



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
19 April 2022	4.00pm	Ordinary Council Meeting
17 May 2022	4.00pm	Ordinary Council Meeting

**15 March 2022 MEETING PROGRAM**

2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

**MEETING GUESTS**

Nil

## Contents

1.0	OPENING & WELCOME .....	3
2.0	ATTENDANCE & APOLOGIES .....	3
3.0	DECLARATIONS OF INTEREST .....	3
4.0	ANNOUNCEMENTS.....	3
4.1	APPLICATION FOR LEAVE OF ABSENCE .....	3
5.0	PUBLIC QUESTION TIME & DEPUTATIONS (15 MIN) .....	3
6.0	MINUTES OF PREVIOUS MEETINGS .....	4
6.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL .....	4
6.2	MINUTES - AUDIT AND RISK COMMITTEE .....	4
6.3	MINUTES - ANNUAL ELECTOR'S MEETING .....	4
	RECOMMENDATION .....	ERROR! BOOKMARK NOT DEFINED.
7.0	STATUS REPORT.....	4
8.0	REPORTS.....	5
8.1	CHIEF EXECUTIVE OFFICER .....	5
	AGENDA ITEM: 8.1.1 Review of Local Purchasing support .....	5
	AGENDA ITEM: 8.1.2 Customer Service Charter – March 2022 .....	7
	AGENDA ITEM: 8.1.3 Draft Public Health Plan 2022-2026 .....	9
	AGENDA ITEM: 8.1.4 Proposed Subdivision Application: Lots 2217 Emu Hill Road East & Lot 232 Mount Walker Road, Mount Walker.....	11
	AGENDA ITEM: 8.1.5 Shire of Narembeen Community Grants Program 2022/2023 .....	15
8.2	EXECUTIVE MANAGER CORPORATE SERVICES .....	17
	AGENDA ITEM: 8.2.1 Financial Report period ending 28 February 2022 .....	17
	AGENDA ITEM: 8.2.2 Schedule of Accounts for February 2022 .....	19
	AGENDA ITEM: 8.2.3 - Narembeen CRC Service Agreement Award .....	21
9.0	CONFIDENTIAL REPORTS.....	24
	CONFIDENTIAL AGENDA ITEM: 6.1 Latham Road Tender 03/2021 .....	24
10.0	URGENT BUSINESS AS PERMITTED BY COUNCIL .....	24
11.0	COUNCILLOR'S REPORTS .....	25
12.0	DATE, TIME & PLACE OF NEXT MEETING.....	26
13.0	CLOSURE .....	26
9.0	CERTIFICATION OF MEETING MINUTES .....	26

# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 15 March 2022, commencing at 4.00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Chris Bray	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Holly Cusack	Member
Cr Warren Milner	Member
Cr Amy Hardham	Member

##### **Officers**

Mr David Blurton	Chief Executive Officer
Ms Tamara Clarkson	Executive Manager Corporate Services
Ms Diana Blacklock	Economic Development Officer

#### Apologies

Nil

#### Approved leave of absence

Nil

### 3.0 Declarations of Interest

Nil

### 4.0 Announcements

#### 4.1 Application for leave of absence

Nil

### 5.0 Public Question Time & Deputations (15 min)

Nil

**6.0 Minutes of Previous Meetings**

**6.1 Confirmation of Minutes of Ordinary Meeting of Council**

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on 15 February 2022.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7396/22**                    **MOTION** - Moved Cr. T Cole                    Seconded Cr. A Hardham

*That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 15 February 2022 be confirmed as a true and accurate record of the proceedings*

**CARRIED 8/0**

**6.2 Minutes - Audit and Risk Committee**

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7397/22**                    **MOTION** - Moved Cr. W Milner                    Seconded Cr. M Currie

*That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 16 March 2021 be received and the following actions endorsed:*

- 1. Approve the 2021 Compliance Audit Return for signing by the Shire President and Chief Executive Officer.*
- 2. Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport, and Cultural Industries.*

