and or replacement of the existing building. 2. Re uires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this pro ect as part of the Februar 2019 budget review.	Further options need to be considered, see CEO Report December 2018.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6711/18	18-Sep-18		Shire of Narembeen Rebranding	That Council:- 1. Endorse the new logo as presented in attachment at 'concept 2b' on page 3 2. Instruct staff to arrange a Communit Launch Event for the new logo at a time to be determined 3. Instruct staff to commence the process of changing over stationer and other branded material 4. Approve a budget amendment of 16,188 to General Ledger Account 4211300 'Admin Office Computer E uipment Maintenance' for transfer of the current Shire of Narembeen Website to the Council Connect Platform including the new design as uoted b Market Creations. 5. Approve a budget amendment of 30,000 to replace entr statements based on the new branding template and st le guide.	Complete	Complete	CEO
6712/18	18-Sep-18	ADM490	Mobile Black Spot Program	That Council:- 1. Consider making application to the Federal Mobile Black Spot Programme for the blackspot areas as presented in the attachment and to also include South Kumminin. 2. Contact the Hon Melisa Price MP Minister for the Environment, Federal Member for Durack seeking support for the application.	Re uired information sent and Melissa Price advised.	Ongoing	CEO
6722/18	17-Oct-18	P1090	Proposed Outbuilding - Lot 46 (11) Currall Street, Narembeen	That Council:- 1. Note that the application for an outbuilding on Lot 46 (No 11) Currall Street, Narembeen is being advertised for public comment as it entails variations to the Deemed to Compl re uirements of State Planning Polic 3.1 - Residential Design Codes. 2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (b Absolute Ma orit) delegated authorit to the Chief Executive Officer to determine the application for an outbuilding on Lot 46 (No 11) Currall Street, Narembeen. 3. Note that the Chief Executive Officer will not utilise the delegated authorit if an ob ection to the development is received within the advertising period.	Public comment period complete. None received. Applicant has submitted building plans and builidng approval has been given.	Complete	CEO
6725/18	17-Oct-18	ADM573	Narembeen Alliance Agreement	That Council meet with representatives from Go Narembeen to discuss the draft Alliance Agreement and future development opportunities.	Go Narembeen in recess until Februar 2019.	Ongoing	CEO
6733/18	5-Nov-18	ADM644	Tampia Accommodation Village	1. That Council approve of entering into discussions with Explaurum Operations Pt Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for a 200 person accommodation village sub ect to: a. Compliance with Section 3.58 (3) (4) of the Local Government Act 1995 Disposing of propert b. Formal planning application being submitted and approved c. Entering into a lease agreement to the satisfaction of both parties d. Conditions being applied as part of both the planning and lease agreement process that deal with important issues but not limited to design and visual amenit , landscaping, road access and carpark treatments together with other camp re uirements, pedestrian and bike access from the village to Narembeen, agreed road access paths to and from the village and the mine site and matters relating to winding up of the facilit following closure of the mine e. Explaurum and the Shire of Narembeen entering into discussions with Go Narembeen about the loss of viable communit cropping land and agreeing upon how the communit can be compensated for this loss 2. That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541) sub ect to point 1.	1. Draft Lease being prepared. 2. Compliance notice to be prepared, pending valuation. 3. Planing application approved b Council 6743/18 at November Ordinar meeting.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6741/18	21-Nov-18			That the Shire of Narembeen support the re uest of Explaurum to decommission the power suppl to the old sports centre (Mt Arrowsmith Tennis Club) in order for them to install an off the grid power suppl s stem sub ect to confirmation of s stem to be used and use of local contractors electrical for suppl and installation.	Explaurum advised.	Ongoing	CEO
6743/18	21-Nov-18	ADM644	Tampia Accommodation Village	That Council:- 1. Note that a letter of approval has been received from the Minister for Local Government under section 5.69 Minister for Local Government for Cr Thomas, Cr Cowan and Cr Lines to full participate in discussion and decision making dated 5 November 2018. 2. Acknowledge that although Lot 16224 is oned Residential Development under the Shire of Narembeen Local Planning Scheme No 2, it has activel operated as a farm (Extensive Agriculture) for an extended time period, which is a non conforming use. 3. Support the change from one non conforming use to another non conforming use (workforce accommodation) as it is less detrimental to the amenit of the localit than the extensive agriculture use and is, in the opinion of the Shire, closer to the intended uses of the Residential Development one. 4. Approve the development application lodged b Explaurum Operations Pt Ltd for workforce accommodation on Lot 16224 (No 3635) Bruce Rock Narembeen Road, Wadderin sub ect to the following conditions: (i) The plans lodged with this application shall form part of this planning approval. All development shall generall be in accordance with the approved plans unless otherwise approved separatel in writing b the Chief Executive Officer. (ii) The applicant is to lodge a final site plan, floor plans and elevations to the Shire for separate written approval of the Chief Executive Officer prior to the issue of a Building Permit. (iii) The applicant is to lodge a Bushfire Attack Level (BAL) report b a suitabl ualified fire consultant for an development proposed within the Bushfire Prone Area (as declared b the Commissioner of Fire and Emergenc Services). The BAL report re uires separate written approval of the Chief Executive Officer prior to the issue of a Building Permit. (iv) A crossover, car parking area, bus ba s, and internal accesswa s are to be provided in accordance with the approved site plan and maintained to a trafficable standard on site to the satisfaction of the Shire s Chief Executive Officer.	1. Applicant advised of approval. 2. Compliance notice to be prepared sub ect to valuation. 3. Valuer has visited site, valuation due prior to Christmas.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
				(iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and an associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be full contained within the propert boundaries with no water discharge into ad acent land or road reserve unless otherwise approved in writing b the Chief Executive Officer. (iv) The owner / applicant to lodge a landscaping proposal for separate written approval b the Chief Executive Officer. Landscaping shall be installed in accordance with a plan approved b the Shire within 6 months from completion or occupation of the development, whichever is the lesser time period, or an alternative time period approved separatel b the Shire in writing. (v) If the development the sub ect of this approval is not substantiall commenced within a period of 2 ears, the approval shall lapse and be of no further effect. 5. Advertise this planning approval and publicl advice that as the owner of the land this approval is sub ect to compliance with Section 3.58 (3) (4) of the Local Government Act 1995 in that Council will give local public notice that will provided the re uired details of the proposed disposition and the opportunit for public comment. Note: Work has commenced on the drafting of a lease agreement between the Shire of Narembeen and Explaurum Operations Pt Ltd that will deal with the consideration/funds to be received b the Shire for the propert lease together with other negotiated items that ma include but not limited to pedestrian and bike access from the village to Narembeen facilities, agreed road access paths to and from the village and the mine site, transport network contributions, use of facilities including the Narembeen Recreation Centre, Narembeen G m, Narembeen Swimming Pool, Narembeen CRC, Narembeen Librar , Narembeen Emergenc Services Facilities, loss of viable communit cropping land and matters relating to winding up of the village following closure of the mine.			
6744/18	21-Nov-18	ADM499	RoeROC MOU	That Council:- 1. Approve the RoeROC Memorandum of Understanding Jul 2018 to June 2023. 2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire s common seal.	Documents to be signed.	Completed	CEO
6745/18	21-Nov-18	ADM499	Roe Regional Environmental Health Scheme	That Council:- 1. Approve the Roe Regional Environmental Health Services Scheme Memorandum of Understanding Jul 2018 to June 2023 2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding, sub ect to clarification on da s and affix the Shire s common seal.	Documents to be signed.	Completed	CEO
6752/18	21-Nov-18		Narembeen Volunteer Bush Fire Brigade	That Council decommission the Narembeen Volunteer Bush Fire Brigade to allow for the creation of the Narembeen Volunteer Fire and Emergenc Service. There is to be no change to the operations of the Mount Walker Volunteer Fire Brigade.	Notification sent to DFES.	Complete	EMCS
6754/18	21-Nov-18	ADM479	New Standpipe Classifications and Charges	That Council advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:- 1. South Kumminin, Cramphorne and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure 2. Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies. 3. The Depot Standpipe will be reclassified to a commercial standpipe and onl be accessible via swipe card access. 4. The Standpipe on Latham Road, the wash down ba will be reclassified as commercial, be locked off with access onl b ke at this stage and entering into discussions with current users to determine usage and pa ment.	Water Corporation notified . Latham Rd standpipe discussions continue.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6755/18	21-Nov-18	ADM477	Shire of Narembeen 2017/2018 Annual Report	That Council:- 1. Receive the Shire of Narembeen audited Annual Financial Report for the 2017/2018 financial ear, including the Annual Financial Report of the Narembeen Communit Resource Centre 2. Adopt the Annual Report, including the Annual Financial Report, Auditor s Report and Management Report as recommended b the Audit Committee and 3. Advertise the Annual Electors Meeting to be held at 6.00pm on Tuesda 11th December 2018 in Council Chambers.	Complete	Complete	CEO/EMCS
6759/18	21-Nov-18	ADM127	Review of Local Government Act Phase 2	That Council endorse their position of the comments on the Local Government Act Phase Two Review and instruct staff to advise the Department of Local Government, Sport and Cultural Industries of these and comments provided b Councillors will be noted.	NFA	Complete	CEO
6760/18	21-Nov-18	P3101	Proposal - Solar Farm - Shire of Narembeen	1. That Council approve of entering into discussions with Hawks Renewable Energ Corporation Ltd for possible future use of a portion of Shire of Narembeen owned land being Lot 16224 on Deposited Plan 225562 (C/T 2046/541) for a proposed solar farm sub ect to: I. Compliance with Section 3.58 (3) (4) of the Local Government Act 1995 Disposing of propert . II. Formal planning application being submitted and approved. III. Entering into a lease agreement to the satisfaction of both parties. IV. Conditions being applied as part of both the planning and lease agreement process that deal with issues such as design and visual amenit , landscaping, loss of viable communit cropping land and road access. 2. That the Chief Executive Officer be authorised to sign the Application for Planning Approval on behalf of the Shire of Narembeen as the owner of Lot 16224 on Deposited Plan 225562 (C/T 2046/541).	Planning item to be presented to the December Council meeting.	Ongoing	CEO
6761/18	21-Nov-18		Narembeen Medical Centre - Locum	That Council agree to pa up to 3,500 to assist with the funding of a Locum during Dr Peter Lines' absence, funds are to be paid from the Medical Centre Reserve Fund.	Complete	Complete	CEO

SHIRE OF NAREMBEEN

REQUEST FOR TENDER

Request for Tender (RFT)	Design & Construction for the Redevelopment of the Emu Hill Public Cemetery, Narembeen

Deadline	12.00 Noon Friday 8th February 2019

Address for Delivery:	Chief Executive Officer Shire of Narembeen 1 Longhurst Street Narembeen WA 6369

RFT Number:	05/2018

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APPENDIX F PLUS ARCHITECTURE CONCEPT PLAN, LANDSCAPE ARCHITECTURE, LANDSCAPE MATERIAL SCHEDULE (separate attachment) 32

1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS

The Shire of arembeen request the following services -

- Design Construction for the Redevelopment of the mu ill Public Cemetery **Emu Hill East Road, Narembeen**

Please find below information for Tenderers when submitting their tender.

Task Description	Responsibility		
	Contractor	Client	Other
Supply Terms of Reference		es	
Submission of Detailed Design Implementation Plan Costing as specified in Tender Request	es		
Site work preparation (arthworks) including site survey verification and Site Compaction	es	es	
eotechnical Report (if required)	es		
Building Licenses and Utilities Approvals	es		
Bitumen Asphalt to Driveways and Parking Areas		es	
Work Assessment, with any follow up if deemed necessary	es	es	

1.2 TENDER DOCUMENTS

This Request for Tender is comprised of the following parts

Part (1) Principal's Request (read and keep this part)
Part (2) Specification (read and keep this part)
Part (3) Tenderer's Offer (complete and return this part)
Part (4) Appendi A - Special Conditions of Contract (read and keep this part)
Part ( ) Appendi B - eneral Conditions of Contract (read and keep this part)
Part ( ) Appendi C – Design Documentation and Minimum Pro ect Specifications
Part ( ) Appendi D - Site Layout – iche Wall
Part ( ) Appendi – Landgate Map, Appendi F – Concept levations
Part ( ) Appendi F – Plus Architecture Concept Plan, Landscape Architecture, Landscape Material Schedule

1.3 DEFINITIONS

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

Attachments:	The documents you attach as part of your Tender
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the e ecutors or administrators, successors and assigns of such person or persons, corporation or corporations
Deadline:	The deadline for lodgement of your Tender
General Conditions of Contract:	Means the eneral Conditions of Contract nominated in Part 1
Offer:	our Offer to be selected to supply the Requirements
Principal:	Chief ecutive Officer, Shire of arembeen
Request:	This document
Requirements:	The Design and Construction for the Redevelopment of the mu ill Public Cemetery as requested by the Principal
Selection Criteria:	The criteria used by the Principal in evaluating your Tender
Special Conditions:	The additional Contractual terms
Specification:	The statement of Requirements that the Principal requests you to provide if selected
Tender:	Completed Offer form, response to the Selection Criteria and Attachments
Tenderer:	Someone who has or intends to submit an Offer to the Principal.

1.4 HOW TO PREPARE YOUR TENDER

a) Carefully read all parts of this document.

b) nsure you understand the Requirements.

c) Complete and return the Offer (Part 3) in all respects and include all Attachments.

d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.

e) Lodge your Tender before the Deadline.

1.5 CONTACT PERSONS

Tenderers should not rely on any information provided by any person(s) other than those listed below

Contractual and Specification Enquiries:
ame Mr Chris ackson Mrs Sheree Thomas
Telephone 4 3
Chris ackson - mail ceo narembeen.wa.gov.au
Sheree Thomas – mail
ced narembeen.wa.gov.au

Concept Design:
ame Mr Patric Pr erad ki
Plus Architecture
Telephone 43 14
mail
PPr erad ki plusarchitecture.com.au

1.6 PRE QUALIFICATION REQUIREMENTS

A

1.7 TENDER BRIEFING/SITE INSPECTION

There is no mandatory briefing, however we recommend intending Tenderers make themselves aware of the location of the proposed site by contacting the Shire of arembeen on 4 3 .

1.8 EVALUATION PROCESS

The lowest tender may not be accepted or that one Tenderer will be given the whole Contract.

The Shire of arembeen reserve their individual rights to accept or re ect any portion of this Tender.

This is a Request for Tender (RFT).

our Tender will be evaluated using information provided in your Tender. The following evaluation methodology will be used in respect of this Request

a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and Attachments) may be e cluded from the evaluation process.
b) Tenders are assessed against the listed Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.
c) The most suitable Tenderers may be shortlisted. Referees may also be contacted prior to the selection of the successful Tenderer.

1.9 SELECTION CRITERIA

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal. The Principal reserves the right to determine that the Tender be apportioned to the most suitable Tenderer Tenderers.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The e tent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.9.1 COMPLIANCE CRITERIA

These criteria are detailed within Part 3 of this document and will not be point scored. ach Tender will be assessed on a es o basis as to whether the criterion is satisfactorily met. An assessment of o against any criterion may eliminate the Tender from consideration.

1.9.2 QUALITATIVE CRITERIA

In determining the most advantageous Tender, the valuation Panel will score each Tenderer against the qualitative criteria as detailed within Part 3 of this document. ach criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

NOTE: It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the valuation Panel.

Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.9.3 PRICE CONSIDERATIONS

WEIGHTED COST CRITERIA

The valuation Panel will make a series of value udgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including

a) the qualitative ranking of each Tenderer (weighting) and
b) the pricing submitted by each Tenderer (4 weighting).

Once the tenders have been ranked, the evaluation panel will make a value udgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal. eg the lifetime operating costs of goods or the Principal's Contract management costs may also be considered in assessing the best value for money outcome.

1.10 PRICE BASIS

FIXED PRICES
All prices for services offered under this Request are to be fi ed for the term of the Contract. Tendered prices must include oods and Services Ta (ST).

Unless otherwise indicated prices tendered must include all applicable levies, duties, ta es and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.11 THE PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

ot Applicable.

1.12 CONDITIONS OF TENDERING

1.12.1 LODGEMENT OF TENDERS AND DELIVERY METHOD

The Tender must be lodged by the Deadline. The Deadline for this Request is **12.00 Noon, Friday 8th February 2019.**

The Tender is to be

a) placed in a sealed envelope clearl endorsed with the tender number (**05/2018**) and title as shown on the front cover of this Re uest and

b) delivered b hand and placed in the Tender Box at 1 Longhurst Street, Narembeen (b the Tenderer or the Tenderer s private agent) or sent through the mail to the Chief Executive Officer, Shire of Narembeen, 1 Longhurst Street, Narembeen WA 6369

Electronic Mail Tenders and Tenders submitted by facsimile will not be accepted.

Tenderers must ensure that the have provided two (2) signed copies of their Tender (one to be marked ORIGINAL and bound, the other to be marked COPY and unbound). An brochures or pamphlets must be attached to both the original and the cop .

1.12.2 LATE TENDERS

Tenders received

a) after the Deadline or
b) in a place other than that stipulated in this Request

Will not be accepted.

1.12.3 ACCEPTANCE OF TENDERS

The Principal is not bound to accept the lowest Tender and may re ect any or all Tenders submitted.

1.12.4 DISCLOSURE OF CONTRACT INFORMATION

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

All Tenderers will be given particulars of the successful Tenderer(s) or advising that no Tender was accepted.

1.12.5 ALTERNATIVE TENDERS

All Alternative Tenders MUST be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made sub ect to conditions other than the eneral and Special Conditions of Contract must in all cases arising be clearly marked ALT R ATI T D R .

The Principal may in its absolute discretion re ect any Alternative Tender as invalid.

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

1.12.6 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of si ty ( ) days from the deadline or forty-five (4) days from Council's resolutions for determining the Tender, whichever is the later unless e tended on mutual agreement between the Principal and the Tenderer in writing.

1.12.7 GENERAL CONDITIONS OF CONTRACT

Tenders will be deemed to have been made on the basis of and to incorporate the eneral Conditions of Contract for the Supply of oods.

1.12.8 PRECEDENCE OF DOCUMENTS

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

1.12.9 TENDERERS TO INFORM THEMSELVES

Tenderers will be deemed to have

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

1.12.10 ALTERATIONS

The Tenderer must not alter or add to the Request Documents unless required by these Conditions of Tendering.

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

1.12.11 RISK ASSESSMENT

The Principal may have access to and give consideration to

a) any risk assessment undertaken by authorised Credit Rating Agency and
b) any information produced by the Bank, financial institution, or accountant of a Tenderer

so as to assess that Tender and may consider such information as tools in the Tender assessment process.

1.12.12 OWNERSHIP OF TENDERS

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

1.12.13 CANVASSING OF OFFICIALS

If a Tenderer, whether personally or by an agent, canvasses any of the Councillors or Officers of Council with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.12.14 IDENTITY OF THE TENDERER

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 3 and whose e ecution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.12.15 TENDER OPENING

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the Tender Opening. o discussions will be entered into between Tenderers and the Principal's Officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on **Friday 8th February 2019** at the Shire of arembeen Administration Centre as soon as practicable after the Tender Deadline of **12.00 noon.**

2 SPECIFICATION

2.1 INTRODUCTION

Council is undertaking the Design Construction for the Redevelopment of the mu ill Public Cemetery located at Location 2 mu ill Road, arembeen.

The Shire of arembeen is keen to work in **partnership** with a suitable contractor to take a design concept as prepared by Plus Architecture to full design and construction of various components of the Cemetery upgrade that include the niche wall, landscaping, entry statements, upgrade of e isting ga ebo, improved signage, driveways and parking areas.

2.2 BACKGROUND INFORMATION

The mu ill Public Cemetery was established in 1 2 . The Cemetery is managed by the Shire of arembeen and has 42 interments (burials placement of ashes). There is no other land within the Shire of arembeen which is permitted to be used for new burials.

Council established a cemetery working group who have considered the development of a cemetery master plan which is to take into account future land needs for grave sites, redevelopment of the niche wall, signage and grave number plates, condition of the sealed entry and driveways and condition of vegetation.

In February 2 1 , Council engaged Plus Architecture to undertake a Scoping Study of the cemetery in order to identify and address issues at the cemetery.

2.3 DESIGN TERM OF REFERENCE

1. This pro ect encompasses the construction of a new iche Wall at 2 mu ill Road, arembeen.

   The construction of the new wall will consist of the following -

   - Demolition of the e isting wall and footings
   - Preparation of the ground for the proposed new wall and landscaping works
   - Construction of a new niche wall with the provision for 1 niches. Finishes to be weatherproof hardwearing
   - Landscape works consisting of paving, planter bo timber bench seat, and

   The Contractor's scope shall encompass both the design and construction of the pro ect, and shall include all fees and costs associated with same.

2. The pro ect also includes the construction of a new entry statement, front roadside fencing, upgrade of e isting ga ebo, improved signage, driveways walkways (by Shire) and carpark improvements (by Shire)

2.4 SPECIFIC REQUIREMENTS OF THE CONTRACT

The Contract will be managed by the Shire of arembeen and any difficulties in maintaining any aspect of this tender must be discussed with Council's Chief ecutive Officer, Mr Chris ackson.

2.6 IMPLEMENTATION TIMETABLE

The Tenderer shall supply in the Tender Submission an stimated Timeframe for the Design Construction for the Redevelopment of the mu ill Public Cemetery, arembeen

The Tenderer shall supply a timely service as soon as practical following the signing of the Building Contract.

2.7 WORKS INSPECTION / REMEDIAL WORKS

The successful Tenderer (Contractor) is to conduct a post works inspection with the nominated representative of Council where works were carried out, to ascertain completion of the work to the satisfaction of the local government.

Any remedial action and scheduling is to be consented to by the nominated representative of Council.

3 TENDERER'S OFFER

3.1 OFFER FORM

I We **(BLOCK LETTERS)**			
Of **(ADDRESS**)			
AB ST Status		AC (if any)	
- Telephone o		Facsimile o	
-mail (if any)			

In response to RFT 05/2018

Design & Construction for the Redevelopment of the Emu Hill Public Cemetery, Narembeen

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

The tendered price is valid up to si ty ( ) calendar days from the date of the tender closing or forty-five (4) days from the Council's resolution for determining the Tender, whichever is the later unless e tended on mutual agreement between the Principal and the Tenderer in writing.

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

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

Dated this day of 2

Signature of authorised signatory of Tenderer

ame of authorised signatory
(BLOC L TT RS)

Position

Address

Witness Signature

ame of witness
(BLOC L TT RS)

Address

3.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Tender submission).

3.2.1 QUALITY ASSURANCE

Does your organisation have any quality assurance or quality assurance systems	es o	
If you propose to subcontract, does your subcontractor have a third party quality management system in place	es o	
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled **"Quality Assurance"**.	**"Quality Assurance"**	Tick if attached

3.2.2 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled **"Insurance Coverage"**. A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.			**"Insurance Coverage"**	Tick if attached
Type	***Insurer – Broker***	***Policy Number***	***Value ($)***	***Expiry Date***
Public Liability				
Workers Compensation				
(Other)				
(Other)				

3.3 SELECTION CRITERIA

3.3.1 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following

All information relevant to your answers to each criterion are to be contained within your Tender

Tenderers are to assume that the valuation Panel has no previous knowledge of your organisation, its activities or e perience

Tenderers are to provide full details for any claims, statements or e amples used to address the qualitative criteria and

Tenderers are to address each issue outlined within a qualitative criterion.

A) Relevant Experience Describe your e perience in completing supplying similar Tenderers must, as a minimum, address the following information attachment and label it **"Relevant Experience"** (a) Provide details of similar work (b) Provide scope of the Tenderer's involvement including outcomes (c) Provide details of issues that arose during the pro ect and how were managed (d) Demonstrate sound udgement and discretion and (e) Demonstrate competency and proven track record of outcomes.	**Weighting 30%**	
	"Relevant Experience"	**Tick if attached**

B) Key Personnel skills and experience Tenderers should provide as a minimum information of proposed personnel to be allocated to this pro ect, such as (a) Their role in the performance of the Contract (b) Curriculum vitae (c) Membership to any professional or business association (d) Qualifications, with particular emphasis on e perience of personnel in pro ects of a similar requirement and (e) Any additional information. Supply details in an attachment and label it **"Key Personnel"**.	**Weighting 20%**	
	"Key Personnel"	**Tick if attached**

C) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary (a) Plant, equipment and materials and (b) Any contingency measures or back up of resources including personnel (where applicable). As a minimum, Tenderers should provide a current commitment schedule in an attachment and label it **"Tenderer's Resources"**.	**Weighting 20%**	
	"Tenderer's Resources"	**Tick if attached**

D) Demonstrated Understanding Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include (a) Pro ect Design Documentation and Budget (b) A pro ect schedule timeline must be provided (c) The process for the delivery of the goods services (d) A willingness to employ local and regional trades persons (e) A demonstrated understanding of the scope of work and (f) Provide details of any Manufacturing Supplier Warranties applicable. Supply details and provide an outline of your proposed methodology in an attachment labelled **"Demonstrated Understanding"**.	**Weighting 30%**	
	"Demonstrated Understanding"	**Tick if attached**

3.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule . Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

3.4.1 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts	es o	
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled **"Discounts"**.	**"Discounts"**	**Tick if attached**

3.4.2 TOTAL TENDERED PRICE

Total Tendered Price (including ST) for the Design and Construction for the Redevelopment of the mu ill Public Cemetery, arembeen	$

3.4.3 SCHEDULE OF PAYMENTS

Schedule of Payment as pursuant to Standard Building Contracts	

APPENDIX A – SPECIAL CONDITIONS OF CONTRACT

1 PERIOD OF CONTRACT AND TERMINATION

The Contract will be in force only for the period required to meet Statutory Requirements, and post-handover resolution of any construction issues. owever, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

2 INSURANCES

The Contractor and its Subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in the eneral Conditions of Contract in the following sums

a) Public Liability insurance in the sum of at least 1 , , (Ten Million Dollars) in respect of any one occurrence and for an unlimited number of claims.

b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).

3 CONTRACTOR UNABLE TO MEET OBLIGATIONS

In circumstances not caused by willful delay where the Contractor is unable to complete the services in the time required, Council reserves the right to use additional Contractors to carry out the necessary service in the time required at the e pense of the Contractor.

4 LICENSING AND INSURANCE OF PLANT

The Contractor shall ensure that all plant and equipment, including all motor vehicles, shall be legally licensed for their purpose and used in accordance with the relevant statutes.

The Contractor shall maintain a valid insurance cover on all its plant and equipment against all risks of physical damage, loss or damage arising out of or occurring in the course of the e ecution of the Services.

5 PAYMENT

Unless otherwise provided in the Contract and sub ect to these Conditions, the Contractor shall be entitled to payment of the Tendered Amount in instalments in pursuant of Building Industry Standard Practices for the value of the work completed as determined by the Principal.

Unless otherwise provided in the Contract, and in accordance with the preceding paragraph, payment of the amount certified by the Principal as being due to the Contractor shall be made within 14 days of receipt of the Contractor's Invoice or claim.

Failure by the Principal to pay the amount payable at the due time will not be grounds to invalidate or void the Contract.

The Contractor shall not be entitled to any interest or charge for e tending credit or allowing time of the payment of the Contract price unless otherwise provided in the Contract.

6 SUB-CONTRACTING

The Contractor shall not at any time sub-contract any of the work under this Contract without the written consent of the Council having been first obtained. Such consent will not be unreasonably withheld.

7 CONTRACTOR'S EMPLOYEES

The Contractor shall take reasonable steps to ensure that all persons employed by the Contractor to perform the services under this Contract are able to perform their duties efficiently.

APPENDIX B – GENERAL CONDITIONS OF CONTRACT

GENERAL CONDITIONS OF CONTRACT

FOR THE PROVISION OF

GENERAL SERVICES

1. Governing Law

The Contract shall be governed by the laws of the State of Western Australia and the parties hereby submit to the e clusive urisdiction of the courts of the State.

2. Definitions

2.1 In the Contract, e cept where the conte t otherwise requires Clause means a clause of these eneral Conditions.

Contract means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor.