**CARRIED 8/0**

**6.3 Minutes - Annual Elector’s Meeting**

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7398/22**                    **MOTION** - Moved Cr. C Bray                    Seconded Cr. T Cole

*That Council receive the minutes of the Shire of Narembeen’s Annual Elector’s Meeting held on Thursday 3 March 2022.*

**CARRIED 8/0**

**7.0 Status Report**

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7399/22**                    **MOTION** - Moved Cr. W Milner                    Seconded Cr. M Currie

*That the Status Report for March 2022 be received.*

**CARRIED 8/0**

## 8.0 Reports

### 8.1 Chief Executive Officer

#### AGENDA ITEM: 8.1.1 Review of Local Purchasing support

<b>Subject:</b>	Local Purchasing Support
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	Policy
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	David Blurton – Chief Executive Officer
<b>Date:</b>	22 February 2022
<b>Attachments:</b>	Procurement Framework and Executive Policy – Purchasing Goods and Services

#### PURPOSE

To provide Council the opportunity to review its local purchasing policy.

#### BACKGROUND

The Council has included a Key Performance Indicator of the CEO to develop a local purchasing policy with a key measure of success being a 10% budget spend being sourced from within the Shire of Narembeen.

The Council currently has in place a Procurement Framework which defines and guides many aspects of the procurement cycle. Sitting below this is an Executive Policy – Purchasing goods and Services which is an operational policy with more specific detail about how procurement processes will be undertaken.

Both documents already include some aspects of supporting the local business community through the supply of Council's goods and services and staff have marked up recommended changes to further enhance support.

#### CONSULTATION

Executive Manager Corporate Services  
Works Manager  
Economic Development Officer

#### STATUTORY IMPLICATIONS

Under the Local government Act, the Council is responsible for development of policy. The CEO is responsible for the development of processes to support the Council's policies.

#### FINANCIAL IMPLICATIONS

The policy introduces quantifiable amounts to support decision making when staff are comparing nonlocal quotes with local quotes. This may come at a cost for Council to support local businesses (up to \$15,000 with large purchases), however this is offset by strengthening the local economy and providing jobs and is considered a good investment from an Economic Development perspective.

#### POLICY IMPLICATIONS

Executive Policy – Purchasing Goods and Services  
Procurement Framework

## RISK MANAGEMENT IMPLICATIONS

Risk of policies being overdue for review – considered low risk  
Reputational risk for not supporting local businesses – considered low risk  
Economic leakage from local economy – considered low risk

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2017-2027

Goal 1 – focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

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

*After 10 years, we will have achieved:*

- *The Shire and Local Business communicate and work together to capture opportunities*
- *We will demonstrate best practice local purchasing practices.*

## VOTING REQUIREMENTS

Simple majority

## COMMENT

Additional sections are recommended to be added to both documents to demonstrate the organisations commitment to sourcing local goods and services where possible.

Both Council and staff have an obligation to ensure value for money is achieved when sourcing goods and services and it is suggested that a 10% price preference is added for purchases up to \$100,000 and a flat \$10,000 is used for amounts between \$100,000 and \$150,000 and a flat \$15,000 is used for amounts over \$150,000 for comparative purposes when comparing quotes and tenders.

Further, Staff consider that the Shire of Narembeen should aim to source at least 15% of total expenditure locally per annum. Council expenditure on Narembeen based businesses for the period November 21 – January 22 was 13.4%.

To further support the growth of local businesses, Shire representatives can promote upcoming commercial opportunities at business events including Wheatbelt Business Network meetings as an example.

It is also recommended that Council prepare a press release to promote awareness of the new policy and as a show of support to the local business community.

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**MIN 7344/22**      **MOTION** - Moved Cr. C Bray      Seconded Cr. A Hardham

*That Council:*

1. *endorse changes to its Procurement Framework Policy as attached and*
2. *note changes proposed to Executive Policy – Purchasing Goods and Services as attached.*

**CARRIED 8/0**

## AGENDA ITEM: 8.1.2 Customer Service Charter – March 2022

<b>Subject:</b>	Customer Service Charter
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	Policy
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	David Blurton – Chief Executive Officer
<b>Date:</b>	23 February 2022
<b>Attachments:</b>	Draft Customer Service Charter March 2022

### PURPOSE

For Council to consider adoption of a Customer Service Charter.