Contract Price means

(a) where payment is to be made on a Lump Sum Basis, the sum which is stated in the Contract to be payable to the Contractor for the supply of the Services by the Contractor and the performance of the obligations of the Contractor under the Contract

(b) where payment is to be made on a Schedule of Rates basis, the sum ascertained by calculating the product of the rates and the corresponding quantities set out in the Schedule of Rates and adding to the sum thereof the total of any lump sums, provisional sums, contingency sums or other sums included in the Schedule of Rates

(c) where payment is to be made on a Lump Sum and a Schedule of Rates Basis, the aggregate of the sums referred to in paragraphs (a) and (b),

but e cluding any additions or deductions, which may be required to be made pursuant to the Contract.

Contractor means the person or persons, corporation or corporations, who contract to supply the Services the sub ect of the Contract.

Officer means any officer or person authorised by the Principal and notified to the Contractor as an authorised officer for the purpose of this Contract.

Principal means the Chief ecutive Officer, Shire of arembeen.

Services means the whole of the services, tasks, work and requisites to be supplied rendered provided or performed by the Contractor including all variations provided for by the Contract as more fully set out in the Contract.

Specification means any Special Conditions, Technical Specification and Schedules forming part of the Contract and such Specification shall be read with these eneral Conditions as an integral part of the Contract, but in the event of any inconsistency between the Specification and these eneral Conditions the former shall (unless the Contract otherwise provides) prevail.

2.2 Unless the conte t otherwise requires, the singular in all cases includes the plural and vice versa. The clause headings of the eneral Conditions of Contract shall not in any way affect their interpretation. Any one gender includes all genders.

3. Quality of Services

3.1 All Services rendered shall conform to the Specification and the standards specified in the Contract.

3.2 Where no standards are specified in the Contract, the Services shall comply with the appropriate and current standard of the Standards Association of Australia and if there is no such standard then the appropriate and current standard of the British Standards Institution or such other standard as the Principal shall consider appropriate.

3.3 If no standards are applicable, the Services shall be of the highest standard and carried out promptly with all due skill care and diligence.

3.4 The Contractor shall employ only such persons as are carefully skilled and e perienced in their respective professions trades and callings who hold all necessary licences permits and authorities required by law and whose standards of workmanship are entirely suitable for the performance of the Services and the requirements of the Contract.

4. Patent & Rights

4.1 The Contractor shall indemnify and at all times keep the Principal indemnified against any action, claim, demand, costs or e penses arising from or incurred by reason of any infringement or alleged infringement of any letters patent, design, trade mark or name, copyright or other protected right in respect of any goods, articles, services, equipment, machinery, plant or thing, system or method of performing, using, fi ing, working or arrangement used, fi ed, provided or supplied by the Contractor.

4.2 All payments and royalties payable in respect of any such letters patent or other protected right, shall be included by the Contractor in the Contract and shall be paid by itself to the person, persons, or body to whom they may be due or payable.

4.3 In the event of any claim being made or brought against the Principal in respect of any of the matters stated in this clause, the Contractor shall be immediately notified thereof. The Contractor shall, with the assistance if required of the Principal, but at the Contractor s sole e pense, conduct all negotiations for the settlement of the same or any litigation that may arise there from and in the event of the failure by the Contractor so to do, the Principal shall have power to suspend payment of any money due to the Contractor under the Contract until such claim has been satisfied, settled, or withdrawn. Should any money due, or which may thereafter become due, to the Contractor, or which may have been deposited by the Contractor as security under the Contract, be insufficient to satisfy or settle any such claim and such claim has not been satisfied or withdrawn at the date when the Contract would otherwise have been completed, the balance outstanding in respect of the claim shall be a debt due by the Contractor to the Principal.

5. Settlement of Disputes

.1 The parties agree to attempt in good faith to resolve through negotiation any dispute regarding the Contract.

.2 ither party may refer to an appropriate independent e pert, agreed to by the parties, any Services for e amination and report as to their compliance with the Contract. The decision of the e pert shall be final and binding upon both parties, and the e pense of such reference shall be paid by the unsuccessful party.

.3 Sub ect to the provisions of clause .2, any dispute or unresolved claim arising out of or relating to the Contract or the breach, termination or invalidity thereof (the dispute) shall first be the sub ect of conciliation before a conciliator who is either agreed to by the parties or, failing agreement, who is appointed by the President of the Institute of Arbitrators and Mediators (WA Branch).

.4 If the dispute has not been resolved within 2 days (or such other period agreed in writing between the parties) after the appointment of the conciliator, the dispute shall be referred to arbitration to be effected

(a) by an arbitrator mutually agreed upon between the parties or

(b) in default of such mutual agreement, by an arbitrator appointed by the President of the Institute of Arbitrators and Mediators,

in accordance with the provisions of the Commercial Arbitration Act 1 .

6. Time

.1 Services under the Contract shall be supplied punctually at or within the time stated in the Order and in this respect time shall be of the essence of the Contract.

.2 The Contractor shall be entitled only to such e tensions of time for compliance with the Contract as the Principal, upon the written application of the Contractor, may in its absolute discretion grant in writing.

7. Supply of Services by Order

.1 The Contractor shall fulfil all orders for Services placed by the Principal during the term or currency of the Contract.

.2 Where the Contract is for the supply of Services by reference to a list of Services and prices in a Schedule to the Specification, the Principal shall not be required to take or accept all or any of the Services listed **EXCEPT** such of the Services as may be ordered by the Principal from time to time during the period of the Contract.

.3 Where the quantity or value set out in any Schedule to the Specification is described as appro imate it shall be regarded only as an estimate of the quantity or value which may be required under the Contract and the Principal shall not be required to take or accept the said nominated appro imate quantity or value of Services.

.4 The right is reserved for the Principal to order its requirements of any one type or item of the Services either at one time or in instalments or in such quantities as may be required from time to time.

. othing herein contained shall oblige the Principal to take or accept all its needs or requirements of the Services solely from the Contractor nor shall be taken to confer any e clusive right upon the Contractor to provide the Services to the Principal. The Principal shall be free at all times to obtain the Services or any part of them from any other source provider or supplier thereof e cept Services the sub ect of an e isting order to the Contractor.

8. Stamp Duty

The Contractor shall pay all stamp duties in connection with the Contract.

9. Goods & Services Tax

.1 For the purposes of this clause

(a) ST means goods and services ta applicable to any ta able supplies as determined under the ST Act.

(b) ST Act means A ew Ta System (oods and Services Ta) Act 1 and (where the conte t permits) includes the Regulations and the Commissioner of Ta ation's oods and Services Ta Rulings and Determinations made there under and any other written law dealing with ST applying for the time being in the State of Western Australia.

(c) Supply , ta able supply and ta invoices have the same meanings as in the ST Act.

.2 Where the supply of the Services or any part thereof is a ta able supply under the ST Act

(a) The Contract Price shall be inclusive of all applicable ST at the rate in force or the time being.

(b) The obligation of the Principal to pay the Contract Price or any instalment thereof, and the right of the Contractor to recover the Contract Price or any instalment thereof, shall be sub ect to and conditional upon the prior issue by the Contractor and the prior receipt by the Principal of a ta invoice in respect of the Contract Price, or the relevant instalment thereof, which complies in all respects with the ST Act.

(c) This provision applies notwithstanding any other provision of the Contract or any legislation or rule of law to the contrary, but does not apply if the Contractor is not registered for ST, and is not required to be so registered, under the ST Act.

.3 The Contractor shall at all times observe, perform and comply with all applicable provisions of the ST Act relative to the supply of the Services under the Contract.

10. Price Variations

1 .1 Contract prices shall be firm for the term of the Contract.

1 .2 Where Contract prices are variable, and the Contractor wishes to claim for a variation in price during the term of the Contract, then the Contractor shall give the Principal full details of the make-up of the claim, including all applicable information as to the cost of materials, direct labour, overheads, profit and such other cost components as the Principal may require to verify any claim for variation. All applications for variation must show in statement form the e isting approved Contract prices, the proposed price increase and proposed new Contract price on an item by item basis and shall be accompanied by all relevant determinations and documents in support of the claim.

1 .3 Where the Contract price is the price ruling at date of performance of the Services the Contractor shall produce to the Principal evidence to verify each claim for payment.

1 .4 Where trade list prices form the basis of the Contract the Contractor shall identify the trade list referred to by date, number or other suitable reference.

1 . Reductions affecting the Contract rates shall be notified by the Contractor to the Principal immediately they occur and the Contractor shall repay to the Principal the full amount of any overpayment made by the Principal within fourteen (14) days of the reduction being authorised by the Principal.

1 . Applications for variation of variable Contract prices or rates by the Contractor shall be submitted in writing to the Principal as far in advance as practicable of the date from which the variation is sought to commence.

(a) All variations approved by the Principal shall operate from a date determined by the Principal, which shall not be earlier than the date of the formal application for variation.

(b) The onus shall be upon the Contractor to prove to the satisfaction of the Principal all details of any variation claimed.

1 . In all matters of price variations (up or down) the Contractor shall make available to the Principal within the time specified by the Principal such information, records, facts and figures as the Principal shall require. Failure to supply the required information, records, facts and figures shall entitle the Principal to refuse the variation.

1 . Where the variation is to be determined on the basis of decisions by the Australian Competition and Consumer Commission such variations will be effective on the date nominated by the Australian Competition and Consumer Commission and will be binding on all parties. Should the Australian Competition and Consumer Commission cease to operate during the period of the Contract, a new variation arrangement will be negotiated by mutual agreement. If agreement cannot be reached, the Contract may forthwith be determined by either party by written notice to the other.

11. Security Deposit

ot Applicable

12. Assigning or Subletting

The Contractor shall not without the prior consent of the Principal in writing, assign transfer, mortgage, charge encumber, sublet or sub contract the Contract, or any part thereof. The Contractor shall not assign transfer mortgage, charge, or encumber, all or any of the moneys payable or to become payable or any other interest or benefit under the Contract without the consent in writing of the Principal being first obtained. Any consent shall not discharge the Contractor from any liability in respect of the Contract, and shall e tend only to the assignment or other transaction actually consented to and shall not be deemed a consent to any other assignment of transaction nor to prevent any proceedings for any subsequent breach of this condition any may be granted or withheld or made sub ect to conditions in the absolute discretion of the Principal.

13. Termination of Contract

13.1 Where the Contractor

(a) fails to supply and provide the Services on the due date or dates or at the location or locations specified in the Contract or in any order or to duly and punctually observe and perform all or any of the terms or conditions set out in the Contract or

(b) assigns subcontracts or sublets the Contract, or any part thereof, or assigns, mortgages, charges, or encumbers, or attempts to assign, mortgage, charge, or encumber, all or any of the moneys payable or to become payable under the Contract, or any other interest or benefit whatsoever arising, or which may arise, under the Contract without the consent in writing of the Principal being first obtained or

(c) (if an individual) becomes bankrupt or

(d) (if a corporation) goes into voluntary or compulsory liquidation or goes into receivership or enters into voluntary administration or

(e) makes an assignment of its estate for the benefit of its creditors, or makes an arrangement or composition with its creditors or

(f) includes any statement fact information representation or material in its Tender which is false untrue or incorrect or

(g) fails in any manner to perform the Contract to the complete satisfaction of the Principal

then, and in every such case, the Principal may give notice in writing to the Contractor terminating the Contract, whether there are any orders remaining to be filled or not and engage or contract with any person or corporation other than the Contractor to perform and complete the same.

13.2 All damages and e penses incurred by the Principal under or by virtue of the provisions of sub-clause 13.1 shall be ascertained and certified to by the Officer, and shall be deducted from any money that may be then due, or may thereafter become due to the Contractor, or that may have been deposited by itself as security in respect of the Contract. If the money then due, or thereafter becoming due to the Contractor, or deposited by itself as aforesaid, shall be not sufficient for that purpose, the balance remaining unpaid shall be a debt due by the Contractor to the Principal, and may be recovered from the Contractor in any Court of competent urisdiction.

13.3 If the Contract is terminated the monies which have been previously paid to the Contractor on account of the orders filled shall be taken by the Contractor as full payment and satisfaction for all orders e ecuted under the Contract. All sums of money that may be due to the Contractor and unpaid, and all sums of money (if any) held as security, shall be forfeited and may be retained by the Principal.

13.4 Upon termination of the Contract all monies previously paid to the Contractor shall be deemed to be in full satisfaction of all claims of the Contractor of any kind or description whatsoever under or in respect of the Contract.

14. Failure to Supply

Where a state of emergency e ists or where the Contractor is unable or fails (for whatever reason) to supply and provide the Services at any time or in any place the Principal may without being liable in any way to the Contractor obtain or acquire such Services as it requires during the state of emergency or at that time or in that place (as the case may be) from any other source supplier or provider thereof. The e istence of a state of emergency shall be determined by the Principal in its sole discretion.

15. Power to Act for the Principal

Anything to be done or performed by the Principal may be done and performed by any person duly authorised by the Principal.

16. Variation of Contract Terms

None of the terms of the Contract shall be varied, waived, discharged or released either at law or in equity, unless by the express agreement of the Principal in writing.

17. Suspension of Payments

Should the Contractor refuse or neglect to carry out the instructions of the Principal in regard to any matter connected with the Contract, the Principal may suspend all payments to the Contractor until such instructions have been complied with.

18. Deduction of Charges or Debts

18.1 Without limiting the Principal's rights under any of the foregoing clauses hereof, any debt due from the Contractor to the Principal may be deducted by the Principal from any moneys which may be or thereafter become payable to the Contractor by the Principal, and if such moneys are insufficient for this purpose, then from the Contractor's security under the Contract. Nothing in this clause shall affect the right of the Principal to recover from the Contractor the whole of the debt or any balance that remains owing after deduction.

18.2 The Contractor hereby acknowledges and agrees that all moneys becoming payable by the Contractor in respect of the Contract and all costs, expenses, losses, and damages hereinbefore mentioned, and for which the Contractor shall become liable at any time under the Contract, may be deducted and paid by the Principal from any sum or sums due, or which may become due, to the Contractor under or in respect of any other Contract or Contracts which may be subsisting between the Contractor and the Principal for the time being.

19 Payment

19.1 The Principal shall pay or cause to pay to the Contractor, upon the certificate of the Officer, all sums of money due or to become due to the Contractor under the Contract, in the amounts and at the times set forth in the Contract, and shall pay or hand over the Security (if any) deposited to the Contractor within fourteen days after the Officer has certified that the Contract has been satisfactorily completed. Failure by the Principal to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract.

19.2 Where the Contract is a schedule of prices Contract to be executed at the rates or prices given in the Contract, then the Services shall be paid for at their schedule rates and not at the total amount of the Contractor's tender.

19.3 The Contractor shall not be entitled to any interest, credit charge, service fee or any other fee or charge for extending credit or allowing time for the payment of money becoming due for the provision of Services unless expressly provided for in the Contract.

19.4 The Principal shall not be obliged to pay accounts of the Contractor unless received by the paying officer nominated on the Order.

19.5 All periods for payment of invoices shall be calculated from the date of preparation of the invoice.

20. Service of Notices

Any notice, order, instruction or communication required to be, or that may be served on or given to the Contractor by the Principal or the Officer shall be deemed to have been sufficiently issued or given to or served upon the Contractor if it is handed to the Contractor or is sent by prepaid post to or is left at the address of the Contractor stated in its Tender or at such other address as is notified in writing by the Contractor to the Principal.

21. Contractor to Inform Itself

21.1 The Contractor shall be deemed to have

(a) e amined carefully and to have acquired actual knowledge of the contents of the Drawings, Specification, Schedules, Bills of Quantities (if any), Conditions of Tendering, these eneral Conditions of Contract and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Contractor for the purpose of tendering and

(b) e amined the site and its surroundings and

(c) satisfied itself as to the correctness and sufficiency of its tender and that its price covers the cost of complying with all its obligations under the Contract and of all matters and things necessary for the due and proper performance and completion of the Contract.

Failure by the Contractor to do all or any of the things it is deemed to have done under this clause will not relieve the Contractor of its liability to perform and complete the Contract in accordance with the terms and conditions thereof.

22. Complying with Statutory Requirements

22.1 The Contractor shall comply with the requirements of all Acts of the Parliament of the Commonwealth and with the requirements of the provisions of all Acts of the Parliament of the State of Western Australia and with the requirements of all ordinances, rules, regulations, by-laws, orders, codes of practice and proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Services or the performance of the Contract.

22.2 Without limiting in any way the generality of the foregoing, the Contractor shall duly and punctually observe, perform and comply with the provisions of the Occupational ealth, Safety and Welfare Act 1 4 and all improvement notices, prohibition notices and codes of practice (if any) issued thereunder and having application to this Contract.

22.3 If, in the opinion of the Contractor, the provisions of any document forming part of the Contract are at variance with any such requirements, the Contractor shall give written notice to the Principal specifying the departure from such provisions which he considers necessary to comply with such requirements.

23. Property Damage and Public Risk

23.1 Sub ect to the ne t succeeding paragraph of this clause, the Contractor shall indemnify and keep indemnified the Principal against all loss of or damage to the property of the Principal and from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Principal, or the employees, professional consultants or agents of the Principal or any of them in respect of personal in ury to or the death of any person whomsoever or loss of or damage to any property whatsoever arising out of or as a consequence of the supply or provision of the Services by the Contractor or its employees, agents or sub-contractors and also from any costs and e pense that may be incurred in connection with any such claim, demand, action, suit or proceeding.

23.2 The Contractor shall not, under the last preceding paragraph of this clause, be rendered liable for or in respect of personal in ury to or the death of any person or loss of or damage to property resulting from any breach by the Principal of any provision of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal or for or in respect of any claims, demands, actions, suits or proceedings, costs and e penses whatsoever in respect thereof or in relation thereto.

24. Accident or Injury to Employees

The Contractor shall indemnify and keep indemnified the Principal against liability for all loss or damage resulting from personal in ury to or the death of (other than such in ury or death resulting from any breach by the Principal of any of the provisions of the Contract or any negligent act or omission of the Principal, or the employees, professional consultants or agents of the Principal), the Contractor or of any sub-contractor occurring during the currency of the Contract and arising out of or in connection with the supply or provision of the Services under the Contract or the performance of the Contract and against all claims, demands, actions, suits or proceedings, costs and e penses whatsoever in respect thereof or in relation thereto, whether at Common Law or under any statute.

25. Insurance

2 .1 Without limiting its obligations and responsibilities the Contractor, in the oint names of itself and the Principal for their respective rights, interests and liabilities, shall effect and keep in effect during the currency of the Contract insurance policies covering all matters referred to in clauses 23 and 24.

2 .2 The insurance policies shall contain a cross-liability clause and otherwise be in terms, and effected with an insurance company, approved by the Principal which approval shall not be unreasonably withheld.

2 .3 The Contractor shall lodge certificates of proof the required insurance policies with the Principal before the commencement of the Services provision and at such other times as the Principal may require.

26. Warranties

The Contractor shall obtain warranties as specified in the Contract and shall ensure that the Principal will have the benefit of the warranties. The Contractor shall ensure that the Principal will have the benefit of any warranties specified in the Contract that are obtained by the Sub-contractors of the Contractor.

27. Industrial Awards

2 .1 With respect to all work done in Western Australia under the Contract, the Contractor shall observe, perform and comply in all material respects with all relevant Industrial Awards, Industrial Agreements and orders of Competent Courts or Industrial Tribunals applicable to the Services and the work to be done under the Contract.

2 .2 Failure by the Contractor to comply with sub clause 2 .1 here of shall entitle the Principal by notice in writing to the Contractor to forthwith terminate the Contract, but without pre udice to any other rights or remedies of the Principal.

APPENDIX C – DESIGN DOCUMENTATION AND MINIMUM SPECIFICATIONS

Design Terms of Reference and Minimum Specifications

Design and Construction for the Redevelopment of the Emu Hill Public Cemetery, Narembeen

DESIGN TERMS OF REFERENCE

The design drawings and descriptions provided describe the overall design intent, which has been developed in consultation with the Shire of arembeen

The design is an intent and describes the overall si e, materiality, look and feel of the proposed niche wall and associated landscaping.

It is e pected that the contractor will continue to develop the design intent and provide a fabrication drawing, structural engineering information and specification for approval before commencing with the works.

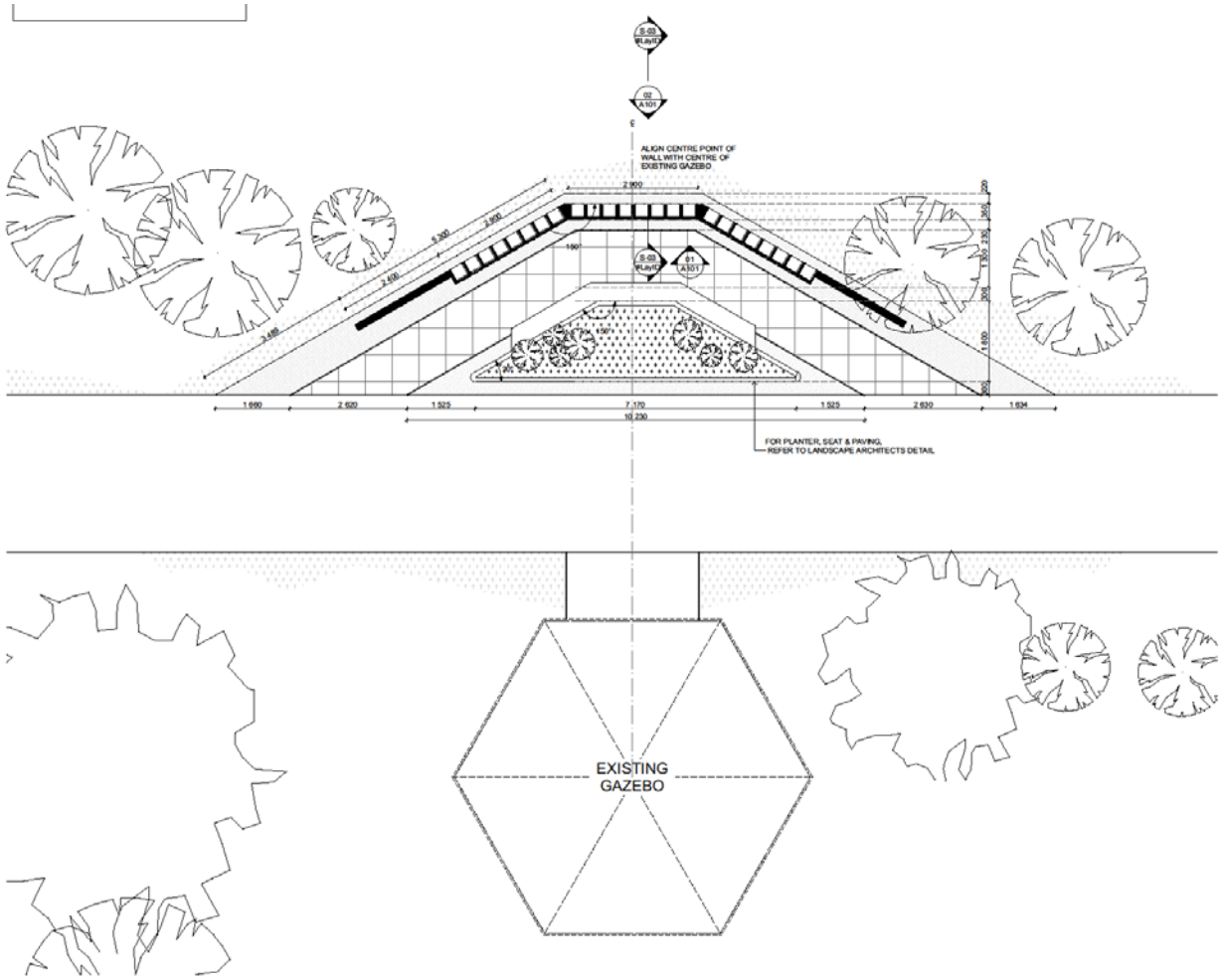
It is understood that key dimensions may have to be ad usted to during the ne t design stage to match the proposed methodology. All dimensional changes must be approved by the Shire of arembeen.

  ey criteria for the design and construction for the niche wall are

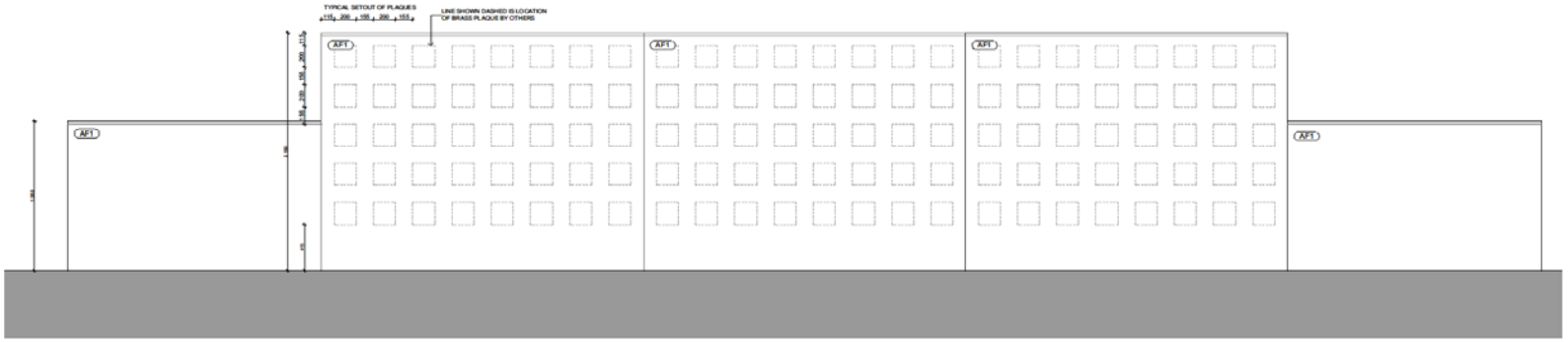
- The look and feel must match the design intent as described in the artistic impression provided.
- The wall will be e posed and has to be designed to avoid stormwater damage, sun and wind e posure.
- The contractor must provide information on the proposed design life for all structural components.
- The finishes must be designed and installed to the manufacturers recommendations and provide manufacturers warranties for all relevant components to the Shire of arembeen
- The maintenance period of the proposed rendered finish should be clarified and approved by the Shire of arembeen.
- The contractor will take full responsibility for the design and construction of all elements as described in the drawings and tender briefing documents.
- The contractor may propose alternative solutions for approval which may result in a cost saving, if the overall design intent is met.
- The contractor must coordinate the plaque design, fi ing method and ordering of the plaques with the Shire of arembeen.
- The contractor must develop the design for the rear access to the wall. Please provide a price for a rendered CFC sheet and a Corten sheet that is mechanically fi ed and removable.
- All landscaping to be as per the landscape design intent.
- The contractor must co-ordinate the entry statement and front fencing design in keeping with the Plus Architecture iche Wall concept with the Shire of arembeen.
- The contractor must work closely with the Shire of arembeen on works to be undertaken by the Shire of arembeen that includes the driveways, walkways, parking areas and site preparation that includes some removal of trees and other vegetation as part of landscaping.

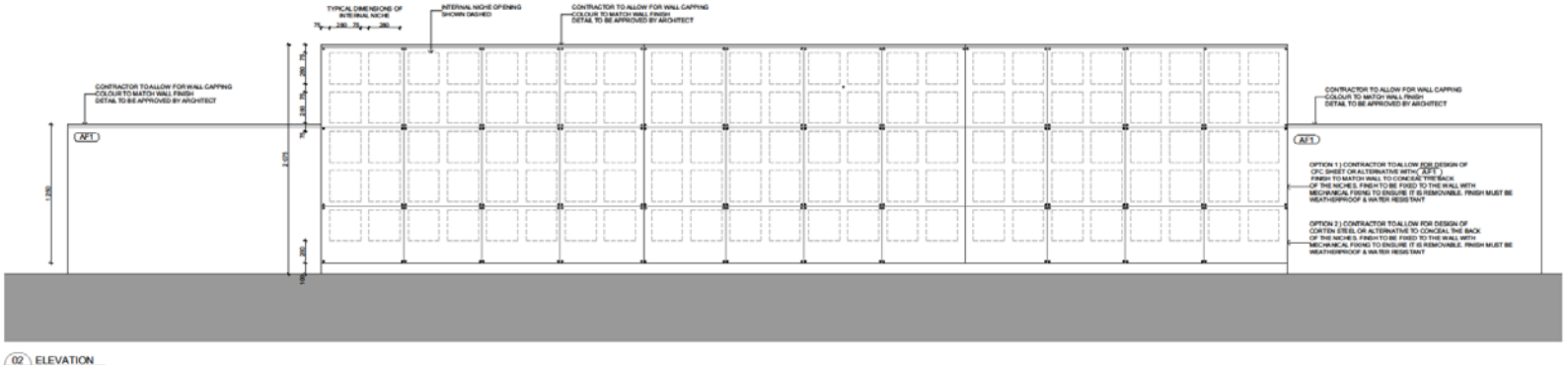
The cemetery is a spiritual place. The expectation will be that all finishes, junctions, fittings and fixings have been applied with great care and to the highest standard.