### BACKGROUND

The Council has included a Key Performance Indicator in the CEO contract to develop a customer service charter to improve relationships between elected members and community.

A customer service charter is a document that outlines how an organisation promises to work with its customers and the standard of service that the customer can expect from the organisation.

### CONSULTATION

Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

Under the Local Government Act, the Council is responsible for development of policy. The CEO is responsible for the development of processes to support the Council's policies.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Risk of adopting the charter and not delivering against it can be mitigated by staff training and considering any feedback received – reputational risk and considered low.

### STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 1 – focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

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

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

The Charter will set Council expectations of all staff when dealing with the public and community surveying can be used as a measure of success against the charter.

It is recommended that the charter be reviewed every two years to ensure it remains relevant and meets expectations.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7401/22**

**MOTION** - Moved Cr. W Milner

Seconded Cr. S Stirrat

*That Council adopt the Customer Service Charter 2022 document as attached and sets a review date of March 2024.*

**CARRIED 8/0**



## AGENDA ITEM: 8.1.3 Draft Public Health Plan 2022-2026

<b>Subject:</b>	Draft Public Health Plan 2022-2026
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM186
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	David Blurton – Chief Executive Officer
<b>Date:</b>	8 March 2022
<b>Attachments:</b>	Draft Public Health Plan 2022-2026

### PURPOSE

The purpose of the report is to present the Draft Shire of Narembeen Public Health Plan 2022-2026.

### BACKGROUND

Part 5 of the Public Health Act 2016 requires the preparation of two types of public health plans:

State public health plan prepared by the Chief Health Officer and  
Local public health plan prepared by each local government district

A Local plan must be consistent with the State public health plan whilst responding to local public health risks. The plan must:

- identify the public health needs of the local government district
- include an examination of data relating to health status and health determinants in the local government district
- establish objectives and policy priorities for the promotion and protection of public health in the local government district
- describe the development and delivery of public health services in the local government district and
- include a report on the local government's performance of its functions under the Act

The Council's draft Public Health Plan has been developed by consultant Liew Withers in conjunction with ROE Regional Group of Councils. It has included a community survey and workshop with Councillors.

### CONSULTATION

Community Survey  
Shire President  
Environmental Health Officer  
CRC Coordinator

### STATUTORY IMPLICATIONS

Part 5 of the Health Act 2016 provides for public health planning and will not come into effect until stage 5 of implementation. Once Part 5 is in effect each local government has two years to produce the first Local Plan.

Public health planning has been designed to complement the integrated planning process required under the Local Government Act 1995, to support and drive ongoing improvements to the health and wellbeing of local communities.

### FINANCIAL IMPLICATIONS

The financial impact on Council in delivering the plan is not considered substantial. Identified strategies can be included in the Council's annual budget processes where appropriate.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2017-2027

Goal 3 – contribute to a Health Community

### Corporate Business Plan 2020/21 – 2023/24

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 major 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

3.5 We investigate sub regional waste strategies that reduce costs on our community and environment

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

Council is also in the process of revising its Community Wellbeing Plan document which it has developed in partnership with Holyoake, Department of Health, Department of Education, WA Police and community representatives.

It is envisaged that the two documents will complement each other with the CWP having a specific focus on Drug and Alcohol harm minimisation and mental health in the community.

The Draft Public Health Plan has five key strategies to improve standard of public health in Narembeen.

1. Prevent Harm from the use of Alcohol, Drugs and Tobacco
2. Adequate recreation facilities and lifestyle choices.
3. A healthy and sustainable community with access to relevant health services for all demographics
4. Planning a Covid safe and healthy outcome
5. Environmental Health protection to reduce risks to community health.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7402/22**

**MOTION** - Moved Cr. T Cole

Seconded Cr. M Currie

*That Council adopt the Shire of Narembeen Public Health Plan 2022-2026 with any changes identified.*

**CARRIED 8/0**

**AGENDA ITEM: 8.1.4 Proposed Subdivision Application: Lots 2217 Emu Hill Road East & Lot 232 Mount Walker Road, Mount Walker**

<b>Subject:</b>	Proposed subdivision
<b>Applicant:</b>	Brown McAllister Surveyors
<b>File Ref:</b>	Property File
<b>Disclosure of Interest:</b>	Liz Bushby Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.430A of <i>Local Government Act 1995</i>
<b>Author:</b>	Liz Bushby, Town Planning Innovations
<b>Date:</b>	1 March 2022
<b>Attachments:</b>	Subdivision Plan

**PURPOSE**

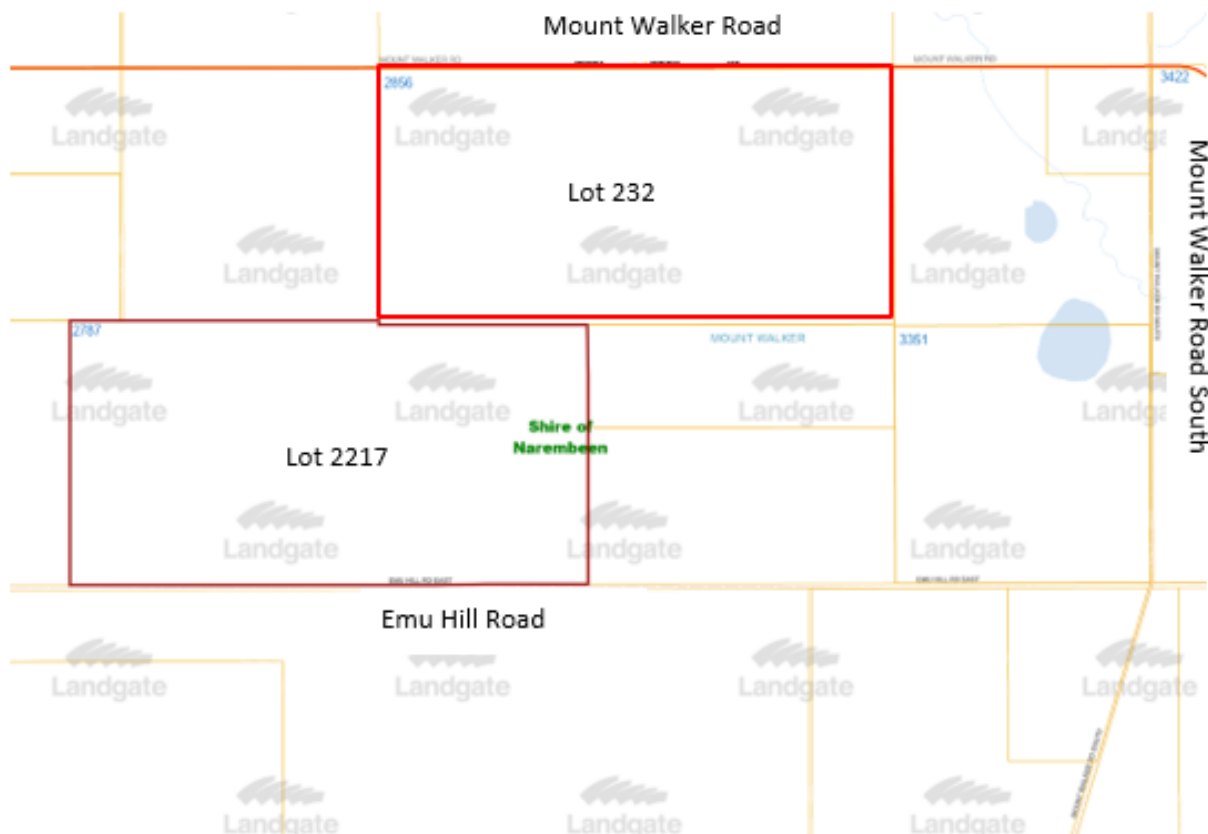
Council is to consider an application referred to the Shire by the Western Australian Planning Commission (WAPC) for comment and recommendation.