APPENDIX D – SITE LAYOUT- NICHE WALL



APPENDIX E – CONCEPT ELEVATION



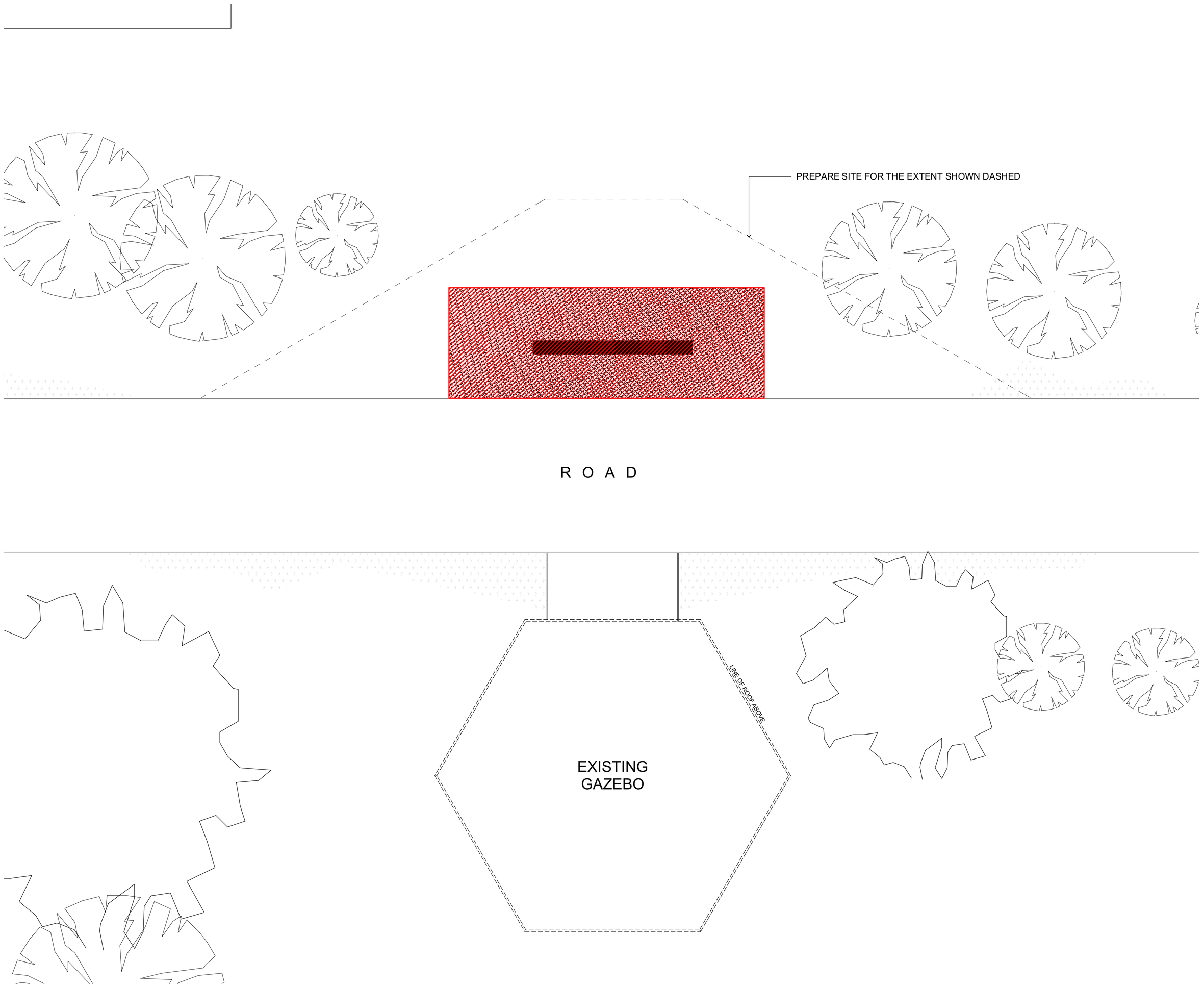


APPENDIX F – PLUS ARCHITECTURE CONCEPT PLAN, LANDSCAPE ARCHITECTURE, LANDSCAPE MATERIAL SCHEDULE (separate attachment)

PERSPECTIVE
SCALE: N.T.S.

EMU HILL CEMETERY
NAREMBEEN

plus
architecture



0. Ground Floor Existing
SCALE: 1:50@A1

DEMOLITION SCHEDULE:

CLASS	REQUIREMENT	OWNERSHIP
RECOVER ITEMS FOR RE-USE IN THE WORKS	RECOVER WITHOUT DAMAGE ITEMS IDENTIFIED IN THE SCHEDULE.	PRINCIPAL / PROPRIETOR
DISMANTLE FOR RELOCATION AS PART OF THE WORKS	DISMANTLE WITHOUT DAMAGE AND STORE ITEMS IDENTIFIED IN THE DEMOLITION SCHEDULE	PRINCIPAL/ PROPRIETOR
DEMOLISH FOR REMOVAL	REMOVE FROM THE SITE DEMOLISHED MATERIALS IDENTIFIED IN THE SCHEDULE. DO NOT BURN OR BURY ON SITE. PREVENT SPILLAGE OF DEMOLISHING MATERIALS IN TRANSIT.	CONTRACTOR

DEMOLITION NOTES GENERAL:

1. ALL DEMOLITION REQUIRED TO COMPLETE WORKS TO BE PRICED AS PART OF THE TENDER.
2. PRIOR TO DEMOLITION CONTRACTOR TO ALLOW FOR SITE WALK THROUGH WITH CLIENT, ARCHITECT AND CONSULTANT TO TAG ALL ITEMS TO BE DEMOLISHED AND RETAINED.
3. CONTRACTOR TO REMOVE AND DISPOSE OF ALL DEBRIS FROM SITE AS PER THE BUILDING OWNERS INSTRUCTIONS UNLESS NOTED OTHERWISE.

DEMOLITION SCHEDULE:

A. **PLAQUES & URNS**
MATERIAL: BRONZE PLAQUES
DEMOLITION CLASS: DISMANTLE FOR RELOCATION AS PART OF WORKS
REQUIREMENTS: REMOVE EXISTING BRONZE PLAQUES & URNS. CONTRACTOR TO LIASE WITH PROPRIETOR AND ESTABLISH A PROCESS TO MAINTAIN IDENTIFICATION OF PLAQES & ASSOCIATED URNS

B. **EXISTING NICHE WALL**
MATERIAL: BRICKWORK & CONCRETE FOUNDATIONS
DEMOLITION CLASS: DEMOLISH FOR REMOVAL
REQUIREMENTS: CONTRACTOR TO DEMOLISH EXISTING WALL & PREPARE FOUNDATIONS FOR NEW WALL.

A PLAQUES & ASSOCIATED URNS
SCALE: @A1

B BRICKWORK
SCALE: @A1

FOR TENDER

DATE	REVISION	BY	CHK	NO.

DATE	REVISION	BY	CHK	NO.

plus architecture
Melbourne Sydney
Brisbane Western Australia
Christchurch Auckland
Suite 15, 19 Ogilvie Rd Telephone +61 8 6500 6490
Mount Pleasant, WA 6153 Australia Instagram #plusarchitecture
Plus Architecture WA Pty Ltd arch@plusarchitecture.com.au
ACN 618393338 www.plusarchitecture.com.au

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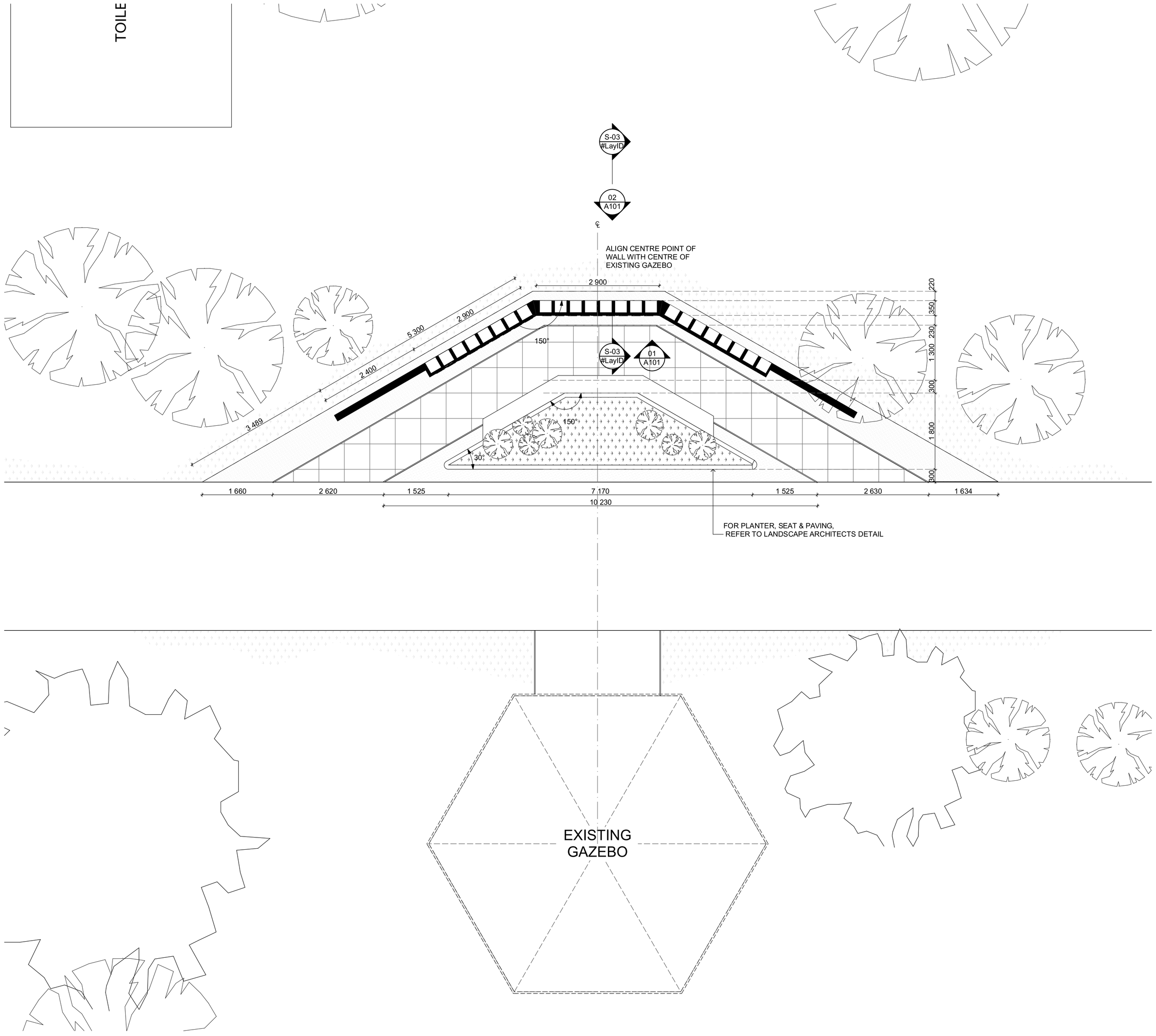
The Builder/Contractor shall verify job dimensions prior to any work commencing. Figured dimensions shall take precedence over scaled work.

PROJECT	Narembeen Shire Cemetery
DRAWING TITLE	DEMOLITION PLAN
SCALE	1:50 @A1
DATE	12/12/2018
PLOT DATE	12/12/2018
DRAWN	AMR
CHECKED	PP
JOB NO.	80077
DRAWING NO.	A20
REVISION	-



GENERAL NOTES

1. DRAWINGS MAY NOT REFLECT EXISTING AS BUILT CONDITIONS AND DIMENSIONS. CONTRACTOR TO SITE CHECK ALL DIMENSIONS AND EXACT LOCATIONS OF ITEMS PRIOR TO DEMOLITION & CONSTRUCTION. DO NOT SCALE DRAWINGS.
2. PLUS ARCHITECTURE SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS.
3. CONTRACTOR TO CONDUCT SITE INSPECTION FOR DELAPIDATION REPORT PRIOR TO COMMENCEMENT OF CONSTRUCTION.
4. CONTRACTOR SHALL VISIT THE SITE PRIOR TO TENDERING, TO ASCERTAIN ACCESS AND SITE CONDITIONS. FAILURE TO DO SO WILL NOT WARRANT ANY CLAIM FOR LOSSES INCURRED AS A RESULT OF UNKNOWN CONDITIONS WHICH AN INSPECTION WOULD HAVE DISCLOSED.
5. CONTRACTOR AND ALL SUB-CONTRACTORS SHALL CHECK ALL DIMENSIONS BEFORE COMMENCING CONSTRUCTION.
6. CONTRACTOR/S SHALL REPORT ANY DISCREPANCIES (ON DRAWING OR ON-SITE) TO PROJECT MANAGER BEFORE COMMENCING OR CONTINUING WITH CONSTRUCTION. ANY DAMAGE CAUSED BY THE CONTRACTOR SHALL BE MADE GOOD AT THEIR OWN COST.
7. CONTRACTOR TO VERIFY ALL QUANTITIES ON THIS DRAWINGS.
8. SPECIFIED PROPRIETARY ITEMS DOES NOT IMPLY PREFERENCE FOR THE ITEM INDICATED, BUT IDENTIFIES THE MINIMUM PROPERTIES REQUIRED FOR SUCH ITEMS.
9. ALTERNATIVE PROVEN EQUAL PRODUCTS MAY BE OFFERED FOR CONSIDERATION. ITEMS MAY NOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL. SUBMISSION FOR APPROVAL SHALL INCLUDED SAMPLE/S, AVAILABLE TECHNICAL INFORMATION, REASONS FOR PROPOSED SUBSTITUTION, ALTERATIONS TO WORKS AND CONSEQUENT COSTS INVOLVED.
10. CONTRACTOR IS RESPONSIBLE FOR THE ISSUE OF ALL RELEVANT DOCUMENTATION TO, AND CO-ORDINATION OF SUB-CONTRACTORS. FAILURE TO DO SO WILL NOT BE GROUNDS FOR A CLAIM.

FOR TENDER

DATE	REVISION	BY	CHK	NO.

DATE	REVISION	BY	CHK	NO.

plus architecture
Melbourne Sydney
Brisbane Western Australia
Christchurch Auckland
Suite 15, 19 Ogilvie Rd
Mount Pleasant, WA 6153 Australia
Telephone +61 8 6500 6480
Instagram #plusarchitecture
Plus Architecture WA Pty Ltd
ACN 618393338
arch@plusarchitecture.com.au
www.plusarchitecture.com.au

PROJECT
Narembeen Shire Cemetery

DRAWING TITLE
SITE & SETOUT PLAN

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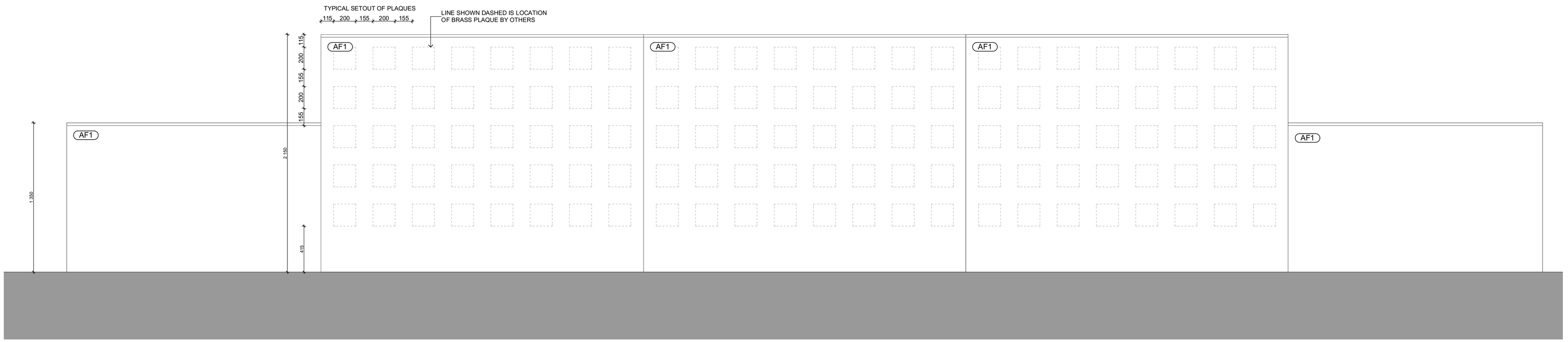
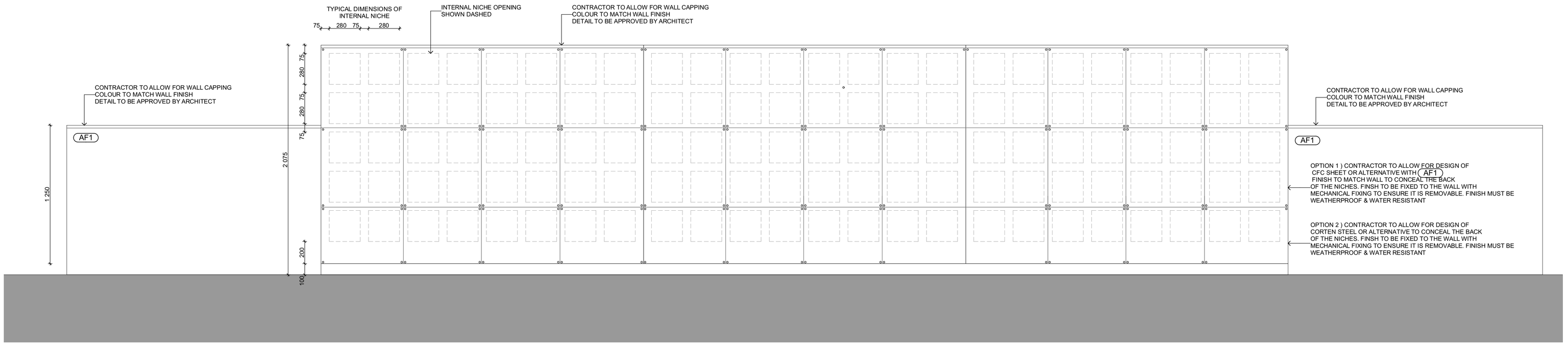
SCALE 1:2.05, 1:50 @A1		
DATE 12/12/2018	PLOT DATE 12/12/2018	
DRAWN AMR	CHECKED PP	
JOB NO. 80077	DRAWING NO. A100	REVISION -

CODE	TYPE	NOTES	SUPPLIER
AF1	APPLIED COLOURED RENDER NAME: ROCKCOAT SANTINI FINISH: HEAVY "BAGGED" FINISH APPLICATION: SPONGE OR SHEEPSKIN MITT. FINISH WITH ROCKCOAT ARMOUR	OR SIMILAR & APPROVED INSTALL AS PER MANUFACTURERS INSTRUCTIONS	ROCKCOAT



01 - ELEVATION
SCALE: 1:20@A1



02 - ELEVATION
SCALE: 1:20@A1

GENERAL NOTES

1. CONTRACTOR TO ALLOW FOR 120 INTERNAL NICHES WITHIN WALL

FOR TENDER

DATE	REVISION	BY	CHK	NO.

DATE	REVISION	BY	CHK	NO.

plus architecture
Melbourne Brisbane Christchurch
Sydney Western Australia Auckland
Suite 15, 19 Ogilvie Rd
Mount Pleasant, WA 6153 Australia
Telephone +61 8 6500 6490
Instagram #plusarchitecture
Plus Architecture WA Pty Ltd
ACN 618393338
arch@plusarchitecture.com.au
www.plusarchitecture.com.au

PROJECT
Narembeen Shire Cemetery

DRAWING TITLE
ELEVATION

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SCALE **1:50, 1:20 @A1**		
DATE **12/12/2018**	PLOT DATE **12/12/2018**	
DRAWN **AMR**	CHECKED **PP**	
JOB NO. **80077**	DRAWING NO. **A101**	REVISION **-**

CODE	TYPE	NOTES	SUPPLIER
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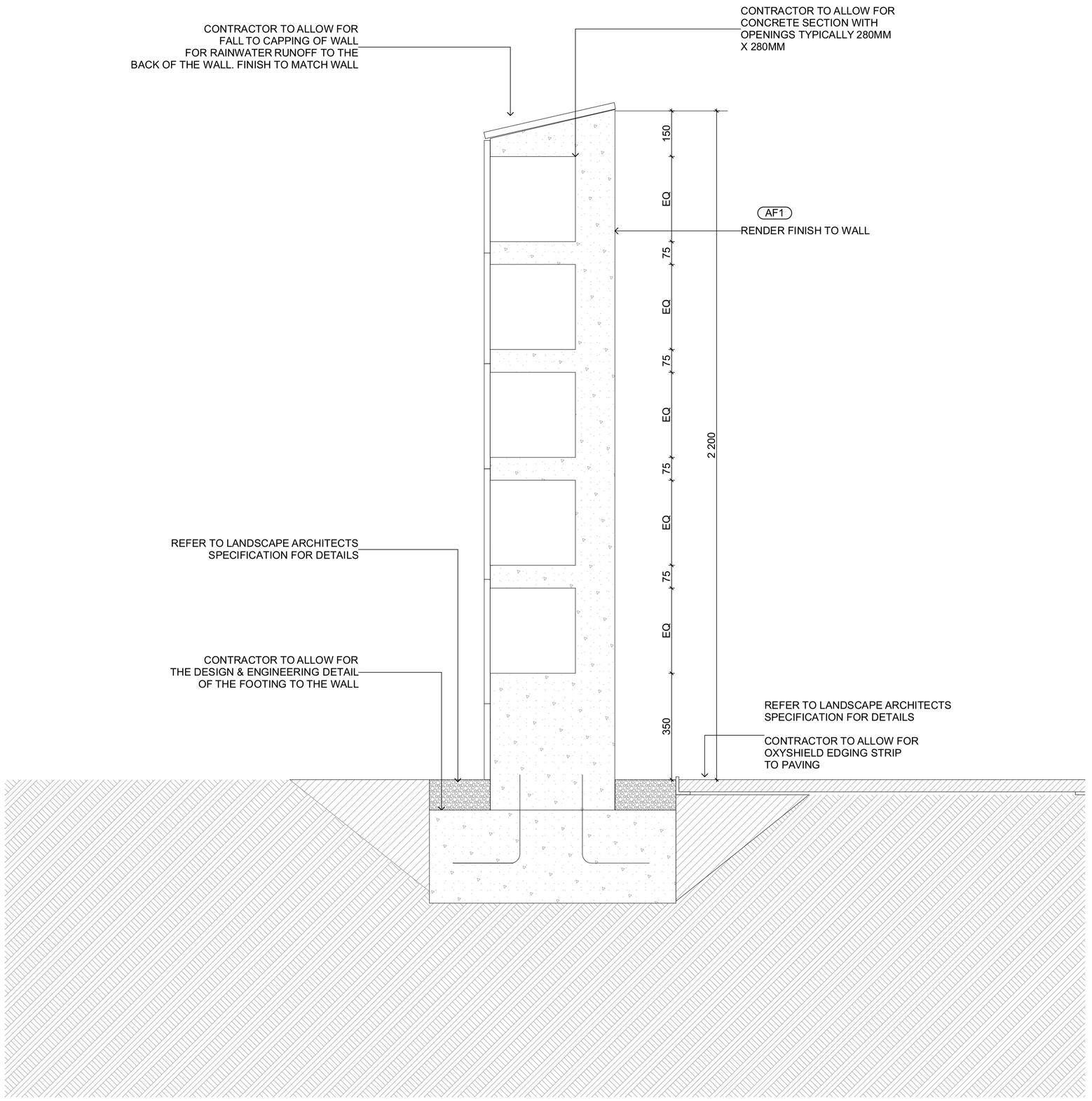

01 SECTION
SCALE: 1:10@A1

DATE	REVISION	BY	CHK	NO.

DATE	REVISION	BY	CHK	NO.

FOR TENDER

plus architecture
Melbourne Sydney
Brisbane Western Australia
Christchurch Auckland
Suite 15, 19 Ogilvie Rd
Mount Pleasant, WA 6153 Australia
Telephone +61 8 6500 6490
Instagram #plusarchitecture
Plus Architecture WA Pty Ltd
ACN 618393338
arch@plusarchitecture.com.au
www.plusarchitecture.com.au

PROJECT
Narembeen Shire Cemetery

DRAWING TITLE
SECTION & DETAILS

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SCALE 1:50, 1:10 @A1		
DATE 12/12/2018	PLOT DATE 12/12/2018	
DRAWN AMR	CHECKED PP	
JOB NO. 80077	DRAWING NO. A102	REVISION -

PERSPECTIVE
SCALE: N.T.S.

DATE	REVISION	BY	CHK	NO.

DATE	REVISION	BY	CHK	NO.

FOR TENDER

plus architecture

Melbourne Brisbane Christchurch
Sydney Western Australia Auckland

Suite 15, 19 Ogilvie Rd
Mount Pleasant, WA 6153 Australia

Telephone +61 8 6500 6480
Instagram #plusarchitecture

Plus Architecture WA Pty Ltd
ACN 618393338

arch@plusarchitecture.com.au
www.plusarchitecture.com.au

PROJECT
Narembeen Shire Cemetery

DRAWING TITLE
PERSPECTIVE

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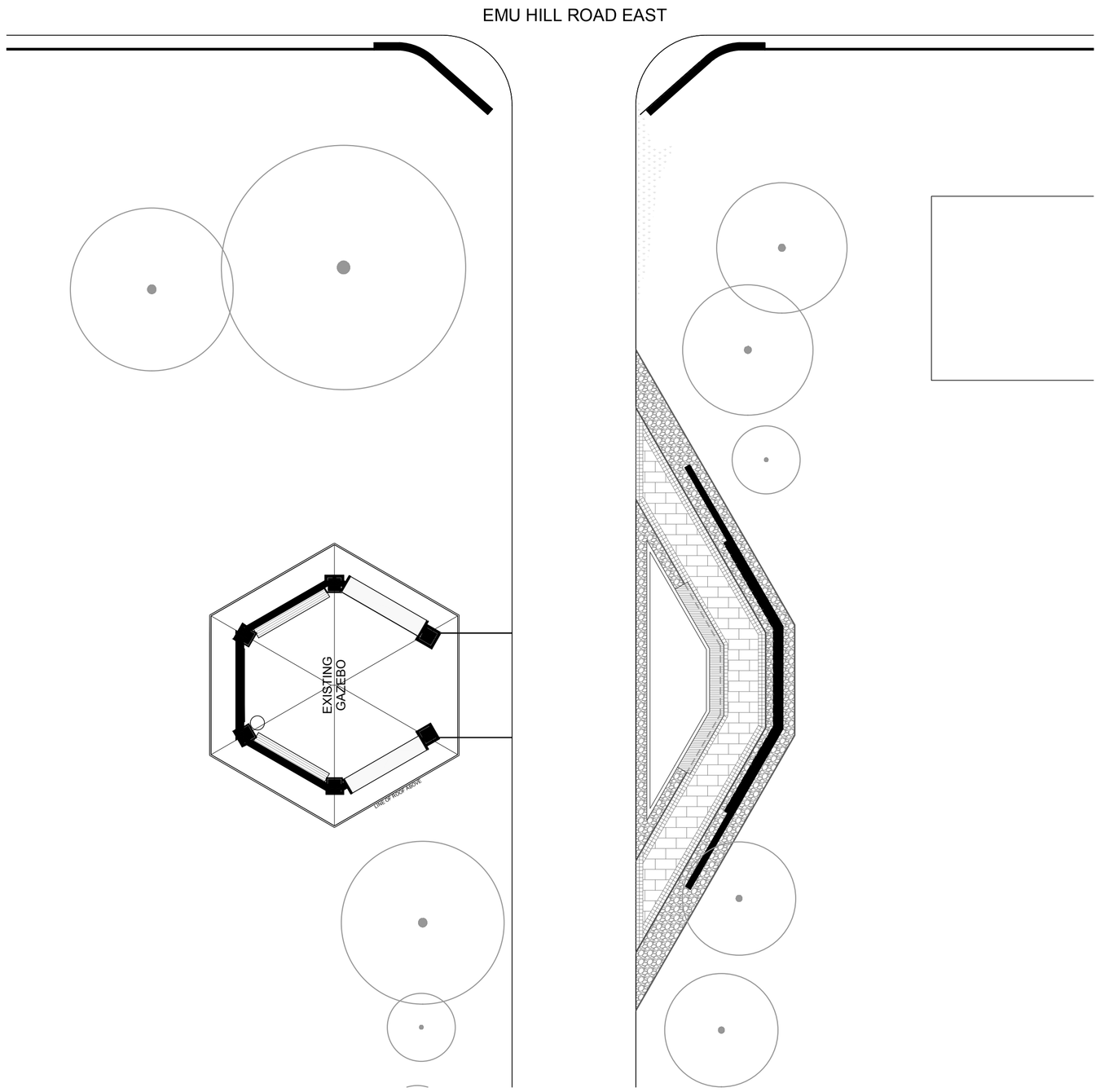
SCALE 1:0.77 @A1		
DATE 12/12/2018	PLOT DATE 12/12/2018	
DRAWN AMR	CHECKED PP	
JOB NO. 80077	DRAWING NO. A103	REVISION -

NAREMBEEN SHIRE CEMETRY

NOT FOR CONSTRUCTION

LANDSCAPE ARCHITECTURE
ISSUE FOR TENDER



DRAWING LIST

LA-00-01	COVER PAGE
LA-00-02	LEGEND AND NOTES
LA-01-01	GENERAL ARRANGEMENT
LA-02-01	DETAILS

SEE D ESIGN

SEEDESIGN STUDIO LANDSCAPE ARCHITECTS
2 / 307 MURRAY STREET
PERTH WA 6000
WWW.SEEDESIGNSTUDIO.COM.AU

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION
A	11/12/2018	ISSUE FOR TENDER			

PROJECT: **NAREMBEEN SHIRE CEMETRY**

CLIENT: SHIRE OF NAREMBEEN

DRAWING: **COVER PAGE**

DWG NO: **LA-00-01**

DRAWN: JB | REVIEWED: EG | PROJECT NUMBER: 188

SCALE: 1:100 @ A1

DATE: 11.12.2018

REV: **A**

NOTE:

1. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN.
2. THIS IS A CAD DRAWING. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
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4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS AND DRAWINGS.