The WAPC has received an application proposing to realign the boundaries between Lot 2217 (No 2787) Emu Hill Road East and Lot 232 (No 2856) Mount Walker Road, Mount Walker.

**BACKGROUND**

The subject lots are used for agricultural activities and are substantially cleared. The existing lot areas are as follows:

Lot No	Lot Area
232	809.2094 hectares
2217	835.6759 hectares



## **CONSULTATION**

The WAPC has referred the application to Western Power; Water Corporation; Department of Mines, Industry and Regulation; and the Department of Biodiversity, Conservation and Attractions for comment.

Comments are requested by the 11 April 2022.

## **STATUTORY IMPLICATIONS**

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of Scheme 2.

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

*Shire of Narembeen Local Planning Scheme*

## **FINANCIAL IMPLICATIONS**

The Shire pays TPI for general planning advice.

## **POLICY IMPLICATIONS**

The requirements of WAPC Development Control Policy 3.4 are explained in the body of this report.

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2017-2027

Nil

Corporate Business Plan 2020/21 – 2023/24

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## COMMENT

### **Description of Application**

The application proposes to realign the boundaries between two existing lots. There will be no increase in the number of lots.

The proposal will result in the following lot sizes:

Lot No	Lot Area
A	1324.8853 hectares
B	320.0000 hectares

The proposed subdivision plan is attached.

### **Scheme Requirements**

The lots are zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 (Scheme 2).

Scheme 2 has specific provisions relating to the subdivision of Farming land as summarised in the table over page.

Clause 6.6.4 Subdivision	Assessment / Officer Comment
Having regard to the prime agricultural importance of land in the zone the local government will only support further subdivision of existing lots where:	
a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);	Not Applicable
b) the lots are for farm adjustment and the erection of dwellings is restricted;	The proposal is an adjustment between existing farm lot boundaries, and will not result in any increase in the number of lots or potential dwellings.
c) the lots are for specific uses such as recreation facilities and public utilities;	Not Applicable
d) the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists (such as service stations and motels).	Not Applicable
e) There is a general presumption against subdivision in the zone, except that which is consistent with Commission Policy.	The proposed subdivision is consistent with current Commission Policy, as explained over page.
When making recommendations to the Commission on applications for subdivision, local government will have regard to potential impacts on rural uses on surrounding lots, and whether or not an adequate and sustainable water supply is available.	Both proposed lots will contain existing dams.

### **Relevant State Planning Policy**

The WAPC has a Development Control Policy 3.4 that outlines the circumstances where the subdivision of rural land can be considered. The Policy requirements are summarised below:

<b>Clause 6.3 Property rationalisation to improve land management</b>	<b>Assessment / Officer Comment</b>
Multiple lots in one ownership may be rationalised provided that:	
(a) there is no increase in the number of lots;	There are 2 existing lots and 2 proposed lots.
(b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use	The proposal is an adjustment between existing farm lot boundaries, and will not result in any adverse impacts. The proposed lot boundaries take into account the location of vegetation, dams and existing buildings.
(c) no new roads are created, unless supported by the local government;	No new roads are proposed.
(d) new vehicle access points on State roads are minimised;	No access points to state roads are proposed.
and (e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.	Not Applicable. The proposed lot sizes exceed 40 hectares.

### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7403/22**

**MOTION** - Moved Cr. S Stirrat

Seconded Cr. T Cole

*That Council recommend that the Western Australian Planning Commission unconditionally approve the subdivision application (No 162058) seeking a boundary re-alignment between Lot 2217 (No 2787) Emu Hill Road East and Lot 232 (No 2856) Mount Walker Road, Mount Walker.*

**CARRIED 8/0**

## AGENDA ITEM: 8.1.5 Shire of Narembeen Community Grants Program 2022/2023

<b>Subject:</b>	Community Grants Program 2022/23
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM681
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Diana Blacklock – Economic Development Officer
<b>Date:</b>	8 March 2022
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider allocating some of its own funds into the Ramelius Resources and Shire of Narembeen Community Benefit Fund.