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NOT FOR CONSTRUCTION

LEGEND

SOFT WORKS FINISHES

G1
Mulched garden bed

G2
Gravel Mulch

SURFACE FINISHES

P1
Granite cobblestones

P2
Granite paving

WALL FINISHES

W1
Acratex Blockwork Planter Wall

W2
Timber bench seat

PLANTING SCHEDULES

EXISTING TREE TO BE RETAINED
AND PROTECTED

SHRUBS AND GROUNDCOVERS

CODE	SPECIES	QTY	POT SIZE
Bb	Banksia blechnfolia	4	140mm
Eg	Eremophila glabra kalbarri carpet	6	140mm
Gg	Grevillea gin gin gem	6	140mm
Lt	Lomandra tanika	11	140mm
Oa	Olearia beach ball	4	140mm

GENERAL NOTES:

1. THE PLAN IS TO BE READ IN CONJUNCTION WITH THE SPECIFICATION AND LANDSCAPE MATERIAL SCHEDULE
2. ALL LANDSCAPE ARCHITECTURE DRAWINGS MUST BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS DOCUMENTATION.
3. ALL WORKS SHALL BE UNDERTAKEN BY A SUITABLY QUALIFIED CONTRACTOR TO THE SUPERINTENDENT'S APPROVAL. THE CONTRACTOR SHALL CONFIRM THE WORKS PROGRAMME AND METHODOLOGY TO THE SUPERINTENDENT'S SATISFACTION PRIOR TO COMMENCEMENT OF WORK.
4. UNCERTAINTY ABOUT ANY ASPECT OF THE WORKS SHALL BE CLARIFIED WITH THE SUPERINTENDENT PRIOR TO CONSTRUCTION
5. CONTRACTOR TO APPRAISE AND SURVEY THE SITE PRIOR TO COMMENCING LANDSCAPE WORKS
6. ALL SURFACES SHALL DRAIN ADEQUATELY AND NOT RESULT IN POOLING/PONDING AT ANY TIME. ALL SURFACES SHALL DRAIN AWAY FROM BUILDINGS.REFER TO ARCHITECTURAL/HYDRAULIC ENGINEER DOCUMENTATION
7. CONTRACTOR REQUIRED TO ENSURE ALL LANDSCAPE ELEMENTS MEET THE OVERALL LIVE LOAD CAPACITY AS PER STRUCTURAL ENGINEER DOCUMENTATION.
8. THE CONTRACTOR SHALL PROVIDE STRUCTURALLY CERTIFIED SHOP DRAWINGS FOR APPROVAL BY SUPERINTENDENT AND LANDSCAPE ARCHITECT PRIOR TO MANUFACTURE AND INSTALLATION FOR ALL LANDSCAPE ELEMENTS
9. ALL FINISHES SHALL BE SUBJECT TO THE SUPERINTENDENT'S APPROVAL OF SAMPLES. SAMPLES MAY FORM THE FIRST PART OF THE WORK FOR ANY GIVEN TRADE OR ELEMENT, HOWEVER THE SUPERINTENDENT RESERVES THE RIGHT TO REJECT ANY WORK AND REQUIRE IT'S REPLACEMENT (AT NO ADDITIONAL COST TO THE CONTRACT) SHOULD IT NOT ACHIEVE THE REQUIRED STANDARD.
10. EXISTING WATERPROOF MEMBRANE IS TO BE RETAINED AND PROTECTED AT ALL TIMES. IF PENETRATED OR DAMAGED DURING INSTALLATION CONTRACTOR TO REPAIR/REINSTATE MEMBRANE TO ITS ORIGINAL CONDITION AND SPECIFICATION.

SETOUT NOTES:
1. IF DIMENSIONS ARE NOT GIVEN, DIMENSIONS MAY BE SCALED OFF OF THE DRAWING FOR PLANTING EDGES ONLY.
2. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL SURFACE FINISHES.
3. USE FIGURED DIMENSIONS ONLY FOR HARDSCAPE. DO NOT SCALE HARDSCAPE FROM DRAWING.
4. ALL DIMENSIONS TO BE VERIFIED ON SITE BEFORE COMMENCING WORK BY LANDSCAPE SUPERINTENDENT. ALL DIMENSIONS ARE IN MM

PLANTING NOTES:
1.REMOVE NURSERY STAKES AND LABELS AT THE TIME OF PLANTING. PLANTS ARE TO BE SELF-SUPPORTING.
2. ALL PLANTS ARE TO BE THOROUGHLY WATERED NOT MORE THAN 2 HOURS PRIOR TO PLANTING. THEY ARE TO BE THOROUGHLY WATERED AGAIN NOT LONGER THAN 2 HOURS AFTER PLANTING

IRRIGATION NOTES:
1.THE CONTRACTOR TO DESIGN, SUPPLY, INSTALL AND TEST IRRIGATION TO IRRIGATE ALL THE LANDSCAPED AREAS AS SHOWN ON THE LANDSCAPE ARCHITECTURAL DRAWINGS.
2.COMBINATION OF SPRAY AND SUB-SURFACE DRIP TO BE INSTALLED IN ALL PLANTER BEDS. THE DRIP-LINE TO BE INSTALLED WITH A SPACING OF 300MM BETWEEN ROWS. THE DRIP-LINE MAY NOT EXCEED THE MAXIMUM LENGTH REQUIRED FOR EFFICIENT WATERING AS NOMINATED BY THE MANUFACTURER.
3.THE CONTRACTOR TO INCLUDE MANUALLY OPERATED FLUSHING VALVES, AUTOMATIC DRAIN VALVE, AIR RELEASE VALVE. BOTH FLUSH- AND AIR RELEASE-VALVES ARE TO BE HOUSED IN A SPOTTER BOX.
4.ALL TREES WILL BE WATERED BY A BUBBLERS.
5.UPON COMPLETION OF THE PROJECT, THE CONTRACTOR WILL PROVIDE MANUALS IN ACCORDANCE WITH THE LOCAL GOVERNMENT SPECIFICATION, AND A WATERING SCHEDULE IS ALSO REQUIRED.

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2 / 307 MURRAY STREET
PERTH WA 6000
WWW.SEEDESIGNSTUDIO.COM.AU

REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION
A	11/12/2018	ISSUE FOR TENDER			

PROJECT: **NAREMBEEN SHIRE CEMETRY**

CLIENT: SHIRE OF NAREMBEEN

DRAWING: **LEGENDS AND NOTES**

DWG NO: **LA-00-02**

DRAWN: JB | REVIEWED: EG | PROJECT NUMBER: 188

SCALE: @ A1

DATE: 11.12.2018

REV: **A**

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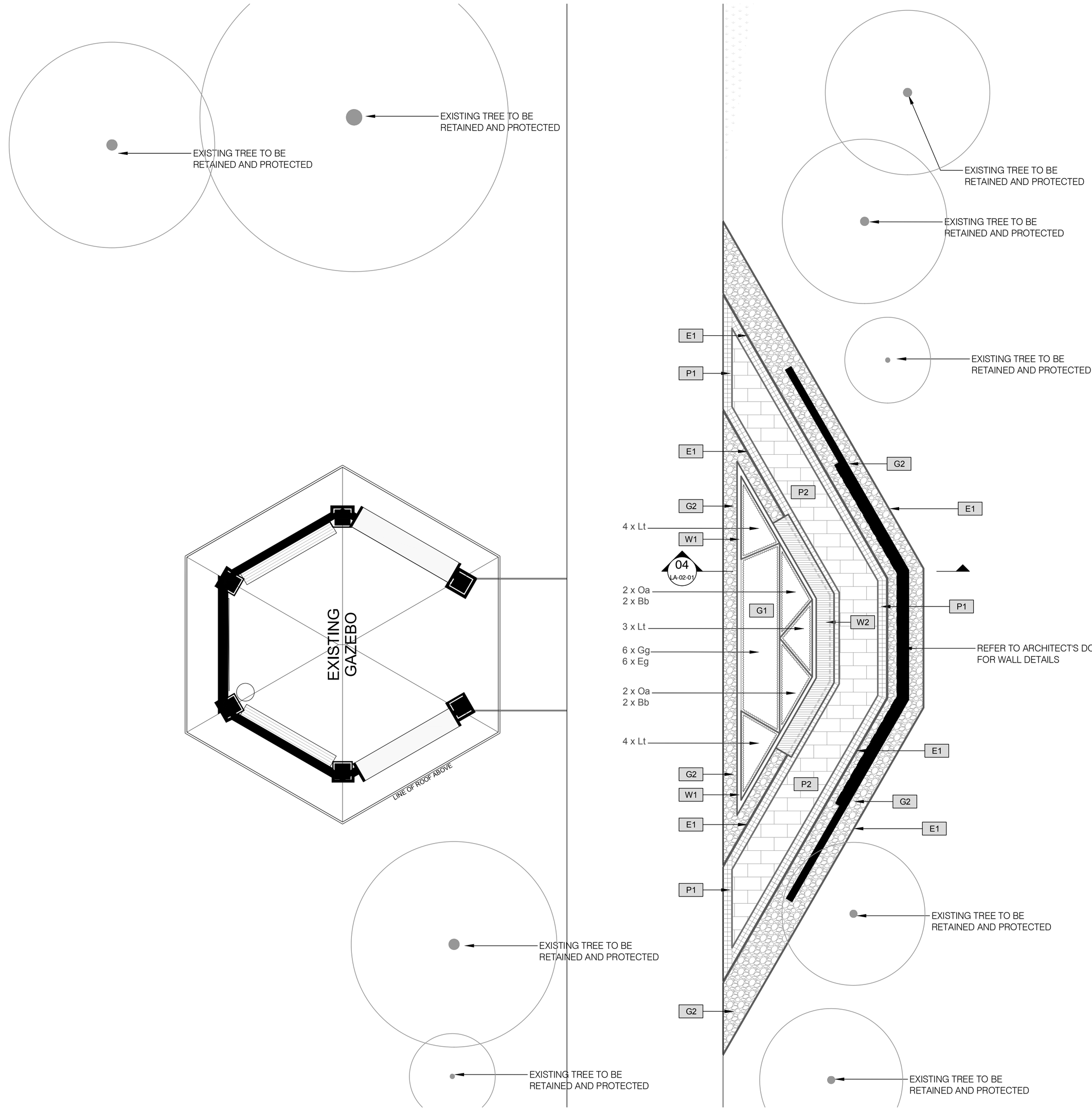

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REV	DATE	DESCRIPTION	REV	DATE	DESCRIPTION
A	11/12/2018	ISSUE FOR TENDER			

SEE DESIGN

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PERTH WA 6000
WWW.SEEDESIGNSTUDIO.COM.AU

PROJECT:
NAREMBEEN SHIRE CEMETRY

CLIENT:
SHIRE OF NAREMBEEN

DRAWING:
GENERAL ARRANGEMENT

DWG NO: **LA-01-01**

DRAWN: JB | REVIEWED: EG | PROJECT NUMBER: 188

SCALE: 1:50 @ A1

DATE: 11.12.2018

REV: **A**

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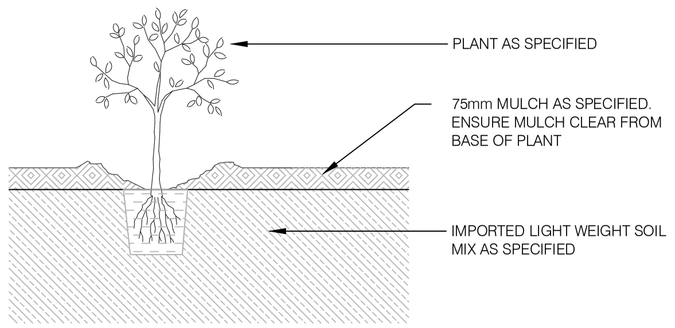
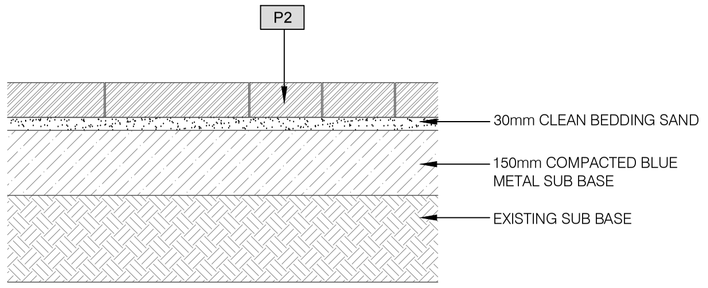
NOTE:
STRUCTURAL CERTIFIED SHOP DRAWINGS TO BE PROVIDED BY SUB CONTRACTOR AND APPROVED BY SUPERINTENDENT, STRUCTURAL ENGINEER AND LANDSCAPE ARCHITECT PRIOR TO PURCHASE, MANUFACTURE AND INSTALLATION



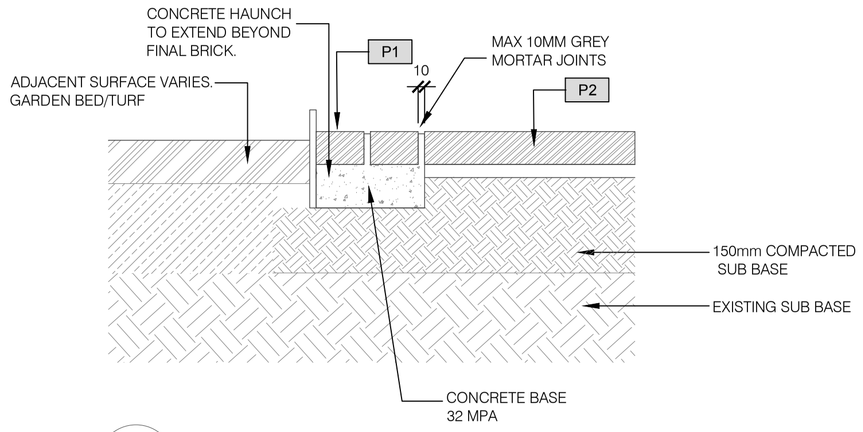
01 TYPICAL SHRUB PLANTING DETAIL

SCALE: 1:10 @ A1



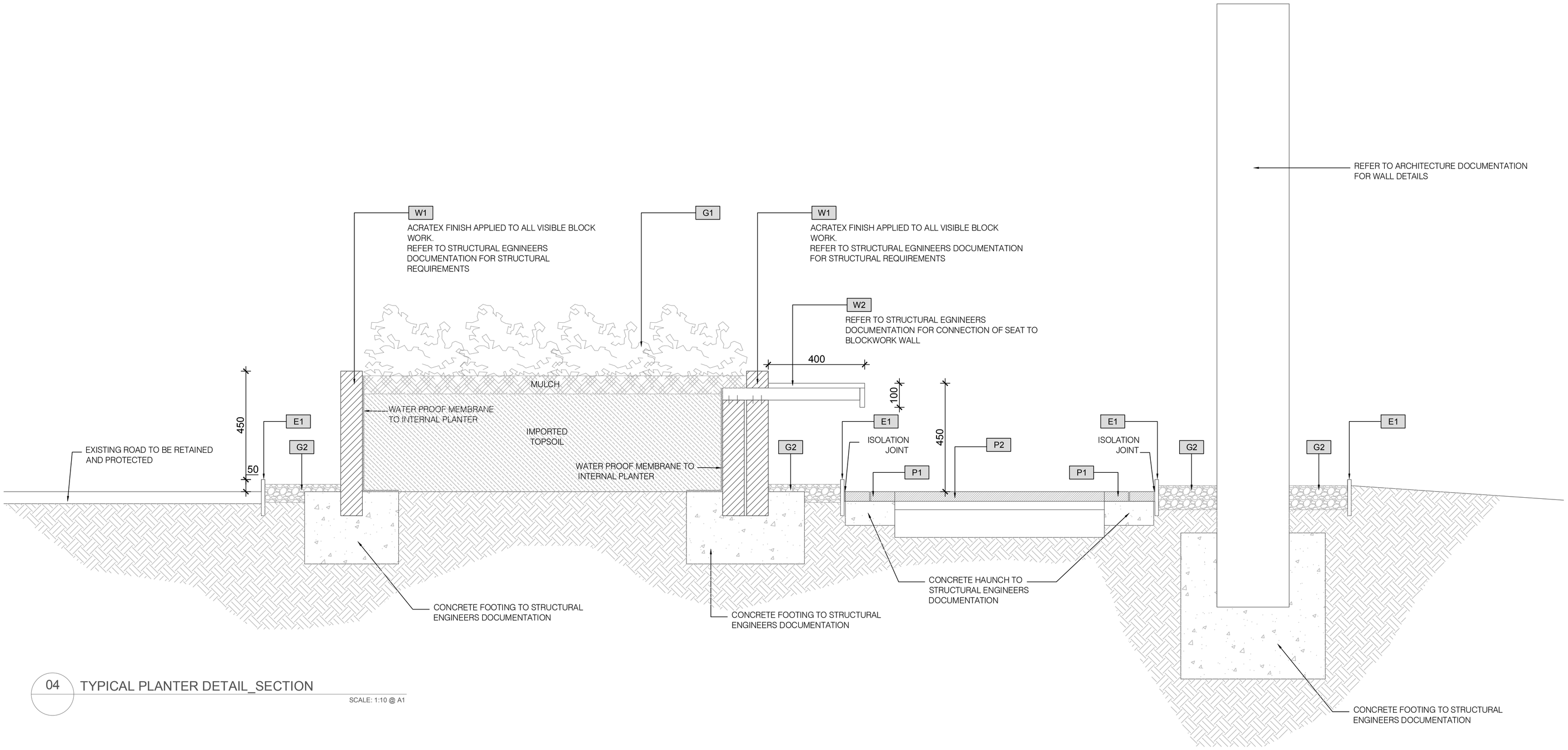
02 TYPICAL SHRUB PLANTING DETAIL

SCALE: 1:10 @ A1



03 TYPICAL SHRUB PLANTING DETAIL

SCALE: 1:10 @ A1



04 TYPICAL PLANTER DETAIL_SECTION

SCALE: 1:10 @ A1

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PERTH WA 6000
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REV	DATE	DATE	DESCRIPTION	REV	DATE	DESCRIPTION
A	11/12/2018		ISSUE FOR TENDER			

PROJECT:
NAREMBEEN SHIRE CEMETRY

CLIENT:
SHIRE OF NAREMBEEN

DRAWING:
TYPICAL PLANTER DETAILS

DWG NO: **LA-02-01**

DRAWN: JB | REVIEWED: EG | PROJECT NUMBER: 188

SCALE: AS SHOWN @ A1

DATE: 11.12.2018

REV: **A**

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NAREMBEEN SHIRE CEMETRY
NAREMBEEN

LANDSCAPE MATERIAL SCHEDULE

REVISION	DATE	DESCRIPTION
A	11.12.18	ISSUE FOR TENDER

SEE DESIGN

Seedesign Studio
Contact: Joel Barker
E: joel@seedesignstudio.com.au
M: 0466 266 305
www.seedesign.com.au

NOTE:

All relevant consultant documentation including but not limited to Civil Engineer, Electrical Engineer and Structural Engineers documentation

Any discrepancies between drawings, specifications or material schedule are to be identified to the Landscape Architect and Superintendent prior to proceeding with purchasing, fabrication or construction.

SOFTSCAPE FINISHES SELECTIONS

G1 - MULCHED GARDEN BED
Description: Aquamor Mulch with imported topsoil
Mulch material: Aged (min 6 months) / hardwood, woodchip mulch
Depth: 75mm thick
Acceptable Supplier: Eclipse Soils
Topsoil material: Eclipse Aquamor Soil Blend
Soil improver material: Eclipse Aquamor soil improver
Depth: 150mm cultivated to depth of 150mm
Acceptable Supplier: Eclipse soils
Notes:
1. Contractor to provide a sample of product including product specifications prior to purchaser and installation for approval by superintendent and landscape architect.
2. A sample installation is required for superintendent's approval prior to commencement of work.

G2 - GRAVEL MULCH
Description: River stones
Material: South West River Stone
Aggregate Size: 20-40mm
Surface Thickness: 75mm
Finish: Tumbled
Colour: Mixed
Acceptable Supplier: Creation Landscapes
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A sample installation is required for superintendent's approval prior to commencement of work

SURFACE FINISHES

P1 – COBBLESTONE SETS
Description: Granite cobblestones
Material: Imported granite
Size: 95 (L) x 95 (W) x 40mm (thick)
Colour: Australian Walker granite
30% brown 70% grey
Finish: Sandblasted and tumbled to all edges.
Joints: 5-10mm
Acceptable Supplier: Absolute Stone
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A 2m x 2m sample panel is required for superintendent's approval prior to commencement of work.

3. Install on concrete haunch to structural engineers requirements.
4. Apply 2x coats of Cromlins penetrating sealer or approved equivalent

Product image

P2 – GRANITE PAVERS
Description: Granite paving
Material: Imported granite
Size: 600 (L) x 300 (W) x 40mm (thick)
Colour: Australian Walker granite
30% brown 70% grey
Finish: Sandblasted and tumbled to all edges.
Joints: 5-10mm
Acceptable Supplier: Absolute Stone
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A 2m x 2m sample panel is required for superintendent's approval prior to commencement of work.
3. Install on 150mm compacted limestone sub base and 30mm clean sand bedding.
4. Apply 2x coats of Cromlins penetrating sealer or approved equivalent

Product image

WALL PROFILE SELECTIONS

W1 – BLOCK WORK WALL
Description: Block work Wall and applied Acratex finish
Material: Concrete cinder block work and Acratex coating finish
Dimension: varies refer drawings (nom 500mm high x 90mm wide)
Colour: Aratex - Colour to match architecture specification
Footing/Reinforcement- Refer to structural engineers specification.
Finish: Aratex as per manufactures specification
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A sample installation is required for superintendent's approval prior to commencement of work.

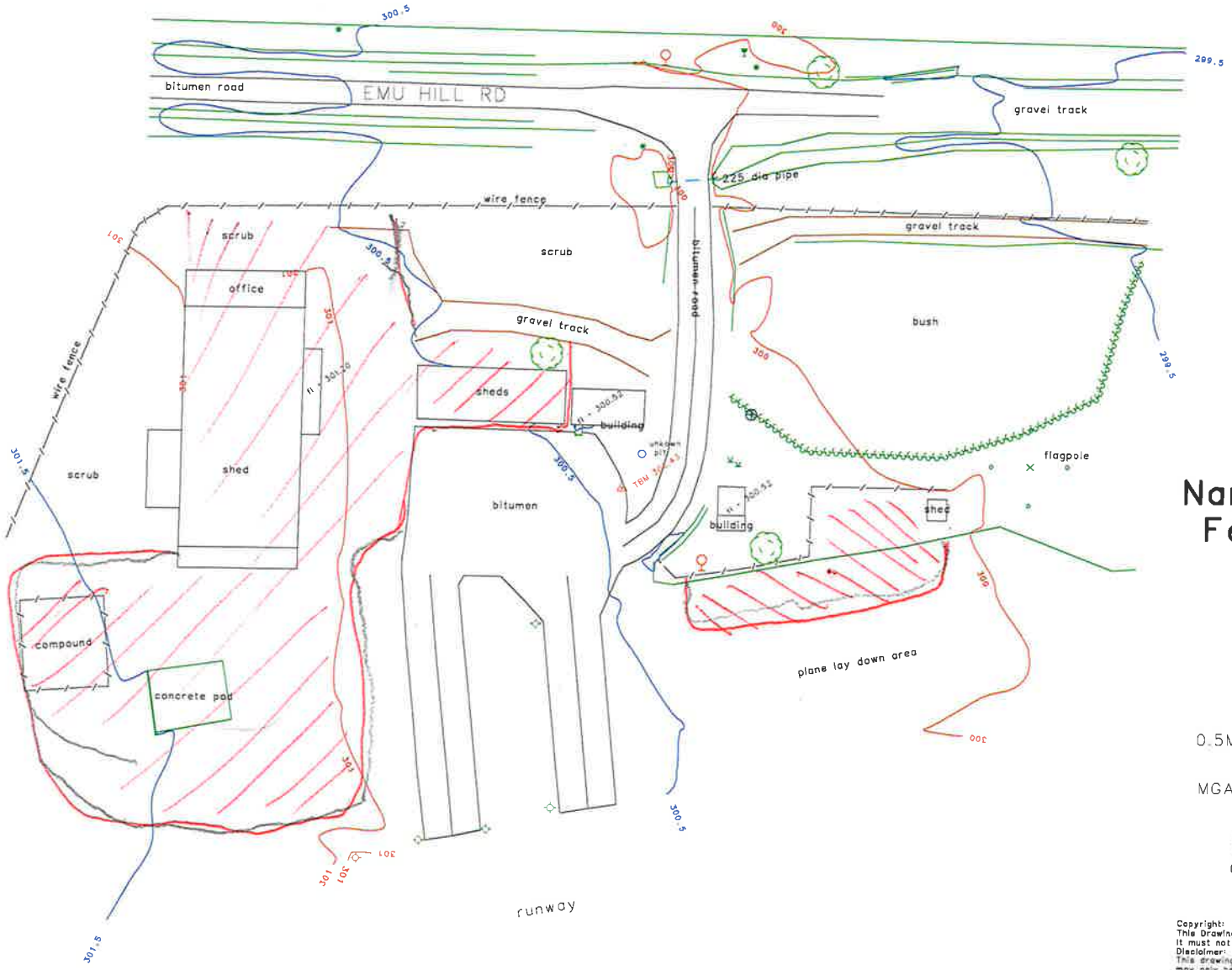
W2 – HARDWOOD TIMBER BENCH
Description: Hardwood timber battens fixed to galvanised steel structure
Material: Spotted Gum timber battens fixed to concealed steel frame.
Colour: Natural
Timber Size- 100mm W x 20mm T hardwood timber battens
Finish: Intergrain Exterior Ultra Clear Satin Finish to be applied on the completion of installation to all exposed timber surfaces areas.
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A sample installation is required for superintendent's approval prior to commencement of work.
3. Contractor to supply structurally certified shop drawings before manufacture and installation for approval of superintendent.

EDGE PROFILE SELECTIONS

E1 – STEEL EDGING
Description: Corten Steel Edging
Dimension: 150mm overall (50mm exposed above ground level)
Colour: Corten Steel
Footing/Reinforcement- As per manufacturers specification
Acceptable supplier: Form Boss
Notes:
1. Contractor to provide a sample of product prior to purchaser for approval by superintendent and landscape architect.
2. A sample installation is required for superintendent's approval prior to commencement of work.

BOVELL SURVEYS PTY LTD

survey by Jeremy Bovell 0439 968 468



large tree -over 1m dia

medium tree -0.3m -1m dia

small tree -under 0.3m dia

water marker

telstra pit

power pole

light pole

stay wire

water meter

hydrant

312.139 benchmark or floor level

sign

ground light

Narembeen Airport Feature Survey

0.5M Contour Intervals

MGA Zone 50 and AHD Datums Used

0 5 10 scale (metres) 50

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SHIRE OF NAREMBEEN

CORPORATE BUSINESS PLAN

2018/19 – 2021/22

PHONE (08) 9064 7308
FAX (08) 9064 7037
EMAIL admin@narembeen.wa.gov.au
ADDRESS 1 Longhurst Street, Narembeen WA 6369
WEBSITE www.narembeen.wa.gov.au

1. INTRODUCTION

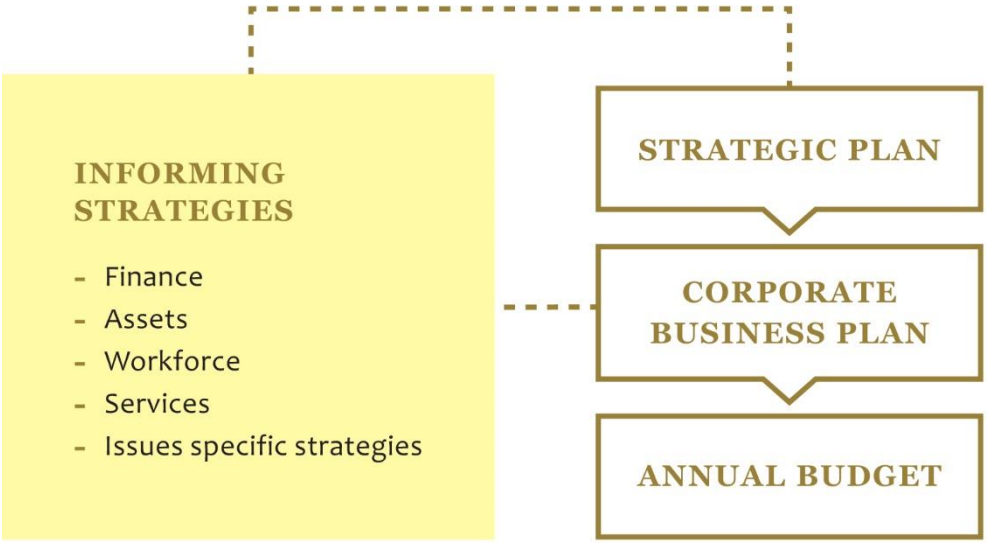
very year Council and Staff will review the Corporate Business Plan to ensure it is reflective of the ten year Strategic Plan as well as the changing business and community environment. The Corporate Business Plan focuses on delivering upon Council's priorities, those being

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

2. ROLE OF THE CORPORATE BUSINESS PLAN

The Corporate Business Plan is an internal business planning tool that translates the Council's priorities from the Strategic Community Plan into operations, aligned to the annual budget process and key performance indicators of Council and the ecutive Management team.

The Corporate Business Plan should be read in con unction with the Shire's Strategic Community Plan and informing documents - Forward Capital Works Plan, Strategic Resource Plan and Workforce Development Plan.



3. HOW TO READ THE PLAN

The Delivery Program of the Corporate Business Plan is a four-year plan that covers the term of an elected Council. To create the Program, we looked at the Community Strategic Plan and asked what we could achieve over the ne t four years to bring us closer to the community's vision and values.

The four-year Delivery Program is reviewed annually to determine which ob ectives set out in Strategic Plan can be achieved within Council's available resources, and an Operational Plan of actions for the coming financial year is created. This ensures that Council's long-term planning is consistent with the current and future needs of the community.

Delivery Program

Deliverables / Actions	Measurement	Timeframe 2018/19	Business Unit Accountable	Budget Reference
1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community			Business Unit - Infrastructure	
Develop an annual road management plan	Annual road management plan developed and adopted by Council	Q1	Works Manager	

Operational Plan ow we will measure Timeframe Who is accountable Budget Ref

ey assumptions in this Corporate Business Plan and accompanying Resource Plan over the ne t four years include

- The Shire population is forecast to remain stable
- Cost of doing business will continue to rise (wages, electricity, water etc)
- Federal and state government grants will remain stable
- The Shire will maintain its current service levels and where financially prudent, increase services
- The region and State economy will remain stable for the long term, with the possibility of a local gold mine in the Shire proceeding
- Assets are e pected to be adequately maintained and continue to provide e isting levels of service

Forecasts

- The Shire is reliant on receiving more than 44. m over the ne t 1 yrs in untied operating grants, subsidies and contributions
- Rate revenue is forecast to increase by 3 pa (CPI 2 1)
- on-operating grants and contributions are forecast to reduce after year one of the plan and remain stable thereafter
- Operating grants and contributions are forecast to increase in line with inflation of 2
- Workforce to remain stable and employee costs forecast to rise 2 pa in line with CPI
- Operating e penditure and maintenance to remain stable and increase annually with CPI

4. OUR VISION

Together we create the opportunity to grow

5. WHAT WE DO NOW

- Infrastructure and associated services, including local roads, footpaths, drainage, waste collection and management
- Provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, Recreation Centres, Town alls and caravan parks
- Care of the environment
- ealth services such as water and food inspection, toilet facilities, noise control and animal control
- Community services, such as support for child care, aged care and accommodation, community care, community transport, emergency services and welfare services
- Building services, including inspections, licensing, certification and enforcement
- Carrying out government and private sector works
- Tourism promotion and development
- Access to land, planning and development approvals
- Administration of facilities, such as airports, cemeteries and street parking cultural facilities and services, such as libraries
- Lobbying and working with State and Federal overnment, regional organisations and agencies
- Advocating for local needs whilst operating in a regional conte t
- Corporate overnance to ensure it delivers good decision making, leadership and professional management.

6. OUR VALUES

- Progressive and proactive
- Timely and efficient
- Open, honest and transparent
- Leading by e ample
- Accountable
- Do it once, do it right

7. OUR ORGANISATION

Councillors

	piry
Cr RM (Rhonda) Cole	2 21
Cr M (ellie) Mortimore	2 1
Cr WD (Bill) Cowan	2 1
Cr AM (Amy) ardham	2 1
Cr AB (Alan) Wright	2 21
Cr PD (Peter) Lines	2 21
Cr SW (Scott) Stirrat Cr	2 21
B (Bevan) Thomas	2 1

Sub Committees

- Audit Committee
- Representation on various community groups

ecutive Management

Chief ecutive Officer	Chris ackson
ecutive Manager Corporate Services	Bonnie Cole
Works Manager	Arthur Cousins
nvironmental ealth Officer	Will Pearce
Community and conomic Development Officer	Sheree Thomas
Community Resource Centre	Leanne Sands

Total Staff 2 (2 1)

The Councillors, the Chief ecutive Officer, the ecutive Management Team and the staff through a combined effort are responsible for successfully leading and managing the Shire of arembeen. The organisation feels accountable to its community and publishes the performance reports annually through an annual report for review by its community.

S IR OF AR MB BUSI SS U ITS

UNIT	Chief Executive Officer	Works Manager	Executive Manager Corporate Services
Infrastructure	- Pro ect Delivery (pro ects, design, management) - Asset management - Ma or development assessments and oversights - mergency services (L MC)	- Parks and gardens - Waste services - Fleet and workshop - Civil engineering - Traffic and transport, footpaths, stormwater	- Fire Services - Ranger Services
Corporate	- overnance - Support for Councillors - People and culture - Risk and Audit, Compliance - Organisational development, training and strategy - Planning - Policies - Tenders and procurement - Occupational ealth and Safety	- Occupational ealth and Safety	- Customer Service - Financial services - Information management and technology - Occupational ealth and Safety - Risk Audit Compliance
nvironment	- ealth and Regulation, Public ealth - nvironmental ealth - Building compliance		- Skeleton Weed
Shire Services	- conomic development - Business development	- Private works	- Sport and recreation centres and services - Library and children - Community Resource Centre (and community services) - Property services

8. STRATEGIC OUTCOMES

Achieving the Strategic Plan and operational activities in the Corporate Business Plan will see Council deliver the following outcomes for the community

Goal 1: Focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry	
After 10 years, we will have achieved:	Current road infrastructure is maintained and continually improved upon to meet community and business needs
	Improved telecommunications data capacity and mobile coverage through innovative partnerships and advocacy
	Shire assets are ready for opportunities to grow local employment
	The Shire and local businesses communicate and work together to capture opportunities
	We will demonstrate best practice local purchasing practices
Goal 2: Internal and external relationships actively grow our Shire population and positive financial position	
After 10 years, we will have achieved:	Our organisational structure and partnerships deliver tangible economic results, environmental and social benefits to our community and Shire's financial position
	Significant tourist, historical and the environmental pro ects are achieved in partnership with community groups
	Our permanent and visiting population grows through our partnership with o arembeen
	Shire service delivery is enhanced through a recognised and formal partnership with the arembeen CRC
	All public services are retained, used, relevant and have a permanent place in our community
Goal 3: We contribute to a healthy community	
After 10 years, we will have achieved:	Shire and community owned health infrastructure and services complement the public and private health systems in the Shire. They support all life stages and attract new patronage into our community.
	Sport, recreation and leisure facilities are of a high standard and traditional sporting activities and seasons are e tended
	We own and participate in best practice waste management

OPERATIONAL PLAN

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

O TO FOUR AR D LI RABL S
1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community
1.2 We have a long term local gravel sourcing strategy
1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts
1.4 We find partners to help investigate and seek innovative telecommunication solutions to benefit the ma ority and to ensure that solutions are not cost prohibitive
1. acant land that will achieve our strategic goals is identified for specific purposes and industries
1. It is oned and rated appropriately in light of future industry development as well as for complementary infrastructure and services
1. Shire assets are prepared for commercial and population increases
1. We support the local child care centre with resources that enable continuous service delivery for our families
1. We will work with our local businesses to plan significant central business district improvements including beautification, access and activation activities
1.1 We will adopt a local purchasing policy that supports our local businesses to the best of our capacity

T AR OUTCOM S
Current road infrastructure is maintained and continually improved upon to meet community and business needs
We will demonstrate best practice local purchasing practice
Shire assets are ready for opportunities to grow local employment
The Shire and local businesses communicate and work together to capture opportunities
We will demonstrate best practice local purchasing practice

We will deliver the following by une 3 2 1

Deliverables / Actions	Measurement	Timeframe 2018/19	Business Unit Accountable	Budget Reference
1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community			Business Unit -Infrastructure	

Develop an annual road management plan	Annual road management plan developed and adopted by Council	Q1	Works Manager	Transport
Implement the annual road management plan	Annual road management plan implemented Clear road service standards are to be developed that focus on Asset Preservation and will include km's of winter grades achieved, gravel re-sheeting and reseals	Q1 – Q4	Works Manager	Transport
Conditions of Assessment Road asset guidelines	Condition assessment of road assets completed Annual survey of road assets	Q4	Works Manager	Transport
Develop and implement the Forward Works Program (renewal, new, upgrade) for road assets	Annual Program completed	Q1 – Q4	Works Manager	Transport
Review and implement the Footpath Plan	Footpath Plan infrastructure activities completed annually	Q1 – Q4	Works Manager	Transport
Stormwater infrastructure is maintained	Stormwater infrastructure activities completed annually	Q1 – Q4	Works Manager	Transport
Aerodome maintenance	Aerodome can be accessed all year round	Q1 – Q4	Works Manager	Transport
Depot maintenance	Infrastructure improvements to the Shire Depot annually	Q1 – Q4	Works Manager	Transport
1.2 We have a long term local gravel sourcing strategy			Business Unit - Infrastructure	
Develop and implement a long term gravel sourcing strategy	Long term gravel sourcing strategy adopted by Council and implemented	Q4	Works Manager	Transport
1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts			Business Unit - Infrastructure	
Plant and Asset Register maintained with forward planning annually	Plant inventory life is recorded and benchmarks set on minimum machinery operating hours	Q1 – Q4	Works Manager	Other Property and Services

Investigate group purchasing with another organisation on a significant piece of equipment	At least one successful (cost reduced) plant group purchasing achieved	Forward plan 2 1 2	C O	overnance
1.4 We find partners to help investigate and seek innovative telecommunication solutions to benefit the ma ority and to ensure that solutions are not cost prohibitive			Business Unit - Shire Services	
Together with o arembeen undertake an audit of telecommunication needs	Detailed assessment of our resident and business telecommunications needs is conducted	Q4	C O	overnance
1. acant land that will achieve our strategic goals is identified for specific purposes and industries			Business Unit - Corporate	
Forward planning residential and industrial land requirements	Reserves allocated towards future land development	Q1-Q4	C O	ousing, Other Property Services
Continue to work with plaurum on forward planning their land requirements (accommodation, roads	Regular meetings between Council and plaurum	Q1-Q4	C O	Community Amenities, ousing, Transport
1. It is oned and rated appropriately in light of future industry development as well as for complementary			Business Unit - Corporate	
Town Planning Scheme review is ongoing	Town Planning Scheme updated accordingly	Q1-Q4	C O	Community Amenities

1. Shire assets are prepared for commercial and population increases			Business Unit – Shire Services and Corporate	
Forward planning continues for Avoca Farm residential lots		Forward plan 2 1	MCS	ousing
Industrial area maintenance	A variety of businesses can operate in the industrial area	Q1 – Q4	C O	Other Property Services
Shire housing stock adds value to our workplace retention strategies and when appropriate are available for other local business employees	umber of Shire houses that are occupied by staff	Q1 – Q4	MCS	ousing
	Regular housing inspections	Q1 – Q4	MCS	ousing
	Length of time between inspections completed and a response by building maintenance (consistent response and delivery time)	Q1 – Q4	MCS	ousing
	All rents are paid on time	Q1 – Q4	MCS	ousing
Agricultural assets are maintained and available for use at any point in time	Sale ards are maintained	Q1 – Q4	MCS	conomic Services
	Stand pipes are maintained	Q1 – Q4	MCS	conomic Services
Wadderin dam management	Wadderin Dam management is restructured and sub leased to the Wadderin Wildlife roup	Q1 – Q4	C O	Other Property Services
The cemetery aesthetics are improved	Cemetery aesthics are improved	Q1 – Q4	C O	Community Amenities
	Cemetery is well maintained	Q1 – Q4	Works Manager	Community Amenities
	umber of positive comments received as a result of the site improvements	Q1 – Q4	C O	Community Amenities
Town Planning Scheme is fle ible for growth, whilst achieving appropriate rate return for land	Work is completed towards updating the Town Planning Scheme	Q1 – Q4	C O	Community Amenities
We deliver professional and timely town planning	Response and approval times for planning applications are within industry	Q1 – Q4	C O	Community Amenities
1. We support the local child care centre with resources that enable continuous			Business Unit – Shire Services	

service delivery for our families				
Continue to maintain and upgrade the arembeen umbats building (sub ect to annual budget)	Flooring at arembeen umbats is upgraded	Q2	MCS	Other Property Services
When required, we work with the arembeen umbats and R D regarding the local service	arembeen umbats service transitions to R D	Q3 – Q4	MCS	Other Property Services
1. We will work with our local businesses to plan significant central business district improvements including beautification, access and activation activities			Business Unit – Shire Services	
Community shelter in CBD design developed	Community shelter upgrade completed	Q1 – Q2	C O	Recreation Culture
Advertise Caf lease	Caf is leased in 2 1 (caf or other business)	Q4	C O	Other Property Services
Businesses engaged in forward planning Churchill St eastern entrance	Forward plan the remodelling of Churchill St eastern entrance	2 1	C O	Transport
Review the directional signage near the Town	Directional signage updated near the Town all	Q4	C O	Transport
1.1 We will adopt a local purchasing policy that supports our local businesses to the best of our capacity			Business Unit - Corporate	
Local Purchasing Policy reviewed	Local Purchasing Policy adopted by Council and promoted to businesses 1 of our local procurement is sourced from within the Shire within the 2 1 1 financial year	Q1 – Q4	C O	overnance

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

O TO FOUR AR D LI RABL S
2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community
2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals
2.3 We are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound and equitable
2.4 Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from
2. Council recognises the opportunity of partnering with o arembeen, works closely and supports them to help achieve their economic development pro ects and our strategic goals
2. We articulate in our organisational plans and service delivery model the role of the arembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals
2. We link the public service organisations to the community so that they are used, they remain, they are relevant and help achieve our goals for the community

T AR OUTCOM S
Our organisational structure and partnerships deliver tangible economic results, environmental and social benefits to our community and Shire's financial position
Significant tourist, historical and the environmental pro ects are achieved in partnership with community groups
Our permanent and visiting population grows through our partnership with o arembeen
Shire service delivery is enhanced through a recognised and formal partnership with the arembeen CRC
All public services are retained, used, relevant and have a permanent place in our community

We will deliver the following by une 3 2 1

Deliverables / Actions	Measurement	Timeframe 2018/19	Business Unit	Budget Reference
2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of			Business Unit - Corporate	

economic opportunities that benefit our community				
We review our business units and workforce model to ma imise the achievement of Council priorities and service levels, in line with the budget	Council and staff can articulate our organisational model, relationships and reporting	Q1 – Q4	C O	overnance
	Minimum service standards are set for our core services	Q1 – Q3	C O	overnance
	Minimum service standards are achieved across our core services	Q4	C O	overnance
	Strategies from our workforce plan are implemented (which takes into account our	Q3 – Q4	C O	overnance
	Annual budget developed and adhered to	Q1 – Q4	C O	overnance
	Annual reserve allocation targets set and achieved	Q1 – Q4	C O	overnance
	Our alternative income streams are working towards an increase of (over the 4 year period)	Q1 – Q4	C O	overnance
Councillors are well versed in their legislative requirements, so too skilled in forward planning for the needs of the community	umber of Councillors who attend training	Q1 – Q4	C O	overnance
	ew Councillors are inducted formally			overnance
	We meet our audit requirements	Q1 – Q4	C O	overnance
	IPR documents are developed and reviewed accordingly	Q1 – Q4	C O	overnance
	Councillor and staff succession planning is discussed regularly and forward planning for changes is actioned	Q1 – Q4	C O	overnance
2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic			Business Unit – Corporate Shire Services	
Review the RoeROC MoU and with the members, its strategic purpose and alignment to our strategic goals	We can articulate the achievement of at least one Council priority annually through our RoeROC membership	Q1 – Q4	C O, MCS	overnance
Participate actively in regional groupings such as reat	Attendance at reat astern Country one meetings by senior administration and Council representatives	Q1 – Q4	C O, MCS	overnance

astern Country one, regional road groupings etc	reat astern Country one assists us achieving strategic priorities and assists us in resolving issues of importance to our industry	Q1 – Q4	C O, MCS	overnance
	Amount of funding we receive is stable or increasing in our regional road group	Q1 – Q4	C O, MCS	Transport
Participate actively in Roe Tourism to achieve improved visitation and profile	Implement visitor collection methods Improve visitation by over 4	Q1 – Q4	C O, MCS	conomic Services
	Caravan Park infrastructure is maintained with forward plans for improved quality and variety of accommodation options at the site	Q1 – Q4	C O, MCS	conomic Services
Partnerships help us achieve our ranger, weed and pest services	Ranger is available and meets our compliance obligations	Q1 – Q4	MCS	Law, Order Public
	We participate in skeleton control programs	Q1 – Q4	MCS	conomic Services
	We actively participate in biosecurity management (astern Wheatbelt Biosecurity roup) At least one pest management activities a year	Q1 – Q4	MCS	conomic Services
2.3 We are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound			Business Unit - Corporate	
Identify business	Opportunities are identified and developed for Avoca Farm	Q4	C O	conomic Services
2.4 Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit			Business Unit – Shire Services	

Local clubs and organisations are enabled to achieve their goals	We facilitate an annual meeting of key organisations and their leadership teams	Q4	C O	Recreation Culture
We are active in the whole of Wheatbelt Community Resource Centre advocacy	Level and type of support offered to the arembeen Community Resource Centre and Wheatbelt Business etwork in their advocacy is conte t specific	Q1 – Q4	C O	Community Amenities
Wadderin Wildlife Sanctuary protects endangered	Wadderin Dam is accessible for the Wadderin Wildlife roup	Q1 – Q4	C O	Other Property Services
2. Council recognises the opportunity of partnering with o arembeen, works closely and supports them to help achieve their economic development pro ects and our strategic goals			Business Unit – Shire Services	
Shire representation at o arembeen meetings	Both organisations are aware of each others purpose and strategic priorities	Q1 – Q4	C O	overnance
	oint priorities are identified in a formal plan between o arembeen and the Shire	Q1 – Q4	C O	overnance
MoU between the Shire and o arembeen for pro ect specific activities	One oint pro ect is planned for in 2 1 1	Q1 – Q4	C O	overnance
2. We articulate in our organisational plans and service delivery model the role of the arembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to			Business Unit - Shire Services	

help achieve our strategic goals				
Community Resource Centre service delivery model is reviewed in line with overall organisation review, in preparation for occupying the new building	arembeen CRC is retained despite any State overnment funding announcements	Q2	C O, MCS	Community Amenities
	Shire organisational plan is developed with the CRC and articulated to Council, all senior	Q2 – Q4	MCS	Community Amenities
	Community Resource Centre responsible for selected core services of the Shire e.g. library	Q4	MCS	Community Amenities
Community Resource Centre business plan includes key strategic pro ects for the Shire	Clear economic and community roles for the Community Resource Centre	Q1 – Q4	MCS	Community Amenities
	Community Resource Centre Manager included in Shire staff meetings	Q1 – Q4	MCS	overnance
	Community Resource Centre business plan and annual budget adopted by Council	Q1	MCS	overnance
Community Resource Centre adds value to the visitor e perience and visitor information	Community Resource Centre is a recognised information point for visitors and	Q1 – Q4	MCS	conomic Services
	Community Resource Centre forward plans data collection ideas for 2 1 (as a point of measurement)	Q3 – Q4	MCS	conomic Services
	Increase in visitation numbers by over 4 yrs	Q1 – Q4	MCS	conomic Services
2. We link the public service organisations to the community so that they are used, they remain, they are relevant and help achieve our goals for the community			Business Unit - Shire Services	
Council is aware of public service organisation delivery	Public service organisations meet biannually with Council	Q1 – Q4	C O	overnance

to the community and their forward plans	**Joint community health plan is developed to address health priorities e.g. alcohol (Wheatbelt Alcohol and Drug Service)**	**Q2 – Q3**	**CEO**	**Governance**
	Police (2 person), DHS and Hospital are retained	**Q1 – Q4**	**CEO**	**Health, Law, Order & Public**
Implement the annual road management plan to ensure access is not hindered during emergency services	**Positive feedback from public service organisations regarding Shire road**	**Q1 – Q4**	**Works Manager**	**Transport**
	No road fatalities	**Q1 – Q4**	**Works Manager**	**Transport**

GOAL 3 We contribute to a healthy community

O TO FOUR AR D LI RABL S
3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community
3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit
3.3 We will investigate ma or improvements to our sport and recreation facilities following considered cost benefit analysis models
3.4 We enable and support medical and emergency services to serve in our community
3. We investigate sub regional waste strategies that reduce costs on our community and environment

T AR OUTCOM S
Shire and community owned health infrastructure and services complement the public and private health systems in the Shire. They support all life stages and attract new patronage into our community
Sport, recreation and leisure facilities are of a high standard and traditional sporting activities and seasons are e tended
We own and participate in best practice waste management

We will deliver the following by une 3 2 1

Deliverables / Actions	Measurement	Timeframe 2018/19	Business Unit	Budget Reference
3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community			Business Unit – Infrastructure, Shire Services	
We assist local groups preserve our history	Lesser all interpretation is e ternally funded and constructed	Q4	C O	Recreation Culture
	Tro an orse interpretative display is completed	Q4	C O	Recreation Culture

	Town all and istorical Society buildings are maintained	Q1 - Q4	C O	Recreation Culture
Seniors are encouraged to age in place	Aged Friendly Community Plan is developed	Q4	C O	ousing
3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally			Business Unit – Shire Services	
The Swimming Pool provides a venue to be physically and mentally fit, accessed by all ages	Swimming Pool is opened every day of the season	Q2 – Q3	MCS	Recreation Culture
	Swimming Pool meets compliance standards	Q2 – Q3	Pool Manager	Recreation Culture
	Increasing attendance memberships at the Pool	Q2 – Q3	Pool Manager	Recreation Culture
	ew hand rails are installed at the Pool	Q2	MCS	Recreation Culture
Recreation facilities across the Shire are well utilised and maintained appropriately	arembeen Recreation Centre round is accessed for Winter, Summer and school competitions (no downtime for assets)	Q1 – Q4	MCS	Recreation Culture
	Annual reserve allocations for future sporting ground replacements	Q1 – Q4	MCS	Recreation Culture
	Proposed synthetic turf options analysis is completed and presented to sporting groups for their consideration	Q2	C O	Recreation Culture
	ym memberships increase annually	Q1 – Q4	MCS	Recreation Culture
Parks and gardens are neat and tidy	umber of positive comments received regarding our parks and gardens (likewise negative comments)	Q1 – Q4	MCS	Recreation Culture
Reserves are maintained in line with our legislative requirements	Fire breaks for our reserves are compliant	Q1 – Q4	MCS	Law, Order Public Safety

3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit			**Business Unit – Shire Services**	
Investigate improved surfaces for Narembeen Tennis and Narembeen	**Options analysis complete, presented to sports and Council with preferred pathway chosen**	**Q2 – Q3**	**EMCS**	**Recreation & Culture**
Investigate improved surface for Mt Walker Tennis	**Options analysis complete, presented to sports and Council with preferred pathway chosen and funding submitted**	**Q2**	**EMCS**	**Recreation & Culture**
	Successful funding application for the Mt Walker Tennis re-surface	**Q2**	**EMCS**	**Recreation & Culture**
3.4 We enable and support medical and emergency services to serve in our community			**Business Unit – Shire Services**	
New medical centre is completed and occupied by the GP and Allied	**GP and Allied Health services are retained Increase in Health Services patronage**	**Q4**	**EMCS**	**Health**
Building for the dentist is maintained	**Dentist is retained**	**Q1 – Q4**	**EMCS**	**Health**
	Dentist building improvements as required	**Q3 – Q4**	**EMCS**	**Health**
Opening and occupation of the Combined Emergency Services building	**Emergency services are co-located in new centre and VFES is established Volunteer emergency services are retained**	**Q2**	**CEO**	**Law, Order & Public Safety**
	Emergency service planning and 'Shire response after the fact' scenario conducted annually (focus is on the Shire response during and after the emergency)	**Q1 – Q4**	**CEO**	**Law, Order & Public Safety**
3.5 We investigate sub regional waste strategies that reduce costs on our community and environment			**Business Unit - Infrastructure**	

igh standard general waste and recycling service delivered and supported by recycling education programs	Limited disruption to waste service of household waste recycled etc (Avon Waste can provide these reports)	Q1 – Q4	Works Manager	Community Amenities
Continual improvement of aesthetics and management of the arembeen Waste and Recycling Centre	Site meets compliance regulations	Q1 – Q4	Works Manager	Community Amenities
	umber of complaints received regarding the site	Q1 – Q4	Works Manager	Community Amenities
	Drummuster program is delivered with stable to increasing levels of participation	Q1 – Q4	Works Manager	Community Amenities
Life of the Bendering Site is e tended	umber of waste solutions that involve more than our Shire	Q1 – Q4	C O, Works	Community Amenities
	Bendering Site compliance is achieved	Q1 – Q4	C O	Community Amenities
	ew landfill holes are dug and used, e tending the life of the Bendering Site	Q1 – Q4	C O	Community Amenities
Alternative energy supplies to Shire owned infrastructure	Shire energy cost reduces annually (solar panels etc)	Q1 – Q4	C O	overnance