### BACKGROUND

The Shire of Narembeen Community Grant Program provides financial assistance to local incorporated organisations supporting the following program objectives:

- Supporting Seniors;
- Providing opportunity for lifelong learning;
- Improving/increasing safety within the community;
- Supporting local culture;
- Encouraging conservation and natural resource awareness; and
- Incorporating the elements of the Shire of Narembeen's Strategic Community Plan goals.

The Shire of Narembeen has an established policy 3.1.10 – Community Grant Funding which states that the Community Grant Fund is to be advertised in February/March of each year.

Council contributes between \$10,000 and \$15,000 per annum to the program.

In 2021 a Community Benefit Fund was established with Ramelius Resources and the Shire of Narembeen. Currently, Tampia Ltd (Ramelius Resources) are the sole contributor to the fund with an amount of \$40,000.

The first round has been completed with four community groups being successful; the second round is currently open now until the 31 March 2022.

The fund is open for other organisations to contribute to the fund as they see fit.

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

As reported in the Budget review process, Council has more than \$100,000 that it is currently carrying as a surplus in the 22/23 financial year. The recommended allocation is within Councils' financial means.

## **POLICY IMPLICATIONS**

Council Policy – 3.1.10 Community Grant Funding

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2017-2027

Goal 3 – contribute to a Health Community

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

Corporate Business Plan 2020/21 – 2023/24

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

Work collaboratively with the mine to maximize the benefit to the Shire and District.

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMENT**

It is considered that a Council contribution toward the existing fund will demonstrate commitment to the fund as well as streamline application processes for community groups by having less grant schemes in operation.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7404/22**      **MOTION** - Moved Cr. A Hardham      Seconded Cr. M Currie

*The Council allocate an amount of \$5,000 towards the Ramelius Resources and Shire of Narembeen Community Benefit Fund for the second round of grants in 2021/22 and \$10,000 in the 2022/23 financial year.*

**CARRIED 8/0  
BY ABSOLUTE MAJORITY**

**4:27pm** D Blacklock left the Council Chambers and did not return.



## 8.2 Executive Manager Corporate Services

### AGENDA ITEM: 8.2.1 Financial Report period ending 28 February 2022

<b>Subject:</b>	Financial Report February 2022
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Teresa Cousins – Senior Finance Officer
<b>Date:</b>	15 March 2022
<b>Attachments:</b>	Financial Report February 2022

#### PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period February 2022.

#### BACKGROUND

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

#### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate Services

#### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

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

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

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

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

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2017-2027

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

### Corporate Business Plan 2020/21 – 2023/24

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

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

Council's closing position on 28 February 2022 amounts to \$3,500,915.62 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$4,500,000 in term deposits.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7405/22 MOTION** - Moved Cr. W Milner

Seconded Cr. T Cole

*That Council receive the Shire of Narembreen's Financial Report for February 2022.*

**CARRIED 8/0**

## AGENDA ITEM: 8.2.2 Schedule of Accounts for February 2022

<b>Subject:</b>	Schedule of Accounts for February 2022
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	NA
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kathryn Conopo – Administration Officer
<b>Date:</b>	4 March 2022
<b>Attachments:</b>	Creditors Payment List – February 2022 and Credit Card Payments List 14 December 2021 – 14 January 2022

### PURPOSE

For Council to review the payments made by the Shire of Narembeen in February 2022.