9. NEW CAPITAL PROJECTS 2018/19 – 2020/21

Asset Class / Project	2018 – 19 $	2021 – 22 $
Buildings		
Lesser Hall Interpretation Centre	2 ,	
Infrastructure		
Heavy freight town by pass	1, ,	
Hockey / tennis multi-use turf		1, ,
rand Total	**1,900,000**	**1,500,000**

10. FINANCIAL MANAGEMENT

Annual Budget 2018/19

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019

BY NATURE OR TYPE

	NOTE	2018/19 Budget	2017/18 Actual	2017/18 Budget
		$	$	$
Revenue				
Rates	1	1,669,192	1,613,470	1,603,936
Operating grants, subsidies and contributions	9	5,917,036	6,062,414	7,044,732
Fees and charges	8	1,151,926	593,099	593,023
Interest earnings	10	79,800	90,627	55,300
Other revenue		0	6,731	0
		8,817,954	8,366,341	9,296,991
Expenses				
Employee costs		(1,929,582)	(1,847,429)	(1,207,716)
Materials and contracts		(5,310,774)	(5,364,340)	(6,944,061)
Utility charges		(253,550)	(232,812)	(247,900)
Depreciation on non-current assets	5	(3,825,297)	(3,817,511)	(3,516,500)
Interest expenses	6	(54,949)	(58,801)	(59,056)
Insurance expenses		(195,262)	(183,419)	(180,587)
Other expenditure		(29,500)	(54,625)	(28,565)
		(11,598,914)	(11,558,937)	(12,184,385)
		(2,780,960)	(3,192,596)	(2,887,394)
Non-operating grants, subsidies and contributions	9	2,747,016	3,057,173	4,585,359
Profit on asset disposals	4.b	46,743	48,616	5,000
Loss on asset disposals	4.b	(10,045)	(52,107)	(49,000)
Net result		**2,754**	**(138,914)**	**1,653,965**
Other comprehensive income				
Total other comprehensive income		**0**	**0**	**0**
Total comprehensive income		**2,754**	**(138,914)**	**1,653,965**

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

Projected Comprehensive Income Statement

	1 1	1 2	2 21	21 22
Rates	1, 2, 4	1, 1, 1	1, 2, 3	1, ,243
Operating grants,	2, 2, 4	2, 43,	2, ,	2, ,

subsidies and contributions				
Fees and charges	4, 3	1 ,	2 ,31	41, 1
Interest earnings	4 , 1	43,3	43,	44, 11
Other comprehensive income	1, 31, 3	1, 4,211	1, 2, 2	1, 1 ,
mployee costs	1,231, 1	1,2 , 4	1,2 1, 2	1,3 ,2 1
Materials and contracts	1,4 2,	1, 2,4	1, 32,44	1, 3,
Utility charges	2 2,	2 , 13	2 3,	2 ,32
Depreciation on non-current assets	3,3 , 2	3,4 , 4	3, 4, 32	3, 2 ,
Interest e pense	, 44	2,1	4 ,	44, 3
Insurance e pense	1 4,2 2	1 , 2	1 1, 4	1 ,4
Other e pense	2 ,13	2 , 1	3 ,313	3 , 1

Significant and Planned Capital Works

Asset Class	Project	Total Expenditure (2018-2033) $
Buildings		
	Lesser Hall Interpretation Centre	200,000
	Building Renewal	750,000
Buildings Total		950,000
Plant and Equipment		
	Plant Replacement	7,500,000
	Furniture and Equipment Renewal	750,000
Plant and Equipment Total		8,250,000
Infrastructure - Roads		
	Heavy freight town bypass	1,700,000
	Road Renewal	33,031,020
Infrastructure - Roads Total		34,731,020
Infrastructure - Other		
	Hockey/Tennis multi-use turf	1,500,000
	Infrastructure Renewal	300,000
Infrastructure – Other Total		1,800,000
Grand Total		45,731,020

11. RISK MANAGEMENT

The risks identified and being considered in the development of the Strategic Plan and Corporate Business Plan include

INTERNAL RISKS	EXTERNAL RISKS
- Increasing compliance on local governments	- Lack of critical mass in the Wheatbelt and Shire

- Asset management and preservation - Attracting qualified staff - Retaining staff - Reliance on e ternal government funding - Allocation of resources to achieve our goals - mployee costs rising - Increasing costs of doing business e.g. water, electricity and regulatory price	- Slow population increase or decrease - eographical location of arembeen - Operating grants and contributions need to increase - Cost of business increasing e.g. insurance - Drought and a delay on rates income - Silo's of people groups in the community - Increasing reliance and compliance on volunteers, so too lower energy and engagement levels than in the past, loss of key people - plaurum Mine not progressing or being unprepared for opportunities - Increasing competitive nature of government funds - Decreasing and complete loss of government funding for core services in the community e.g. roads, health, education, policing, CRC - Poor telecommunications infrastructure and services to enable economic and social growth - Ageing population in arembeen and the Wheatbelt - Low capital return for business owners within the town site - Lack of ob opportunities diversity in the Shire and region - Weather conditions on agriculture and supporting industries, so too Shire infrastructure (roads)

Risk Management Practices

- Business cases to be developed and presented to Council, including cost benefit analysis prior to significant infrastructure and service investments
- Monitoring integrated planning documents, so too informing documents by Council
- Annual audit and compliance checklists presented to Council
- ey performance indicators in ob descriptions and managed by the ecutive Management team
- Retaining qualified staff across all levels of staff, managed by the ecutive team
- Rate review conducted by Council

- Strengthening local and regional private and FP relationships, partnership approach with Council and the Chief ecutive Officer

SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 19 DECEMBER 2018

Chq/EFT	Date	Name	Description	Amount
EFT11544	06/11/2018	AMAC Mechanical	Remove spray bar and repair + travel	$ 568.15
EFT11545	06/11/2018	All Ways Foods	Sugar Sachets for Caravan Park Cabins	$ 27.55
EFT11546	06/11/2018	Australian Services Union	Payroll deductions	$ 73.70
EFT11547	06/11/2018	BGC Construction	Progress Claim No. 5 Narembeen Community Precinct Project No #70647	$ 139,488.43
EFT11548	06/11/2018	Busselton City Construction Pty Ltd	3 days carpentry labour for 1 carpenter	$ 3,234.00
EFT11549	06/11/2018	CSBP Limited	Land Tax for Unit at Churchill Street	$ 49.80
EFT11550	06/11/2018	Chefmaster Australia	Bin liners for office	$ 248.40
EFT11551	06/11/2018	Conplant Ammann Australia	Compactor Hire	$ 5,753.00
EFT11552	06/11/2018	Copier Support	Printing Charges 23/08 - 19/09/18	$ 614.20
EFT11553	06/11/2018	Covs	Starter Motor	$ 518.81
EFT11554	06/11/2018	Donovan Ford	Knob fan switch	$ 9.65
EFT11555	06/11/2018	Easifleet	Payroll deductions	$ 664.83
EFT11556	06/11/2018	Hanson Construction Materials Pty Ltd	108 tonnes of 7mm washed single size granite	$ 8,441.00
EFT11557	06/11/2018	Irving Holdings WA	Fuel purchases CEO	$ 1,549.10
EFT11558	06/11/2018	Klint Stone	Reimbursement for purchase of new phone	$ 240.00
EFT11559	06/11/2018	LGIS Insurance Cover	2017/18 Motor Vehicle Premium adjustment - Additional Premium as at June 2018	$ 1,368.13
EFT11560	06/11/2018	Mcintosh And Son	1x pulley	$ 253.91
EFT11561	06/11/2018	Middleton Accountants	Accountants Report & Audit for the period 01/07/17 - 30/06/18	$ 3,201.00
EFT11562	06/11/2018	Narembeen Community Resource Centre	Contribution to John Curtin Weekend & Staff Attendance to Regional Awards	$ 1,810.00
EFT11563	06/11/2018	Narembeen Medical Centre	Surgery Consult - Joshua Miller 31/10/2018	$ 76.30
EFT11564	06/11/2018	Narembeen Shire Council	Roadworks on town site bypass 5th September - 17 October	$ 232,697.00
EFT11565	06/11/2018	P M Services Narembeen	Waste Station Management Wages 20th Oct - 2nd Nov	$ 2,496.00
EFT11566	06/11/2018	Perfect Computer Solutions Pty Ltd	Assist admin staff with computer problems (Synergy not working properly, updating of library	$ 212.50
EFT11567	06/11/2018	Rhonda Cole	Travel Expenses for Road Forum at Burswood 16/10/18	$ 566.40
EFT11568	06/11/2018	Rural Water Council Of WA Inc	Membership Subscription 2018	$ 100.00
EFT11569	06/11/2018	SW Taylor	Lifting Equipment Inspection	$ 660.00
EFT11570	06/11/2018	Synergy - Western Power	Electricity Charges for 79 streetlights Payment #3578144321	$ 1,414.50
EFT11571	06/11/2018	The Workwear Group Pty Ltd	Admin Staff Uniform Oct 2018	$ 1,181.54
EFT11572	06/11/2018	Toll Ipec Pty Ltd	Freight from Cutting Edges	$ 354.05
EFT11573	06/11/2018	Town Planning Innovations	General Planning Services	$ 1,980.00
EFT11574	06/11/2018	Two Dogs Hardware	PINE T2 BLUE - 70 x 35m	$ 398.52
EFT11575	06/11/2018	Vanessa Wittstock	Travel Allowance and reimbursement for parking fees for training course at WALGA 31/10/2018 - Vanessa Wittstock	$ 297.82

EFT11576	06/11/2018	WA Contract Ranger Services	Ranger Service es 09/10, 19/10 + 25/10/18	$ 935.00
EFT11577	06/11/2018	WALGA	Create new design and transfer site to CouncilConnect + Staff Training A Cousins, P Hills, S Biddulph, V Wittstock	$ 19,791.00
EFT11578	06/11/2018	Work Clobber	Uniforms for outside crew 2018/19	$ 4,936.76
EFT11582	22/11/2018	AMAC Mechanical	Retic Trench at Swimming Pool	$ 220.00
EFT11583	22/11/2018	Ag Implements Narembeen	several hoses	$ 611.96
EFT11584	22/11/2018	All Ways Foods	Cleaning Materials	$ 399.54
EFT11585	22/11/2018	Aquatic Services WA	Annual Chlorine Gas Service at Pool	$ 3,444.10
EFT11586	22/11/2018	Aust Post	Postage Charges October 2018	$ 323.26
EFT11587	22/11/2018	Australian Services Union	Payroll deductions	$ 25.90
EFT11588	22/11/2018	Avon Waste	399 General Waste Services x5weeks	$ 16,104.18
EFT11589	22/11/2018	Ball Plaques Pty Ltd	Engraved stainless steel plaque for Emergency Service Facility	$ 1,133.00
EFT11590	22/11/2018	Boc Gases	Gases for depot	$ 88.87
EFT11591	22/11/2018	Busselton City Construction Pty Ltd	Repair and paint damaged ceilings	$ 12,859.00
EFT11592	22/11/2018	CJD Equipment Pty Ltd	Hose assembly	$ 259.84
EFT11593	22/11/2018	Chris Bray Electrics Pty Ltd	Repair electrical fault with motor pump	$ 4,305.40
EFT11594	22/11/2018	Civic Legal	Lease for 24 Latham Road	$ 1,801.80
EFT11595	22/11/2018	Cody Express Transport	Deliver signs	$ 105.94
EFT11596	22/11/2018	Corsign WA PTY LTD	Road Signs as per quote	$ 15,005.65
EFT11597	22/11/2018	Covs	Palet racking	$ 1,038.05
EFT11598	22/11/2018	Cutting Edges Pty Limited	Grader Blades	$ 4,840.00
EFT11599	22/11/2018	Dan Murphy's	Wine for council meetings	$ 289.70
EFT11600	22/11/2018	Daves Tree Service	Three day trimming & shaping street trees out of Western Power Lines	$ 8,580.00
EFT11601	22/11/2018	Deidre Brewerton	Reimbursement for Double-booking at Caravan Park	$ 36.00
EFT11602	22/11/2018	Easifleet	Payroll deductions	$ 664.83
EFT11603	22/11/2018	Eastern Hills Saws And Mowers	whipper snipper covers	$ 189.90
EFT11604	22/11/2018	Fitz Gerald Strategies	Facilitation of CEO Performance Review 2018	$ 3,895.00
EFT11605	22/11/2018	Great Southern Fuel Supplies	Fuel Charges CEO October 2018	$ 471.14
EFT11606	22/11/2018	Ixom	2x 70kg chlorine	$ 84.57
EFT11607	22/11/2018	JR And A Hersey Pty Ltd	earplugs, tinted glasses, water bottles +hats	$ 1,341.73
EFT11608	22/11/2018	LGIS Risk Management	Business Continuity Project 2018Project#22548	$ 2,750.00
EFT11609	22/11/2018	Landgate	Land Enquiry	$ 61.40
EFT11610	22/11/2018	Landmark Operations Limited	110l roundup ultra + nufa estercide xtra	$ 2,738.80
EFT11611	22/11/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 16 - October 2018	$ 482,926.60
EFT11612	22/11/2018	Local Government Supervisors Association	Membership LGSA WA Inc 2018/2018	$ 55.00
EFT11613	22/11/2018	Mcintosh And Son	Vbelt	$ 72.56
EFT11614	22/11/2018	Narembeen IGA	Catering for Council and other council related meetings	$ 413.89
EFT11615	22/11/2018	Narembeen Community Resource Centre	Download photos to CD's of Citizenship Ceremony	$ 22.00
EFT11616	22/11/2018	Narembeen Engineering And Steel Supplies	Supply and install chainmesh gate with hinges and drop pins	$ 1,989.90
EFT11617	22/11/2018	Narembeen Hardware and Ag Supplies	battery bosch	$ 1,176.31

EFT11618	22/11/2018	Narembeen Hardware and Ag Supplies - Building A/C	LOSP H3 pine barge, black plastic roll + primed mdf dbn architrave	$ 924.99
EFT11619	22/11/2018	Narembeen Hardware and Ag Supplies - Shire Workshop	fuel filter and oil filter	$ 302.20
EFT11620	22/11/2018	Narembeen Hotel	2x Emu Export + 2x Great Northern for Council Meetings & Staff Get Together	$ 327.00
EFT11621	22/11/2018	Narembeen P & C Association	Catering for September Council Meeting	$ 200.00
EFT11622	22/11/2018	Narembeen Tyre service	4x tyres	$ 2,992.00
EFT11623	22/11/2018	P M Services Narembeen	Waste Station Management Wages 3 Nov - 16 Nov 2018	$ 2,496.00
EFT11624	22/11/2018	Perfect Computer Solutions Pty Ltd	Computer Issues assistance + setup of new NSC in chambers	$ 1,062.50
EFT11625	22/11/2018	Public Libraries Western Australia	PLWA Membership 2018/19	$ 110.00
EFT11626	22/11/2018	Shire Of Kellerberrin	5x staff attendance at BWTM Course Aus Q Training at Kellerberrin	$ 3,095.00
EFT11627	22/11/2018	Shire Of Merredin	Advertising in Eastern Wheatbelt Visitors Guide	$ 615.00
EFT11628	22/11/2018	Shire of Brookton	1/18 annual honorarium chairperson wheatbelt south regional road group	$ 100.00
EFT11629	22/11/2018	Sigma Chemicals	Thermometer + Chemicals for pool (2x dp1, 2x phenol, 1x cyanuric, 1x dp3)	$ 216.71
EFT11630	22/11/2018	Sonic Boomsprays	Repair part for farmscan screen for skeleton weed book	$ 647.16
EFT11631	22/11/2018	Star Track Express	Freight from Eastern Hills	$ 98.92
EFT11632	22/11/2018	Synergy - Western Power	Electricity Charges 10 Oct - 14 Nov 2018	$ 11,641.60
EFT11633	22/11/2018	Teresa Cousins	Reimbursement for Meals at Trelis Training 10/08 - 14/08 2018 - Teresa Cousins	$ 252.84
EFT11634	22/11/2018	The Honda Shop	water transfer pump	$ 919.00
EFT11635	22/11/2018	The Workwear Group Pty Ltd	Admin staff uniform October 2018	$ 662.65
EFT11636	22/11/2018	Toll Ipec Pty Ltd	Freight from Cutting Edges	$ 531.33
EFT11637	22/11/2018	Total Country Landscaping	Bobcat Hire	$ 200.00
EFT11638	22/11/2018	Varley Transport	Cartage for the month of October 2018 of granite from Hanson Byford to Narembeen	$ 10,803.52
EFT11639	22/11/2018	WA Contract Ranger Services	WA Ranger Services 01/11 + 08/11 + 15/11/18	$ 935.00
EFT11640	22/11/2018	Western Stabilisers	Lime stabilisation and wet mixing	$ 9,322.03
EFT11641	22/11/2018	Westrac Equipment Pty Ltd	Circle wear strips	$ 1,488.83
EFT11642	22/11/2018	Wren Oil	Exchange 205l filter drum	$ 583.00
			TOTAL EFT PAYMENTS	**$ 1,057,064.15**

Chq/EFT	Date	Name	Description	Amount
DD9741.1	01/11/2018	Australian Super	Superannuation contributions	$ 819.18
DD9741.2	01/11/2018	CBUS Super	Superannuation contributions	$ 471.51
DD9741.3	01/11/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,655.83
DD9741.4	01/11/2018	West State Super	Superannuation contributions	$ 400.81
DD9741.5	01/11/2018	Prime Superannuation Fund	Superannuation contributions	$ 229.71
DD9741.6	01/11/2018	Plum Super Fund	Superannuation contributions	$ 229.71
DD9741.7	01/11/2018	AMP Life Limited	Superannuation contributions	$ 241.11
DD9741.8	01/11/2018	IOOF Employer Super	Superannuation contributions	$ 321.98
DD9749.2	08/11/2018	Commander Australia Pty Ltd	Admin Phone Charges Direct Debit	$ 68.51
DD9754.1	21/11/2018	Bankwest	Credit Card Payment	$ 3,431.00
DD9758.1	15/11/2018	Australian Super	Superannuation contributions	$ 858.66
DD9758.2	15/11/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,614.15

DD9758.3	15/11/2018	West State Super	Superannuation contributions	$ 400.81
DD9758.4	15/11/2018	CBUS Super	Payroll deductions	$ 471.51
DD9758.5	15/11/2018	Plum Super Fund	Superannuation contributions	$ 229.71
DD9758.6	15/11/2018	AMP Life Limited	Superannuation contributions	$ 241.11
DD9758.7	15/11/2018	IOOF Employer Super	Superannuation contributions	$ 321.98
DD9762.1	19/11/2018	On Hold Productions PTY LTD	POWER ICT = Messages on hold	$ 75.90
DD9762.2	13/11/2018	Nib Health Insurance	Health Insurance - Bonnie Cole	$ 198.34
DD9772.1	29/11/2018	Australian Super	Superannuation contributions	$ 881.21
DD9772.2	29/11/2018	IOOF Employer Super	Superannuation contributions	$ 321.98
DD9772.3	29/11/2018	WA Local Government Superannuation Plan	Payroll deductions	$ 8,728.89
DD9772.4	29/11/2018	CBUS Super	Superannuation contributions	$ 471.51
DD9772.5	29/11/2018	West State Super	Superannuation contributions	$ 400.81
DD9772.6	29/11/2018	Hostplus	Superannuation contributions	$ 63.84
DD9772.7	29/11/2018	Prime Superannuation Fund	Superannuation contributions	$ 111.29
DD9772.8	29/11/2018	Plum Super Fund	Superannuation contributions	$ 229.71
DD9772.9	29/11/2018	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd	Superannuation contributions	$ 182.40
DD9772.10	29/11/2018	AMP Life Limited	Superannuation contributions	$ 241.11
DD9778.2	30/11/2018	BUPA Australia	Health Insurance for Chris Jackson as per contract	$ 433.40
			TOTAL DIRECT DEBIT PAYMENTS	**$ 38,347.67**

Chq/EFT	Date	Name	Description	Amount
11056	06/11/2018	Shire Of Narembeen Payroll Trust Deductions	Payroll deductions	$ 60.00
11057	06/11/2018	Water Corporation	Property Rental Charges	$ 550.00
11058	22/11/2018	Petty Cash	Petty Cash	$ 461.05
11059	22/11/2018	Telstra	Phone Charges up tp 24 Oct 2018	$ 1,976.40
11060	22/11/2018	Water Corporation	Water Charges 12 Sep - 12 Nov 2018	$ 426.99
			TOTAL CHEQUE PAYMENTS	**$ 3,474.44**
			TOTAL MUNICIPAL PAYMENTS	**$ 1,098,886.26**

Chq/EFT	Date	Name	Description	Amount
EFT11579	16/11/2018	Ashley Alcorn	GYM CARD BOND REFUND	$ 50.00
EFT11580	16/11/2018	Department of Commerce	BA18-07	$ 339.90
EFT11581	16/11/2018	Narembeen Shire Council	BA18-07	$ 30.00
EFT11643	22/11/2018	Leanne Brooke-Mee	TOWN HALL BOOKING FOR WEDDING - BOND REFUND	$ 200.00
EFT11644	22/11/2018	Trevor Wayne Cole	CAT TRAP BOND REFUND	$ 50.00
			TOTAL EFT TRUST PAYMENTS	**$ 669.90**

Chq/EFT	Date	Name	Description	Amount
DD9778.1	22/11/2018	Bond Administrator	Brendan Jobson bond Payment 15 Northmore Street NAREMBEEN	$ 510.00

TOTAL DIRECT DEBIT TRUST PAYMENTS	**$ 510.00**
TOTAL TRUST PAYMENTS	**$ 1,179.90**

Chq/EFT	Date	Name	Description	Amount
00023318	9/11/2018	Bernie Drag	x2 Canvas A3 x1 Canvas A2	$ 104.50
00023319	5/11/2018	Shire of Narembeen - Supplier	Reimbursement of Gross Salaries and superannuation paid from October 2018	$ 11,053.11
00023323	8/11/2018	Team Digital	Ink for Epson photo printer	$ 270.88
00023324	22/11/2018	Perth Face Painting Company	1x Face painter - 2 hours, 1 Ballon Twister - 2 hours, 1x Bubble-ologist - 2 hours, Travel Fee	$ 973.06
00023325	22/11/2018	Team Digital	Freight - Country Carrier - 2x canvas	$ 99.46
00023327	22/11/2018	Narembeen District High School	2018 Book Award Sponsorship	$ 70.00
00023328	22/11/2018	Australia Post	Postage Due	$ 15.50
00023329	22/11/2018	Narembeen Community Shed	Market Day	$ 100.00
00023330	22/11/2018	Richard Gausden	Reimbursement for Gym Membership payment	$ 82.00
00023334	23/11/2018	Copier Support	Meter Reading	$ 228.94
			TOTAL CRC PAYMENTS	**$12,997.45**

Credit Card Purchases

EMCS 2 November 2018 - 3 December 2018

Date	Store	Description	Amount	
2/11/2018	Officeworks	2019 Diaries	$	162.01
6/11/2018	Crown Towers	B Cole Accom LG Conference	$	1,558.48
10/11/2018	Caltex	Fuel NB01	$	57.60
12/11/2018	Shire of Narembeen	MDL for W Patterson	$	44.05
13/11/2018	Officeworks	Stationery	$	195.92
13/11/2018	Shire of Narembeen	Plate Remake and Change	$	162.60
		EMCS Credit Card Payments	**$**	**2,180.66**

CEO 2 November 2018 - 3 December 2018

Date	Store	Description	Amount	
6/11/2018	Platinum Menswear	C Jackson uniform	$	737.80
8/11/2018	City of Perth	Parking	$	4.14
8/11/2018	Puma Burswood	Fuel 1NB	$	44.86
10/11/2018	Crown	C Jackson Accom LG Conterence	$	2,988.99
28/11/2018	Washroom Accessories	Baby Change Table for Rec Centre	$	399.00
29/11/2018	Officeworks	Presentation Books	$	64.39
		CEO Credit Card Payments	**$**	**4,239.18**

Bankwest Corporate MasterCard Statement

Account Number	**5586 0203 0212 1909**
Period	**2 Nov 18 - 3 Dec 18**
Monthly Spend Limit	**$10,000**

337BC3C 000124 (053N)

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

SUMMARY OF YOUR SPEND

Purchases	**$2,180.66**
Cash Advances & Balance Transfers	**$0.00**

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
02 NOV 18	OFWKS ONLINE BENTLEIGH	E 03	AUS	$162.01	
06 NOV 18	CROWN TOWERS PERTH	BURSWOOD		$1,558.48	
10 NOV 18	CALTEX STAR MART MUN	MUNDARING		$57.60	
12 NOV 18	SHIRE OF NAREMBEEN	NAREMBEEN		$44.05	
13 NOV 18	OFWKS ONLINE BENTLEIGH	E 03	AUS	$195.92	
13 NOV 18	SHIRE OF NAREMBEEN	NAREMBEEN		$162.60	
Total				**$2,180.66**	**$0.00**

Reviewed

Authorised

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

Bankwest Corporate MasterCard Statement

Account Number	**5586 0207 8811 5284**
Period	**2 Nov 18 - 3 Dec 18**
Monthly Spend Limit	**$10,000**

337BC3C 000123 (053N)

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

SUMMARY OF YOUR SPEND

Purchases	**$4,239.18**
Cash Advances & Balance Transfers	**$0.00**

We are pleased to advise that the Annual Fee applicable to your Card Account (payable on the anniversary of issue of your Card) is to be waived as your total net purchases have exceeded the annual fee waiver threshold.