### BACKGROUND

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

### CONSULTATION

Nil

### STATUTORY IMPLICATIONS

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2017-2027

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

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

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

A schedule of accounts paid during the month of February 2022 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 570,551.78

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7406/22 MOTION** - Moved Cr. C Bray

Seconded Cr. W Milner

*That Council:*

1. *Receive the Creditors Payment List - February 2022*
2. *Receive the Credit Card Payments List 14 December 2021 – 14 January 2022*

**CARRIED 8/0**

## AGENDA ITEM: 8.2.3 - Narembeen CRC Service Agreement Award

<b>Subject:</b>	Narembeen CRC Service Agreement Award
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM139
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson – Executive Manager Corporate Services
<b>Date:</b>	10 March 2022
<b>Attachments:</b>	Narembeen CRC Service Agreement Award and annual Service Variation

### PURPOSE

Council to endorse the Narembeen CRC Service Agreement Award as presented by the Department of Primary Industries and Regional Development (DPIRD).

### BACKGROUND

Shire of Narembeen signed a Service Agreement Award with DPIRD in 2017 to provide access to services to the community of Narembeen via the Community Resource Centre. This includes access to government information, delivery of community development programs and business and economic development activities.

A review was undertaken in 2019 where an extension of the contract was awarded until 30 June 2022. This agreement is now due for renewal and a five-year Service Agreement Award has been offered.

Together with the Service Agreement Award, the annual Service Variation is also provided to Council for their consideration. Narembeen CRC is consistently delivering above the required outcomes of this service plan.

### CONSULTATION

Chief Executive Officer  
CRC Coordinator

### STATUTORY IMPLICATIONS

*Local Government Act 1995*

*Division 3 — Planning for the future*

*19C. Strategic community plans, requirements for (Act s. 5.56)*

*(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*

### FINANCIAL IMPLICATIONS

Without this service agreement in place, Shire of Narembeen would be required to fund all programs and services currently delivered by the CRC.

The annual contract contribution is \$113,375 including GST.

### POLICY IMPLICATIONS

Nil

## **RISK MANAGEMENT IMPLICATIONS**

High – The potential lack of services together with financial impact of not signing a new agreement may result in community outrage.

## **STRATEGIC PLAN REFERENCE**

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

## **VOTING REQUIREMENTS**

Simple majority.

## **COMMENT**

Service Agreement Award 2022 to 2027

The Narembeen CRC continues to deliver a high level of community development programs and services that benefit the Narembeen community as a whole.

By signing a five year agreement, this will provide the CRC and the Shire with a level of security and allow for longer term planning of initiatives that the community need.

The proposed agreement is in line with the existing agreement.

Annual Service Variation

The CRC has three service level outcomes (SLO), determined by DPIRD, that it is assessed against.

These are:

- Community members are provided with access to State Government and community information and services
- Local businesses and the workforce have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community
- Community members have access to activities and initiatives that create or improve community connectedness and capacity.

Each SLO has a number of core services identified. The service variations that have been proposed are in line with the capacity of the current staffing model and community need.

Following an assessment on the current service delivery model, the main changes that were suggested and accepted were:

- to remove the need to fulfill government hot office hours, this space is used frequently but if not by a government representative, the hours could not be recorded,
- A reduction in the number of business development focus workshops (based on community need),
- reduce number of community focus information sessions (also based on community need), and
- increase number of one on one support for community members and local initiatives.

#### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**MIN 7407/22**

**MOTION** - Moved Cr. T Cole

Seconded Cr. S Stirrat

*Council approve the Chief Executive Officer to sign the Narembeen CRC Service Agreement Award 2022 – 2027 and Service Variation as presented by the Department of Primary Industries and Regional Development (DPIRD).*

**CARRIED 8/0**

**9.0 Confidential Reports****10.0 Urgent business as permitted by Council****COUNCIL RESOLUTION**

**MIN 7408/22 MOTION** - Moved Cr. S Stirrat Seconded Cr. W Milner

To discuss urgent business.

**CARRIED 8/0**

**COUNCIL RESOLUTION**

**MIN 7409/22 MOTION** - Moved Cr. M Currie Seconded Cr. C Bray

That Council close the meeting to public, under Section 5.23 (2) (c) of the *Local Government Act 1995*, so that it can discuss a contractual matter

**CARRIED 8/0**

**CONFIDENTIAL AGENDA ITEM: 10.1 Latham Road Tender 03/2021**

<b>Subject:</b>	Latham Road Tender 03/2021
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM053
<b>Disclosure of Interest:</b>	N/A
<b>Author:</b>	David Blurton – Chief Executive Officer
<b>Date:</b>	14 March 2022
<b>Attachments:</b>	1. revised project tender submission; 2. Gantt Chart; 3 - list of proposed variations.