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
06 NOV 18	PLATINUM MENSWEAR	BOORAGOON	WA	$737.80	
08 NOV 18	CITY OF PERTH PARKING-	PERTH	WA	$4.14	
08 NOV 18	PUMA BURSWOOD	BURSWOOD	WA	$44.86	
08 NOV 18	CROWN PERTH SILKS RE	BURSWOOD		$390.65	
10 NOV 18	CROWN GROOVE BAR	BURSWOOD		$40.50	
10 NOV 18	CROWN TOWERS PERTH	BURSWOOD		$2,456.13	
10 NOV 18	CROWN TOWERS PERTH	BURSWOOD		$101.71	
28 NOV 18	WASHROOM ACCESSORIES	TARREN POINT	NSW	$399.00	
29 NOV 18	OFWKS ONLINE BENTLEIGH	E 03	AUS	$64.39	
Total				**$4,239.18**	**$0.00**

Reviewed

Authorised

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

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 10 Information on Borrowings

Note 11 Grants and Contributions

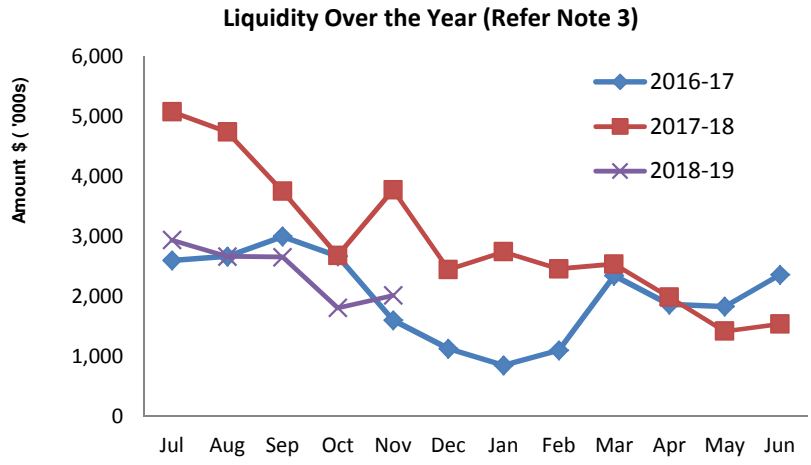
Note 12 Trust

Note 13 Capital Expenditure

Shire of Narembeen

Monthly Summary Information

For the Period Ended 30 November 2018

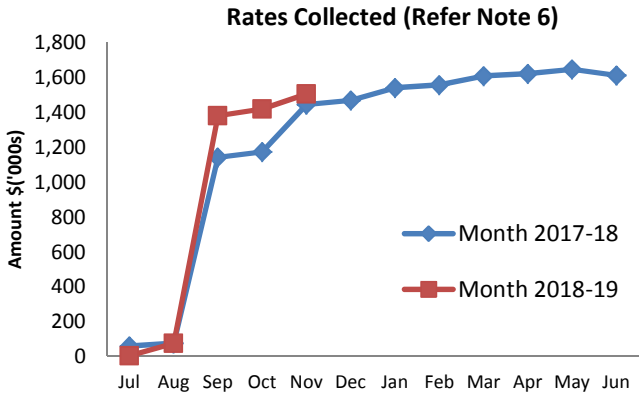


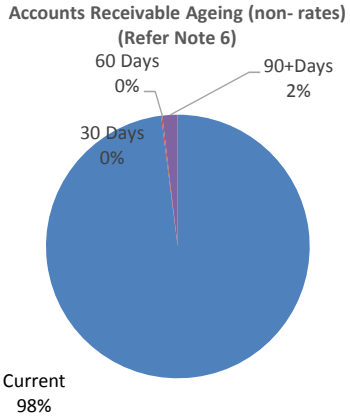
Cash and Cash Equivalents as at period end

Unrestricted	$	1,668,368
Restricted	$	2,457,385
	$	4,125,753

Receivables

Rates	$	297,594
Other	$	972,304
	$	1,269,898





Comments

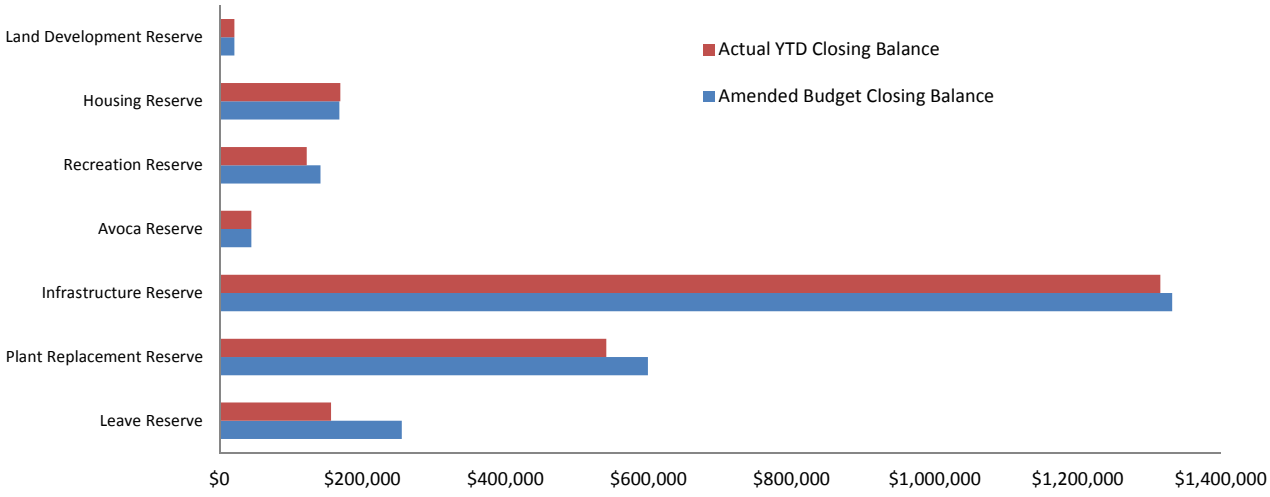
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Narembeen

Monthly Summary Information

For the Period Ended 30 November 2018

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



Comments

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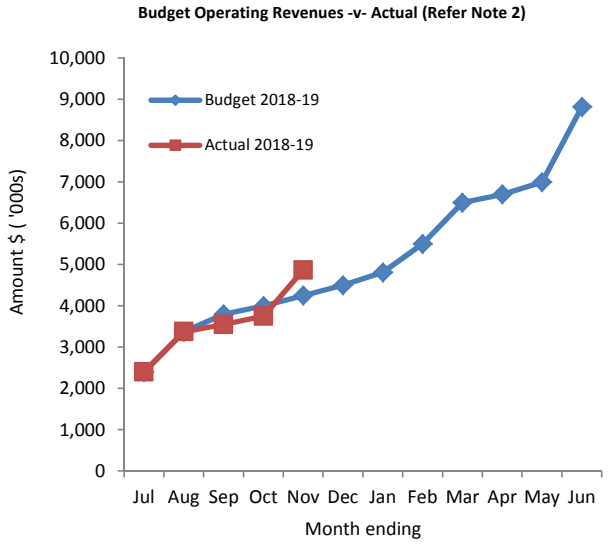
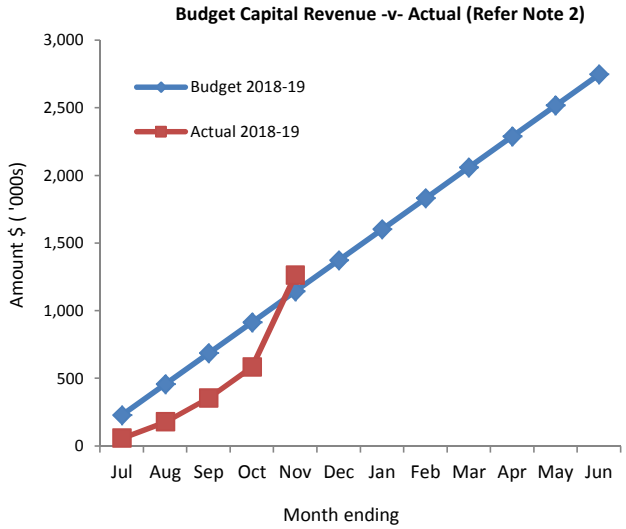
Shire of Narembeen

Monthly Summary Information

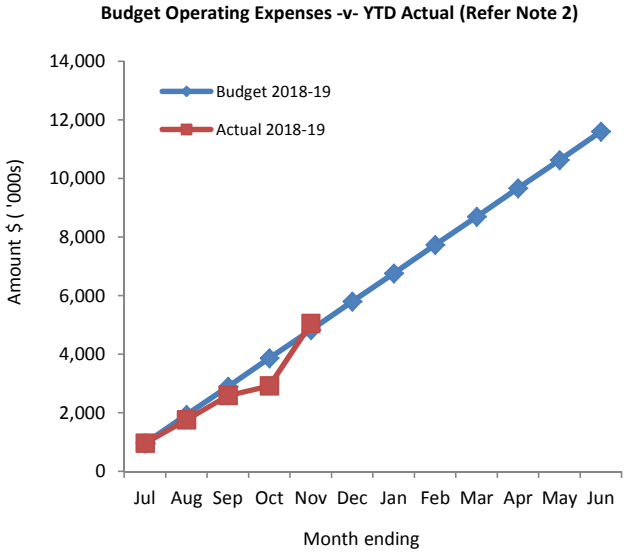
For the Period Ended 30 November 2018

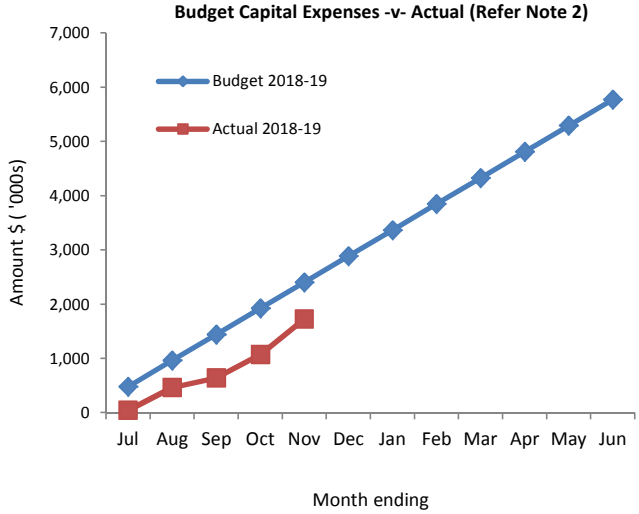
Revenues





Expenditure





Comments

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

Shire of Narembeen
Compilation Report
For the Period Ended 30 November 2018

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

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

Statement of Financial Activity by reporting program
Is presented on page 6 and shows a surplus as at 30 November 2018 of $2,014,143.

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

Preparation
Prepared by: Bonnie Cole
Reviewed by: Chris Jackson
Date prepared: 5-Dec-18

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		44,000	18,325	**47,216**	28,891	157.66%	▲
General Purpose Funding - Rates	9	1,669,192	1,669,192	**1,669,948**	756	0.05%	
General Purpose Funding - Other		1,156,467	(491,857)	**556,244**	1,048,101	(213.09%)	
Law, Order and Public Safety		71,166	(137,030)	**61,599**	198,629	(144.95%)	
Health		0	0	**0**	0		
Housing		120,793	50,575	**49,835**	(740)	(1.46%)	
Community Amenities		462,747	45,752	**182,693**	136,941	299.31%	▲
Recreation and Culture		57,005	7,070	**20,950**	13,880	196.33%	
Transport		4,359,520	1,357,200	**1,479,209**	122,009	8.99%	
Economic Services		256,800	106,980	**192,806**	85,826	80.23%	▲
Other Property and Services		667,007	277,890	**606,606**	328,716	118.29%	▲
Total Operating Revenue		**8,864,697**	**2,904,097**	**4,867,106**	1,963,008		
Operating Expense							
Governance		(364,779)	(157,639)	**(488,138)**	(330,499)	(209.66%)	▼
General Purpose Funding		(117,860)	(49,100)	**(1,177)**	47,923	97.60%	▲
Law, Order and Public Safety		(210,201)	(87,599)	**(88,061)**	(462)	(0.53%)	
Health		(171,933)	(71,641)	**(41,449)**	30,192	42.14%	▲
Housing		(198,966)	(83,045)	**(102,689)**	(19,644)	(23.65%)	
Community Amenities		(814,547)	(340,709)	**(185,717)**	154,992	45.49%	▲
Recreation and Culture		(1,191,014)	(497,730)	**(450,794)**	46,936	9.43%	
Transport		(7,582,040)	(3,165,549)	**(3,199,884)**	(34,335)	(1.08%)	
Economic Services		(507,202)	(212,456)	**(135,942)**	76,514	36.01%	▲
Other Property and Services		(450,417)	(182,308)	**(358,956)**	(176,648)	(96.90%)	▼
Total Operating Expenditure		**(11,608,959)**	**(4,847,776)**	**(5,052,808)**	(205,032)		
Funding Balance Adjustments							
Add back Depreciation		**3,825,297**	**1,593,835**	**1,192,445**	(401,390)	(25.18%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	**(36,698)**	0	**(107,467)**	(107,467)		
Adjust Provisions and Accruals		0		**0**	0		
Net Cash from Operations		**1,044,337**	**(349,844)**	**899,275**	**1,249,119**		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,747,016	1,120,914	**1,263,209**	142,295	12.69%	
Proceeds from Disposal of Assets	8	200,280	0	**110,000**	110,000		▲
Total Capital Revenues		**2,947,296**	**1,120,914**	**1,373,209**	252,295		
Capital Expenses							
Land and Buildings	13	(1,737,373)	(501,232)	**(501,232)**	0	0.00%	
Infrastructure - Roads	13	(2,795,393)	(657,055)	**(657,055)**	0	0.00%	
Plant and Equipment	13	(1,136,249)	(561,586)	**(561,586)**	0	0.00%	
Furniture and Equipment	13	(90,000)	(4,137)	**(4,137)**	0	0.00%	
Total Capital Expenditure		**(5,759,015)**	**(1,724,010)**	**(1,724,010)**	0		
Net Cash from Capital Activities		(2,811,719)	(603,096)	(350,801)	**252,295**		
Financing							
Proceeds from New Debentures			0		0		
Proceeds from Advances		0	0		0		
Self-Supporting Loan Principal		6,275	0	**32,111**	32,111		
Transfer from Reserves	7	572,373	0	**0**	0		
Advances to Community Groups		0	0		0		
Repayment of Debentures	10	(67,639)	(62,408)	**(62,408)**	0	0.00%	
Transfer to Reserves	7	(222,011)	(15,493)	**(15,493)**	0	0.00%	
Net Cash from Financing Activities		**288,998**	**(77,901)**	**(45,790)**	**32,111**		
Net Operations, Capital and Financing		**(1,478,384)**	**(1,030,842)**	**502,683**	1,533,525		
Opening Funding Surplus(Deficit)	3	**1,493,384**	**1,493,384**	**1,511,460**	18,076		
Closing Funding Surplus(Deficit)	3	**15,000**	**462,542**	**2,014,143**	1,551,601		

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 November 2018

	Note	Amended Annual Budget	YTD Actual (b)
Operating Revenues		$	$
Rates	9	1,669,192	**1,669,948**
Operating Grants, Subsidies and Contributions	11	5,917,036	**2,239,534**
Fees and Charges		1,151,926	**807,698**
Service Charges		0	
Interest Earnings		79,800	**39,925**
Other Revenue		0	**1**
Profit on Disposal of Assets	8	46,743	**110,000**
Total Operating Revenue		8,864,697	**4,867,106**
Operating Expense			
Employee Costs		(1,929,582)	**(929,753)**
Materials and Contracts		(5,310,774)	**(2,641,275)**
Utility Charges		(253,550)	**(85,760)**
Depreciation on Non-Current Assets		(3,825,297)	**(1,192,445)**
Interest Expenses		(54,949)	**(17,093)**
Insurance Expenses		(195,262)	**(183,103)**
Other Expenditure		(29,500)	**(848)**
Loss on Disposal of Assets	8	(10,045)	**(2,533)**
Total Operating Expenditure		(11,608,959)	**(5,052,810)**
Funding Balance Adjustments			
Add back Depreciation		3,825,297	**1,192,445**
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	**(107,467)**
Adjust Provisions and Accruals		0	**0**
Net Cash from Operations		**1,044,337**	**899,274**
Capital Revenues			
Grants, Subsidies and Contributions	11	2,747,016	**1,263,209**
Proceeds from Disposal of Assets	8	200,280	**110,000**
Total Capital Revenues		2,947,296	**1,373,209**
Capital Expenses			
Land and Buildings	13	(1,737,373)	**(501,232)**
Infrastructure - Roads	13	(2,795,393)	**(657,055)**
Plant and Equipment	13	(1,136,249)	**(561,586)**
Furniture and Equipment	13	(90,000)	**(4,137)**
Total Capital Expenditure		(5,759,015)	**(1,724,010)**
Net Cash from Capital Activities		**(2,811,719)**	**(350,801)**
Financing			
Proceeds from New Debentures		0	**0**
Proceeds from Advances		0	**0**
Self-Supporting Loan Principal		6,275	**32,111**
Transfer from Reserves	7	572,373	**0**
Advances to Community Groups		0	**0**
Repayment of Debentures	10	(67,639)	**(62,408)**
Transfer to Reserves	7	(222,011)	**(15,493)**
Net Cash from Financing Activities		**288,998**	**(45,790)**
Net Operations, Capital and Financing		**(1,478,384)**	**502,682**
Opening Funding Surplus(Deficit)	3	**1,493,384**	**1,511,460**
Closing Funding Surplus(Deficit)	3	**15,000**	**2,014,142**

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

SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2018

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

Receivables and payables are stated inclusive of GST receivable or payable.
The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

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

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

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

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

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

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

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

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

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

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

Utilities (Gas, Electricity, Water, etc.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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

Loss on asset disposal
Loss on the disposal of fixed assets.

Depreciation on non-current assets
Depreciation expense raised on all classes of assets.

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

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

(r) Statement of Objectives

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

Based upon feedback received from the community the vision of the Shire is:
"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:
"Economic: A strong, resilient and balanced economy.
Environment: Our unique natural and built environment is protected and enhanced.
Social: Our community enjoys a high quality of life.
Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

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

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

LAW, ORDER, PUBLIC SAFETY
Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

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

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

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

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

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

OTHER PROPERTY & SERVICES
Plant works, plant overheads and stock of materials.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

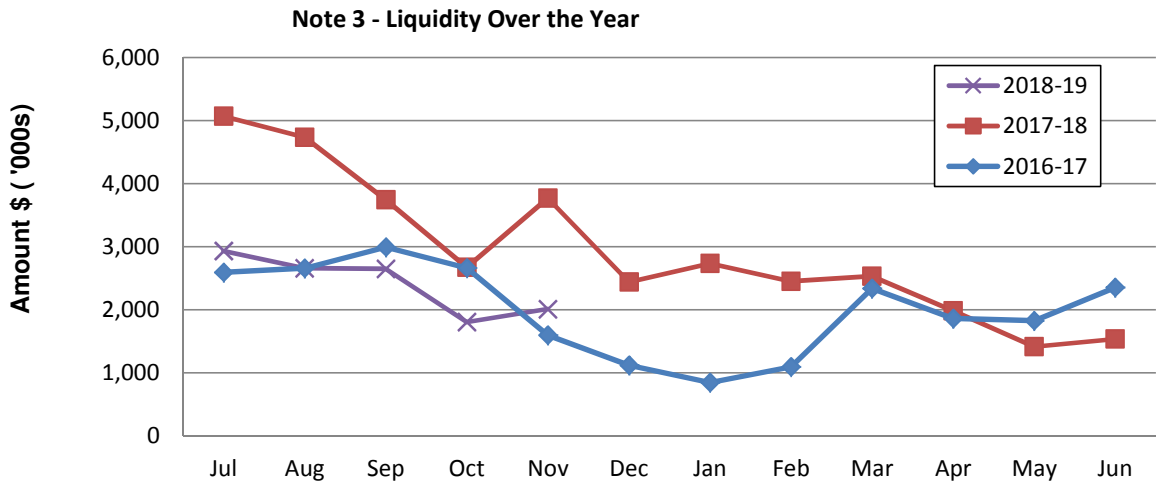
Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	28,891	157.66%	▲	permanent	insurance reimbursements
General Purpose Funding - Rates	756	0.05%			
General Purpose Funding - Other	1,048,101	(213.09%)		Timing	Timing profile error
Law, Order and Public Safety	198,629	(144.95%)		Timing	ESL raised with rates and grant for CCTV
Health	0				
Housing	(740)	(1.46%)			
Community Amenities	136,941	299.31%	▲	Timing	Rubbish raised with rates
Recreation and Culture	13,880	196.33%			
Transport	122,009	8.99%		Timing	WANDRRA Funding
Economic Services	85,826	80.23%	▲	Timing	Skeleton weed funding received
Other Property and Services	328,716	118.29%	▲	Timing	Private Works - GFN
Operating Expenditure					
Governance	(330,499)	(209.66%)	▼	Timing	Reallocations not performed
General Purpose Funding	47,923	97.60%	▲	Timing	Discount allowed allocated
Law, Order and Public Safety	(462)	(0.53%)			
Health	30,192	42.14%	▲	Timing	Administration Allocations not run
Housing	(19,644)	(23.65%)			
Community Amenities	154,992	45.49%	▲	Timing	CRC expenses not included yet.
Recreation and Culture	46,936	9.43%			
Transport	(34,335)	(1.08%)			
Economic Services	76,514	36.01%	▲	Permanent	Admin Allocations not yet run.
Other Property and Services	(176,648)	(96.90%)	▼		Prviate Works Undertaken - GFN Program

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Nov 2018	Previous Period	Same Period Last year
		$	$	$
Current Assets				
Cash Unrestricted	4	1,668,368	1,723,345	3,632,011
Cash Restricted	4	2,457,385	2,454,359	2,142,405
Receivables - Rates	6	297,594	380,831	294,346
Receivables -Other	6	957,821	251,999	257,210
Inventories		14,932	14,932	15,513
		5,396,100	4,825,465	6,341,484
Less: Current Liabilities				
Payables		(614,934)	(251,489)	(149,927)
Provisions		(340,705)	(340,705)	(302,889)
		(955,638)	(592,194)	(452,817)
Less: Cash Reserves	7	(2,457,387)	(1,873,668)	(2,142,405)
Net Adjustment for Borrowings.		31,068	31,068	26,095
Net Current Funding Position		**2,014,143**	**2,390,671**	**3,772,358**



Comments - Net Current Funding Position

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 4: CASH AND INVESTMENTS

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

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 5: BUDGET AMENDMENTS

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

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

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

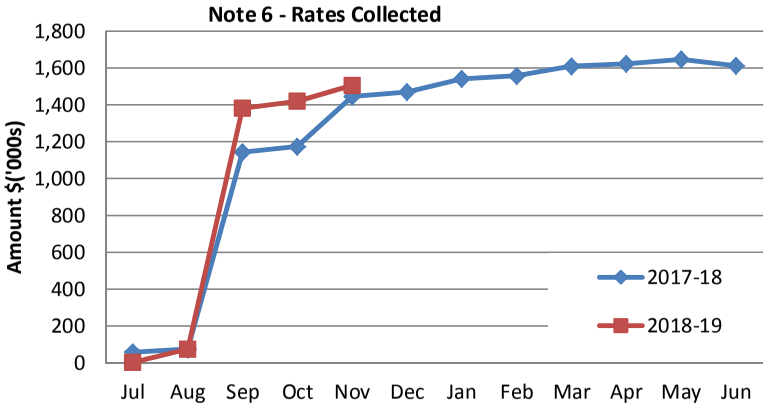
Strategy Ref	Strategy	Action Ref	Action	2015-16 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
	Total			-	-	-	-

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 30 Nov 2018	30 June 2018
	$	$
Opening Arrears Previous Years	82,539	87,332
Levied this year	1,720,816	
Less Collections to date	(1,505,761)	
Equals Outstanding	**297,594**	**87,332**
Net Rates Collectable	**(297,594)**	**87,332**
% Collected	87.50%	0.00%



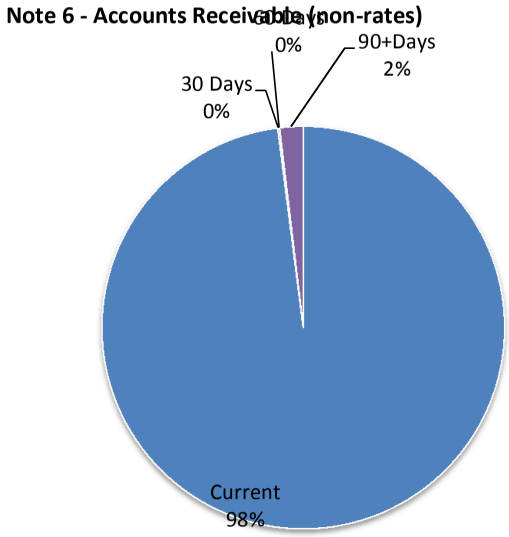
Comments/Notes - Receivables Rates

Receivables - General

	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	952,567	1,419	0	18,318

Total Receivables General Outstanding **972,304**

Amounts shown above include GST (where applicable)



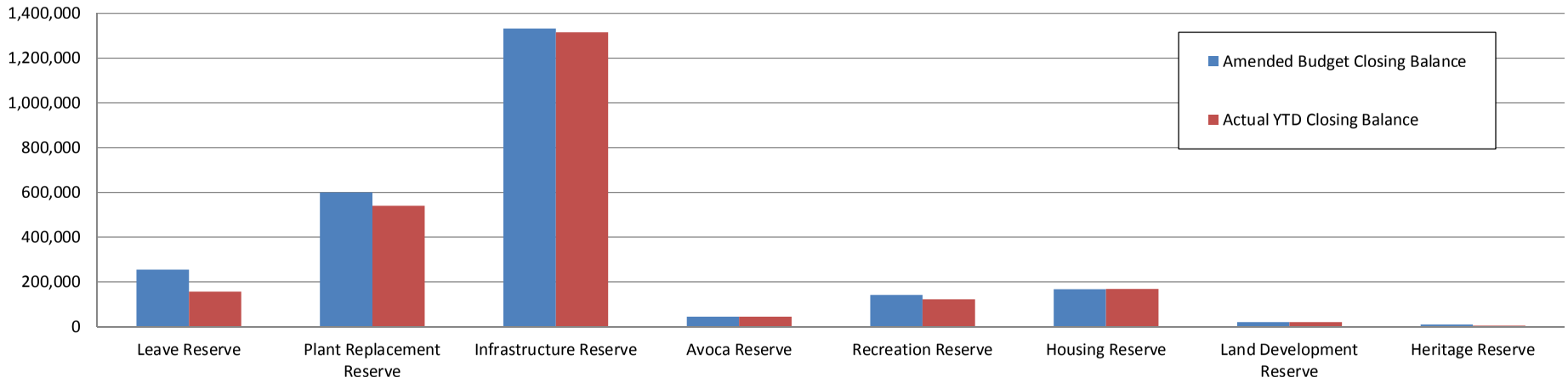
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 7: Cash Backed Reserve

2018-19 Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$		$	$
Leave Reserve	155,077	0	984	100,000	0	0	0		255,077	156,061
Plant Replacement Reserve	537,223	0	3,409	62,011	0	0	0		599,234	540,632
Infrastructure Reserve	1,307,151	0	8,294	25,000	0	0	0		1,332,151	1,315,445
Avoca Reserve	44,433	0	282	0	0	0	0		44,433	44,715
Recreation Reserve	121,459	0	771	20,000	0	0	0		141,459	122,230
Housing Reserve	167,806	0	1,065	0	0	0	0		167,806	168,871
Land Development Reserve	20,807	0	132	0	0	0	0		20,807	20,939
Heritage Reserve	5,075	0	32	5,000	0	0	0		10,075	5,107
Medical Service Support Reserve	82,861	0	526		0	0	0		82,861	83,387
Bendering Landfill Renewal Reserve				10,000						
	2,441,893	**0**	**15,493**	**222,011**	**0**	**0**	**0**	**0**	**2,653,904**	**2,457,387**

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 November 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 30 11 2018			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
$	$	$	$		$	$	$	
				Plant and Equipment				
			0	Grader NB880	20,631	0	(20,631)	
			0	Works Manager Vehicles NB1	3,600	0	(3,600)	
			0	Canter Truck NB56	0	0	0	
			0	Prime Mover NB109	17,500	0	(17,500)	
			0	Prime Mover NB6789	(10,045)	0	10,045	
			0	Side Tipper NB5766	5,012	0	(5,012)	
			0			0	0	
2,600	(67)	0	(2,533)	Netball Fencing		-2,533		
2,600	**(67)**	**0**	**(2,533)**		**36,698**	**(2,533)**	**(36,698)**	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

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

Comments - Rating Information

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

10. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual $	Amended Budget $	Actual $	Amended Budget $	Actual $	Amended Budget $
Loan 127 Homes for the Aged (SSL)	67,155		32,111	6,274	35,044	60,881	2,685	2,773
Loan 125 Swimming Pool	218,521		9,050	18,402	209,471	200,119	7,299	14,295
Loan 128 Recreation Centre	698,802		14,192	28,758	684,610	670,044	18,379	36,384
Loan 129 Solar Panels	59,170		7,055	14,205	52,115	44,965	796	1,497
	1,043,648	0	62,408	67,639	981,240	976,009	29,158	54,949

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	2018-19 Amended Budget	Operating	Capital	Recoup Status Received	Recoup Status Not Received
		$	$	$	$	$
GENERAL PURPOSE FUNDING						
Grants Commission - General	WALGGC	435,685	435,685			
Grants Commission - Roads	WALGGC	614,795	614,795			
Ex Gratia Rates	CBH	14,187	14,187			
Instalment Fees		2,500	2,500			
LAW, ORDER, PUBLIC SAFETY						
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	14,000	14,000			
ESL Contribution	DFES	4,000	4,000			
CCTV Systems				50,000	49,998	
Health						
Doctor Surgery	NSRF	477,200		477,200		
COMMUNITY AMENITIES						
Community Service Centre	Fencepost	30,000		30,000		
	DRD	252,300		252,300	252,300	
Community Bus	Lotterwest	49,998		41,998	41,998	
RECREATION AND CULTURE						
Lesser Hall	Lotterywest	100,000		100,000		
TRANSPORT						
1211 Direct Grant	Main Roads	105,000	105,000		105,000	
Regional Road Group	Main Roads	342,901		342,901		
Regional Road Group 17/18 balance	Main Roads	69,099		69,099		
R2R	Dept. Infrastructure	363,518		363,518		
WANNDRA	Main Roads	4,254,020	4,254,020			
Grain Freight Network	Main Roads	1,632,000		1,020,000		
ECONOMIC SERVICES						
Skeleton Weed Funding	DAFFWA	140,000	140,000		140,000	
TOTALS		**8,901,203**	**5,584,187**	**2,747,016**	**589,296**	**0**
Operating	Operating	5,584,187			245,000	
Non-Operating	Non-operating	2,747,016			294,298	
		8,331,203			539,298	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 30-Nov-18
	$	$	$	$
Wadderin Reserve	0			**0**
Sundry Deposits	1,800	450	(450)	**1,800**
Gym Card Bonds	6,538	-1,511	(450)	**4,577**
Nominations	0			**0**
BCITF Levy	0			**0**
Building Services Levy	0	2,202	(2,140)	**62**
Joint Venture Bonds	2,350	1,867	(1,200)	**3,017**
Wheatbelt Railway Retention Alliance	8,981			**8,981**
	19,669	**3,008**	**(4,240)**	**18,437**