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That in relation to the Latham Road Upgrade project tender 03-2021, Council, by ABSOLUTE MAJORITY;

1. Accept the revised tender submission from WCP Civil Pty Ltd subject to clarification on queries raised;
2. Authorise the CEO to negotiate further savings with WCP Civil where possible;
3. Fund the project shortfall as follows;
  - Defer job G136 – Longhurst St drainage \$90,000
  - 21/22 carry forward surplus \$80,000
  - Transfer from Infrastructure reserve of up to \$384,433

**COUNCIL RESOLUTION**

**MIN 7410/22 MOTION** - Moved Cr. S Stirrat Seconded Cr. A Hardham

**CARRIED 6/2  
BY ABSOLUTE MAJORITY**



## RECOMMENDATION

That Council re-open the meeting to public.

## COUNCIL RESOLUTION

**MIN 7411/22**

**MOTION** - Moved Cr. C Bray

Seconded Cr. T Cole

*That Council re-open the meeting to public.*

**CARRIED 8/0**

### 11.0 Councillor's Reports

#### **Cr K Mortimore**

Attended

- *Meeting with Dr Lines, Lucy Lines and Practice Manager*
- *Historical Society AGM*
- *Grants Commission meeting*
- *Go Narembeen AGM*
- *Community Wellbeing Plan meeting*
- *Narembeen DHS Swimming Carnival presentations*

#### **Cr S Stirrat**

Attended

- *Grants Commission meeting*

#### **Cr H Cusack**

Attended

- *NB Netball Club meeting*
- *NB Club Committee*
- *NB Swimming Club Swim Meet - 147 Swimmers*

General Business

*Shade Sails at the Club need relocating, currently pulling on the roof which is damaging it.  
P&C cancelled their Quiz Night.*

#### **Cr T Cole**

Attended

- Nil

#### **Cr C Bray**

Attended

- *Community Wellbeing Meeting*

General Business

*Looking to establish equestrian riding school at the old pony club. K Mortimore advised this was previously investigated but there is significant asbestos in the building and this became prohibitive to lease. Suggested liaison with staff when a proposal has been developed.*

#### **Cr A Hardham**

*It is good to see the pathways around town are getting a lot of use and I am sure the Walker Lake footpath will too.*

*Roe Tourism AGM - Bevan Thomas is still president. The focus this year is Pathways to Wave Rock website and signage. There will be drone footage done of each town and a photography competition but the numbers of tourists around the tourism sights have increased and the interest in finding 'off the track' tourism sights.*

*Town Team - The Main Street festival will be held this Friday and it is shaping up to be a great event. Barlows store has been completed and there have been a lot of positive comments. The mural on the old Telstra building is being painted as we speak, and the Main Street is looking good with the tree guards being erected today. Will speak more about it at the meeting.*

**Cr M Currie**

Attended

- *Narembeen District Swimming Carnival*
- *Go Narembeen AGM*

**Cr W Milner**

Attended

- *Grants Commission meeting*

General Business

*Tree Pruning conducted recently has some mess left on the streets.*

*Received feedback on the street beautification and generally people are disappointed in it as it does not look much different. I emphasise to them that it is not finished yet.*

*Letter received from neighbour to the Community Shed requesting the trees be cut down at the rear of the Community Shed.*

*Has the entry statement signage been decided or ordered for the Caravan Park? Yes, this has been ordered and will be installed soon.*

**12.0 Date, time & place of next meeting**

Tuesday 19 April 2022, 4.00pm at the Shire of Narembeen Council Chambers.

**13.0 Closure**

There being no further business the Chair declared the meeting closed at 5.35pm

**9.0 Certification of Meeting Minutes**

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 15 March 2022, as show on pages 1 to 26 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**Date**