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 November 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	YTD Actual	YTD 31 Variance Under/(Over)
	Buildings				
	Law Order & Public Safety				
○	emergency Services Facility	1702		9,185	(9,185)
○				0	0
	Law & Order Total		**0**	**9,185**	**(9,185)**
	Community Amenities			0	
	Cemetery Entrance and Niche Wall upgrade	1817	(137,373)	880	136,493
○	Community Shed - Replace Apron, Flashing & Roof Repairs	1905	(7,000)	6,049	951
	Community Amenities Total		**(144,373)**	**6,929**	**137,444**
	Health				
○	CRC & Medical Centre Extension	1701	(1,250,000)	422,391	827,609
○	**Health Total**		**(1,250,000)**	**422,391**	**827,609**
	Housing				
○	10A Ada Street - Replce carpets	1901	(5,000)	0	5,000
○	**Housing Total**		**(5,000)**	**0**	**5,000**
	Recreation And Culture				
	Netball Fence Installation	1801	(30,000)	**23,705**	6,295
	Lesser Hall Interpretation Centre	1802	(185,000)	**0**	185,000
	Recreation Centre - Upgrade Gas HWS	1904	(40,000)	**0**	40,000
	Roads Board Building	1815	(60,000)	**0**	60,000
○	**Recreation And Culture Total**		**(315,000)**	**23,705**	**231,295**
	Transport				
	Depot Storage Shed Concrete Floor	1818	(23,000)	25,338	48,338
○	**Transport Total**		**(23,000)**	**25,338**	**0**
	Other Property and Servi ces				
	Fire prevention			**0**	
○	Numbats - Replace Floor	1902	(15,000)	13,683	1,317
○	Buildings Total		(1,737,373)	501,232	1,192,162

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	YTD Actual	Variance Under/(Over)
					YTD 31
	Furniture & Office Equip.				
	Law, Order & Public Safety				
○	CCTV Systems	1906	(70,000)	1,425	68,575
○	**Governance Total**		**(70,000)**	**1,425**	**68,575**
	Recreation And Culture				
○	Town Hall Lighting Upgrade	1907	(5,000)	0	5,000
○	**Recreation And Culture Total**		**(5,000)**	**0**	**5,000**
	Other Property & Services				
○	Churchill street - Community Outdoor area seating	1908	(15,000)	2,712	12,288
○	**Recreation And Culture Total**		**(15,000)**	**2,712**	**12,288**
○	Furniture & Office Equip. Total		(90,000)	4,137	73,575
	Plant , Equip. & Vehicles				
	Transport				
○	Grader NB880	1909	(375,000)	373,770	1,230
○	Bus 0NB	1824	(171,710)	167,803	3,907
○	Works Manager Vehicle NB1	1912	(70,000)	0	70,000
	Side Tipper NB5766	1913	(100,000)	0	100,000
	Dolly	1914	(26,500)	0	26,500
	Canter Crew Cab	1915	(103,450)		
	Prime Mover NB109 NB6789	1916	(250,900)		
○	**Transport Total**		**(1,097,560)**	**541,573**	**175,137**
	Economic Services				
○	Skeleton Weed Spray Unit - Balance Payment	1917	(20,000)	20,013	**(13)**
	Upgrade Standpipe Controllers	1821	(18,689)	0	**18,689**
	Economic Services Total		**(38,689)**	**20,013**	**18,676**
○	Plant , Equip. & Vehicles Total		(1,136,249)	561,586	193,813
	Roads				
	Transport				
○	Bruce Rock Narembeen Road 17/48 RRG	1828	(107,526)	0	107,526
○	Townsite Project - State Initiative	1523	(1,700,000)	588,227	1,111,773
○	Cumminin Road Floodway	1918	(19,433)	0	19,433
	Cramphorne Road slk 25.06-28.5 RRG 18/19	1919	(470,468)	59,285	411,183
	Narembeen South Road slk 0-3.25 R2R	1920	(360,700)	0	360,700
○	Ada Street slk 0-0.2	1921	(18,232)	0	18,232
○	Wakeman Street slk 0.15-0.12	1922	(18,232)	0	18,232
○	Soldiers Road - Bailey to Schwartz Floodways	1923	(27,802)	0	27,802
○	Kondinin Road GFN - Land Settlement Fees	1524		9,543	(9,543)
	Footpath Construction	1924	(73,000)	0	73,000
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○				0	0
○	**Transport Total**		**(2,795,393)**	**657,055**	**2,138,338**
○	Roads (Non Town) Total		(2,795,393)	657,055	2,138,338
○	**Capital Expenditure Total**		(5,759,015)	1,724,010	3,597,888

Shire of Narembeen

Bank Reconciliation - Novemberr 2018

	Municipal	Resticted Cash	Reserves	Trust
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	**$ 1,549,763.66**	**$ 4,791.00**	**$ 2,457,384.86**	**$ 21,110.31**
Plus				
Unpresented Cheques/EFT	74.03			$ -
Outstanding as per Synergy report	**74.03**	**0.00**	**0.00**	**0.00**
PLUS				
October receipt posted to Sept Banking not deposited				
T143 patterson	**61.65**			**(61.65)**
T140	61.65			**(61.65)**
interest processed in December	2077.97			
Cleared Payment - no paperwork - BUPA	**(433.40)**			
payment - no paperwork - BOND / Jobson T63				**(510.00)**
TOTAL	**1,767.87**	**0.00**	**0.00**	**(633.30)**
Total	**$ 1,551,605.56**	**$ 4,791.00**	**$ 2,457,384.86**	**$ 20,477.01**
Balance as per BW Statement	**$ 1,551,605.56**	**$ 4,791.00**	**$ 2,457,384.86**	**$ 20,477.01**
Difference	*$ -*	*$ -*	*$ -*	*$ -*
		yes	*yes*	*yes*

OUTSTANDING CHEQUES

Muni			
	11034	$	5.52
		$	68.51
		$	74.03
Trust			
		$	-

Prepared By: Teresa Cousins

Signed: TCousins

Date: 6/12/18

Checked By: Bonnie Cole

Signed: BCole

Date: 6/12/18

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of November 2018

12/12/2018
8:56:00 AM

Assets			
Trading Cheque Account		$74,620.90	
Petty Cash		$100.00	
Cash Sale Float		$100.00	
Undeposited Funds		$441.28	
Term Deposit 917		$65,000.00	
Withholding Credits			
Trade Debtors	$4,477.98		
Total Withholding Credits		$4,477.98	
Total Assets			$144,740.16
Liabilities			
Trade Creditors		$253.57	
Gym Bonds (Trust)		$1,050.00	
Gym Memberships		$3,509.02	
Pop-up Shop		$120.00	
GST Liabilities			
GST Collected	$8,550.32		
GST Paid	-$7,779.74		
Total GST Liabilities		$770.58	
Total Liabilities			$5,703.17
Net Assets			$139,036.99
Equity			
Retained Earnings		$99,673.84	
Prior Year Adjustment		$40.63	
Current Earnings		$39,322.52	
Total Equity			$139,036.99

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2018 through November 2018

12/12/2018
8:55:42 AM

Income				
Grants and Funding				
Service Contract Funding				
DRD Govt & Community Info	$19,118.84			
DRD Economic & Business Dev	$19,118.84			
DRD Hot Office Service	$1,916.06			
DRD Social Development	$9,158.38			
DRD - Traineeship Grant	$38,500.00			
Dept Human Services	$4,991.44			
Total Service Contract Funding		$92,803.56		
Project/Event Funding				
S.O.C.K Week	$2,000.00			
Shop Local	$772.65			
Buy A Bale	$10,901.00			
Total Project/Event Funding		$13,673.65		
Merchandise Sales				
Souvenirs	$6.00			
Directory Sales	$800.55			
Customer Merchandise	$1,367.15			
Total Merchandise Sales		$2,173.70		
Total Grants and Funding			$108,650.91	
Operational Income				
Narembeen Shire Contributions		$1,100.00		
Memberships Income				
Membership	$3,650.90			
Total Memberships Income		$3,650.90		
Project Income				
Community Markets	$227.25			
Networking Events	$909.08			
Total Project Income		$1,136.33		
Service Income				
Printing/Photocopying	$4,563.06			
Photo Editing	$20.00			
Fax Service	$3.18			
Internet/Computer	$87.30			
Room Hire/Hot Office	$534.09			
Customer Postage	$16.81			
Binding	$31.82			
Staff Assistance	$1,346.54			
Desktop Publishing	$1,341.59			
Laminating	$306.09			
Equipment Hire	$135.45			
Media Conversion	$10.00			
Photo Lab	$20.91			
Large Format Printing	$972.73			
Exam Supervision	$348.36			
Donations	$50.35			
Photography Competition	$36.36			
Interest Income	$1,216.03			
Total Service Income		$11,040.67		
Workshop Income				
Adult Workshops	$11,170.94			
Seniors Movie Days	$49.73			
Children's Workshops	$40.91			
Total Workshop Income		$11,261.58		
Total Operational Income			$28,189.48	
Total Income				$136,840.39
Cost of Sales				
Inactive Accounts				

Narembeen Community Resource Centre

Profit & Loss Statement

July 2018 through November 2018

12/12/2018
8:55:42 AM

Printing		$88.66		
Total Cost of Sales				$88.66
Gross Profit				$136,751.73
Expenses				
Grant and Funding Expenses				
Operational Expenses				
Traineeship	$316.25			
Total Operational Expenses		$316.25		
Capital Funding Purchases				
Equipment Purchase	$268.95			
Project/Event Expenses				
Other Grant Costs	$342.73			
Community Markets	$100.00			
Networking Events	$49.40			
Xmas St Party	$1,683.97			
John Curtain Weekend	$538.71			
Buy a Bale	$10,800.00			
Total Project/Event Expenses		$13,514.81		
Merchandise Purchases				
Directory Purchases	$1,876.27			
Customer Merch Purchases	$1,276.43			
Canvas Frames	$210.00			
Total Merchandise Purchases		$3,362.70		
Total Grant and Funding Expenses			$17,462.71	
Operational Expenses				
Photocopying & Printing Costs		$2,482.84		
Laminating Costs		$125.78		
Workshop Expenses				
Adult Workshops	$5,398.00			
Children's Workshops	$71.94			
Seniors Movie Day	$13.13			
Total Workshop Expenses		$5,483.07		
Administrative Expenses				
Bank Charges	$519.30			
Electricity	$1,110.14			
Postage	$116.30			
Stationery	$313.25			
Internet Costs	$339.29			
Telephone/Fax	$1,193.41			
Amenities	$103.03			
Licences	$84.27			
Memberships	$350.00			
Total Administrative Expenses		$4,128.99		
Staff Expenses				
Wages & Salaries	$61,655.79			
Superannuation	$5,206.39			
Staff Travel & Accommodation	$883.64			
Total Staff Expenses		$67,745.82		
Regional Price Index Costs				
Total Operational Expenses			$79,966.50	
Total Expenses				$97,429.21
Net Profit/(Loss)				$39,322.52

Shire of Narembeen
Outstanding Rates as at 10th December 2018

Property Ass	Ratepayer	Address	Outstanding Amount	Notes
A1006	Robert Parry	36 Longhurst Street	$ 1,021.85	Final Notice Sent 19/9/18
A1021	Colin Ogilvie	1 Wakeman Street	$ 27.82	Final Notice Sent 19/9/18
A1022	Keith Robinson	4 Doreen Street	$ 1,541.51	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC 13/12/17 payment plan agreement signed Legal fees Final Notice Sent 19/9/18
A1050	Bradley Andrews- Anderso	3 Wakeman Street	$ 1,230.34	Final Notice Sent 19/9/18
A1058	Fiona Smith	17 Doreen Street	$ 1,352.11	Owner rang on 22/11/16 advising to set up weekly repayments of $100. No repayments demand letter sent 10/02/17 Contact made payments recommenced. Final Notice Sent 19/9/18
A1066	Rawina Reedy	29 Churchill Street	$ 817.89	Final Notice Sent 19/9/18, Payment plan Authorised by CEO Final Notice Sent 19/9/18
A1077	Matthew Tobin	10 Longhurst Street	$ 408.88	Final Notice Sent 19/9/18 Payment Arrangement
A1083	Jarman Collard	51 Churchill Street	$ 1,137.92	Final Notice Sent 19/9/18
A1084	Andrew Nation	11 Thomas Street	$ 1,245.62	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan $50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1094	Go Narembeen	Lot 200 Currall Street	$ 2,497.85	Final Notice Sent 19/9/18 - Payment Plan Auth by CEO
A1099	Peter Kennedy	45 Thomas Street	$ 1,191.13	Final Notice Sent 19/9/18
A1116	Brendan Johns	15 Doreen Street	$ 2,817.96	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Payment plan 29/05/18 reminder letter sent 04/07/18 sent to AMPAC Final Notice Sent 19/9/18
A1124	Gojill Pty Ltd	41 Currall Street	$ 1,151.91	Final Notice Sent 19/9/18
A1143	Brendan Nccalmot	42 Churchill	$ 717.88	Payment plan - $130PFN Final Notice Sent 19/9/18
A1185	Mark Horton	3 Ada Street	$ 417.81	Final Notice Sent 19/9/18
A1197	Sean Fletcher	23 Doreen	$ 1,123.74	Final notice sent 09/10/17 sent letter Payment plan $100 per FN Final Notice Sent 19/9/18
A1242	Irving - Reedy Holdings	18 Thomas Street	$ 1,663.89	Final Notice Sent 19/9/18, Payment plan Authorised by CEO
A1249	Leigh Barsden	11 Wakeman Street	$ 2,786.48	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay $100 per fortnight 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18
A1254	Sally Brandis	9 Northmore Street	$ 1,288.39	Reminder Letter sent 25/10/16, 17/01/17 sent final Sent to Ampac 10/02/17 02/03/17 payment plan 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18
A1256	Stanley Websdale	17 Northmore Street	$ 1,230.34	Final Notice Sent 19/9/18
A1261	Colin Fisher	11 Northmore Street	$ 3,379.12	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay $500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made Final Notice Sent 19/9/18
A2015	Elle Hall	Coverley Road	$ 11,338.85	sent to AMPAC. Agreement entered into 03/01/17 - last payment, currently 4 years unpaid rate Final Notice Sent 19/9/18

A2048	Elle Hall	Dixon Road	$ 12,223.27	sent to AMPAC. Agreement entered into 21/07/17 - last payment, currently 4 years unpaid rates
A2086	Brendena Torney	Lot 27524 Dixon Road	$ 2,595.20	Final Notice Sent 19/9/18
A2092	John Hall	1287 Wadderin-Graball Road	$ 16,587.96	sent to AMPAC. Agreement entered into 03/10/16 - last payment, currently 6 years unpaid rates Final Notice Sent 19/9/18
A2825	Craig Dale	11 Doreen Street	$ 1,204.20	Final Notice Sent 19/9/18
A3083	Hall Farms	Soldiers Road	$ 18,922.58	sent to AMPAC. Agreement entered into 30/11/16 - last payment, currently 8 years unpaid rates Final Notice Sent 19/9/18
A4047	Hillview Farm	Narembeen Boundary Road	$ 6,387.28	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencment of payment plan - confirmed payments to commence 05/01/18 letter re payments plan 06/02/18 Sent to AMPAC
A4072	Pine Hill	Narembeen Boundary Road	$ 5,214.32	Final notice sent 10/10/17 letter sent 05/01/18 letter re payment plan 06/02/18 Sent to AMPAC
A4089	Whale of a Time Pty Ltd	1530 Billericay East Road	$ 197.36	discount , Final Notice Sent 19/9/18
A4132	Pinehill Farm	Cheethams Road	$ 4,476.08	Overdue instalments, Final Notice Sent 19/9/18
A5120	Matzin Capital PTY LTD	Lot 8 Kondinin - NBN rd	$ 547.03	Final Notice Sent 19/9/18
A5124	Marsworth Farms	Narembeen	$ 4,180.80	sent to AMPAC. Agreement entered into. 6 years unpaid Final Notice Sent 19/9/18
A5187	jason Comley	2656 Calzoni Road	$ 10,864.97	Final Notice Sent 19/9/18
A5195	Ryan Joyce	Narembeen South Road	$ 8,817.02	Waiting on owner dispute over sale 06/11/17 Settlement agent advised paperwork to be signed by owner 11/12/17 Owner to finalise with bank 20/02/18 Sent to AMPAC Final Notice Sent 19/9/18
A5197	Marsworth Farms	Lot 18341 Narembeen	$ 30,596.86	sent to AMPAC. Agreement entered into 3 Years outstanding Final Notice Sent 19/9/18
A5247	R Owen	2275 Corrigin - Narembeen Road	$ 1,143.79	Dispute over ownership Owner deceased - created 01/07/17 Final Notice Sent 19/9/18
A5253	Julie Zohar	E77/02393 mining	$ 463.50	Final Notice Sent 19/9/18
			$ 164,811.51	

A	With AMPAC	$ 113,975.25
P	Repayment Plan	$ 16,720.69
O	Other	$ 34,115.57
D	Deferred Rates	$ -
	Instalments	$ 236,492.58
		$ 401,304.09

Shire of Narembeen
Outstanding Rates as at 8th October 2018

Property Ass	Address	Outstanding Amount	Notes
A1006	36 Longhurst Street	$ 1,021.85	Final Notice Sent 19/9/18
A1021	1 Wakeman Street	$ 1,345.37	Final Notice Sent 19/9/18
A1022	4 Doreen Street	$ 1,641.51	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC 13/12/17 payment plan agreement signed Legal fees Final Notice Sent 19/9/18
A1024	2 Longhurst street	$ 39.93	Final Notice Sent 19/9/18 Discount Only
A1050	3 Wakeman Street	$ 1,204.59	Final Notice Sent 19/9/18
A1058	17 Doreen Street	$ 1,923.69	Owner rang on 22/11/16 advising to set up weekly repayments of $100. No repayments demand letter sent 10/02/17 Contact made payments recommenced. Final Notice Sent 19/9/18
A1066	29 Churchill Street	$ 1,591.59	Final Notice Sent 19/9/18, Payment plan Authorised by CEO Final Notice Sent 19/9/18
A1075	5 Doreen Street	$ 5,148.93	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale Final Notice Sent 19/9/18
A1076	Lot 2 Latham Road	$ 4,794.24	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale Final Notice Sent 19/9/18
A1077	10 Longhurst Street	$ 608.88	Final Notice Sent 19/9/18 Payment Arrangement
A1083	51 Churchill Street	$ 1,114.12	Final Notice Sent 19/9/18
A1084	11 Thomas Street	$ 1,219.55	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan $50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1089	1 Northmore Street	$ 1,155.89	Final Notice Sent 19/9/18
A1094	Lot 200 Currall Street	$ 3,667.54	Final Notice Sent 19/9/18 - Payment Plan Auth by CEO
A1099	45 Thomas Street	$ 1,166.21	Final Notice Sent 19/9/18
A1116	15 Doreen Street	$ 2,759.45	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Payment plan 29/05/18 reminder letter sent 04/07/18 sent to AMPAC Final Notice Sent 19/9/18
A1124	41 Currall Street	$ 1,127.81	Final Notice Sent 19/9/18
A1143	42 Churchill	$ 1,218.81	Payment plan - $130PFN Final Notice Sent 19/9/18
A1157	13 Doreen	$ 671.93	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC 11/12/17 made contact re payment, updated address details - Legal fees outstanding
A1182	17 Currall Street	$ 1,422.28	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Short payment due to interest Final Notice Sent 19/9/18
A1185	3 Ada Street	$ 610.81	Final Notice Sent 19/9/18
A1197	23 Doreen	$ 1,267.40	Final notice sent 09/10/17 sent letter Payment plan $100 per FN Final Notice Sent 19/9/18
A1242	18 Thomas Street	$ 2,452.17	Final Notice Sent 19/9/18, Payment plan Authorised by CEO
A1249	11 Wakeman Street	$ 2,728.65	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay $100 per fortnight 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18
A1254	9 Northmore Street	$ 1,660.20	Reminder Letter sent 25/10/16, 17/01/17 sent final Sent to Ampac 10/02/17 02/03/17 payment plan 22/11/17 sent letter overdue payment plan Final Notice Sent 19/9/18

A1256	17 Northmore Street	$ 1,204.59	Final Notice Sent 19/9/18
A1261	11 Northmore Street	$ 3,308.82	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay $500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made Final Notice Sent 19/9/18
A1309	10 Cheetham Way	$ 806.10	Legal fees Final Notice Sent 19/9/18
A2015	Coverley Road	$ 11,104.13	sent to AMPAC. Agreement entered into 03/01/17 - last payment, currently 4 years unpaid rate Final Notice Sent 19/9/18
A2048	Dixon Road	$ 11,970.46	sent to AMPAC. Agreement entered into 21/07/17 - last payment, currently 4 years unpaid rates
A2085	Wogarl East Road	$ 144.04	Final Notice Sent 19/9/18 Discount Only
A2086	Lot 27524 Dixon Road	$ 5,075.01	Final Notice Sent 19/9/18
A2092	1287 Wadderin-Graball Road	$ 16,244.81	sent to AMPAC. Agreement entered into 03/10/16 - last payment, currently 6 years unpaid rates Final Notice Sent 19/9/18
A2825	11 Doreen Street	$ 1,179.00	Final Notice Sent 19/9/18
A3015	Calzoni Road	$ 13.54	Final Notice Sent 19/9/18 Interest
A3083	Soldiers Road	$ 18,530.77	sent to AMPAC. Agreement entered into 30/11/16 - last payment, currently 8 years unpaid rates Final Notice Sent 19/9/18
A4047	Narembeen Boundary Road	$ 6,254.24	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencment of payment plan - confirmed payments to commence 05/01/18 letter re payments plan 06/02/18 Sent to AMPAC
A4072	Narembeen Boundary Road	$ 5,105.59	Final notice sent 10/10/17 letter sent 05/01/18 letter re payment plan 06/02/18 Sent to AMPAC
A4089	1530 Billericay East Road	$ 197.36	discount , Final Notice Sent 19/9/18
A4132	Cheethams Road	$ 4,382.65	Overdue instalments, Final Notice Sent 19/9/18
A5039	Soldiers Road	$ 72.33	Final Notice Sent 19/9/18 Discount Only
A5120	Lot 8 Kondinin - NBN rd	$ 537.00	Final Notice Sent 19/9/18
A5124	Narembeen	$ 4,094.95	sent to AMPAC. Agreement entered into. 6 years unpaid Final Notice Sent 19/9/18
A5185	Soldiers Road	$ 1,508.57	Final Notice Sent 19/9/18
A5187	2656 Calzoni Road	$ 10,635.74	Final Notice Sent 19/9/18
A5195	Narembeen South Road	$ 8,635.02	Waiting on owner dispute over sale 06/11/17 Settlement agent advised paperwork to be signed by owner 11/12/17 Owner to finalise with bank 20/02/18 Sent to AMPAC Final Notice Sent 19/9/18
A5197	Lot 18341 Narembeen	$ 29,961.14	sent to AMPAC. Agreement entered into 3 Years outstanding Final Notice Sent 19/9/18
A5247	2275 Corrigin - Narembeen Road	$ 1,120.29	Dispute over ownership Owner deceased - created 01/07/17 Final Notice Sent 19/9/18
A5253	E77/02393 mining	$ 455.00	Final Notice Sent 19/9/18
A5265	2792 Dixon Road	$ 2,731.35	Final Notice Sent 19/9/18
		$ 188,835.90	

With AMPAC	$ 111,745.85
Repayment Plan	$ 21,097.93
Other	$ 55,992.12
Deferred Rates	$ -
Instalments	$ 236,492.58
	$ 425,328.48

Shire of Narembeen
Outstanding Rates as at 2nd August 2018

Property Ass	Ratepayer	Address	Outstanding Amount	Notes
A1022		4 Doreen Street	$ 424.22	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC 13/12/17 payment plan agreement signed Legal fees
A1058	Fiona Smith	17 Doreen Street	$ 1,311.11	Owner rang on 22/11/16 advising to set up weekly repayments of $100. No repayments demand letter sent 10/02/17 Contact made payments recommenced
A1069		28Thomas Street	$ 10.91	Overdue due to late payment
A1075	Walter Jones	5 Doreen Street	$ 4,009.38	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale
A1076	Superior Seed Cleaners	Lot 2 Latham Road	$ 3,714.64	In Estate - Caveat on property 29/05/18 letter seeking update, Waiting on sale
A1084		11 Thomas Street	$ 14.71	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan $50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1116		15 Doreen	$ 1,488.61	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Payment plan 29/05/18 reminder letter sent 04/07/18 sent to AMPAC
A1120		45 Churchill	$ 461.07	Legal charges
A1138		Telstra	$ 24.20	Final notice sent Late payment - interest
A1143		42 Churchill	$ 1.39	Payment plan
A1157		13 Doreen	$ 657.65	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC 11/12/17 made contact re payment, updated address details - Legal fees outstanding
A1182		17 Currall Street	$ 12.06	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Short payment due to interest
A1197		23 Doreen	$ 11.11	Final notice sent 09/10/17 sent letter Payment plan $100 per FN
A1249	Leigh Barsden	11 Wakeman Street	$ 1,483.47	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay $100 per fortnight 22/11/17 sent letter overdue payment plan
A1254		9 Northmore Street	$ 934.10	Reminder Letter sent 25/10/16, 17/01/17 sent final Sent to Ampac 10/02/17 02/03/17 payment plan 22/11/17 sent letter overdue payment plan
A1261	Colin Fisher	11 Northmore Street	$ 2,085.80	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay $500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made
A1309			$ 260.29	Legal fees
A2015	Elle Hall	Coverley Road	$ 9,163.16	sent to AMPAC. Agreement entered into 03/01/17 - last payment, currently 3 years unpaid rate
A2048	Elle Hall	Dixon Road	$ 10,099.20	sent to AMPAC. Agreement entered into 21/07/17 - last payment, currently 4 years unpaid rates
A2092	John Hall	1287 Wadderin-Graball Road	$ 14,296.54	sent to AMPAC. Agreement entered into 03/10/16 - last payment, currently 5 years unpaid rates
A3083	Hall Farms	Soldiers Road	$ 16,355.70	sent to AMPAC. Agreement entered into 30/11/16 - last payment, currently 7 years unpaid rates

A4047	Hillview Farm	Narembeen Boundary Road	$ 3,730.72	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencment of payment plan - confirmed payments to commence 05/01/18 letter re payments plan 06/02/18 Sent to AMPAC
A4072	Pine Hill	Narembeen Boundary Road	$ 2,602.69	Final notice sent 10/10/17 letter sent 05/01/18 letter re payment plan 06/02/18 Sent to AMPAC
A4076	Hythe Grazing Co.	Triangle Road	$ 19.53	Late payment 10/10/17 letter sent
A4132		Cheethams Road	$ 1,864.43	Overdue instalments
A5124	Marsworth Farms	Narembeen	$ 3,488.44	sent to AMPAC. Agreement entered into 5 years unpaid
A5195	Ryan Joyce	Narembeen South Road	$ 7,767.68	Waiting on owner dispute over sale 06/11/17 Settlement agent advised paperwork to be signed by owner 11/12/17 Owner to finalise with bank 20/02/18 Sent to AMPAC
A5197	Marsworth Farms	Lot 18341 Narembeen	$ 24,108.87	sent to AMPAC. Agreement entered into 2 Years outstanding
A5221		Reids Road	$ 10.39	Overdue instalment
A5243	Pascoe	1367 Hyden North	$ 15.63	Letter sent 23/11/17
A5247	R Owen	2275 Corrigin - Narembeen Road	$ 565.95	Dispute over ownership Owner deceased - created 01/07/17
			$ 110,993.65	

A	With AMPAC	$ 91,520.33
P	Repayment Plan	$ 5,244.50
O	Other	$ 14,228.82
D	Deferred Rates	$ -
	Instalments	
		$ 110,993.65