



# MINUTES

Ordinary Council Meeting  
18 June 2024





## NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

**Date:** Tuesday 18 June 2024

**At:** Shire of Narembeen Council Chambers  
1 Longhurst Street, Narembeen

**Commencing:** 5.00pm

**Rebecca McCall**  
**Chief Executive Officer**

13 June 2024

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**1. Official Opening and Welcome**

The presiding person welcomed everyone to the meeting and declared the meeting open at 5.00pm.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

**Staff:**

Mr B Forbes	Acting Chief Executive Officer
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Senior Administration Officer

**Member of Public:**

**Apologies:** Ms R McCall Chief Executive Officer

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Application for Leave of Absence**

*Cr Hardham requests a leave of absence for the July 2024 Ordinary Council Meeting*

**Recommendation / Council Resolution**

*That Cr Hardham’s request for Leave of Absence for the July 2024 Ordinary Council Meeting be approved.*

**MIN 7801/24**      **MOTION** - Moved Cr. Cole      Seconded Cr. Bray

**CARRIED 7 / 0**

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

**6. Deputations/ Petitions/ Presentations/ Submissions**

Nil

**7. Confirmation of Previous Meetings**

**7.1 Ordinary Council Meeting 21 May 2024  
Attachment 7.1A**

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officer's Recommendation / Council Resolution**

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 21 May 2024, as presented, be confirmed as a true and correct record of proceedings.

**MIN 7802/24      MOTION - Moved Cr. Cusack      Seconded Cr. Hardham      CARRIED 7 / 0**

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

**8. Minutes of Committee Meetings to be Received**

**8.1 Roe ROC 19 April 2024  
Attachment 8.1A**

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officer's Recommendation / Council Resolution**

That the minutes of the RoeROC Meeting held on Friday 19 April 2024, as presented, be received.

**MIN 7803/24      MOTION - Moved Cr. Currie      Seconded Cr. Hardham      CARRIED 7 / 0**

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

**8.2 Roe Tourism 13 May 2024  
Attachment 8.2A**

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officer's Recommendation / Council Resolution**

That the minutes of the Roe Tourism General Meeting held on Monday 13 May 2024, as presented, be received.

**MIN 7804/24      MOTION - Moved Cr. Bald      Seconded Cr. Currie      CARRIED 7 / 0**

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

**9. Recommendations from Committee Meetings for Council Consideration**

Nil

**10. Announcements by Presiding Member without Discussion**

Nil

UNCONFIRMED



7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

### **Comment**

The Shire of Narembeen is committed to furthering the principles and objectives of the Disabilities Service Act 1993 and its subsequent amendments as well as achieving the specified outcomes for public authorities contained in the Disabilities Services Regulations 2013.

The Shire of Narembeen has developed its DAIP to identify the strategies, improvements and projects which will be undertaken over the next five years to continually improve accessibility and inclusion across Narembeen for people with disability.

The Shire's DAIP is linked to the objectives of the Shire of Narembeen's 2022 Strategic Community Plan and 2022 Corporate Business Plan to ensure alignment with the Shire's strategic direction.

The Shire's Aged Friendly Community Plan, 2022 Community Wellbeing Plan and 2022 Public Health Plan also have actions relevant to disability, access, and inclusion, which have been considered in the development of the DAIP.

The development of the DAIP 2024-2029 involved identifying community priorities and desired actions from three different sources:

- community consultation session
- internal consultation
- review of the 2012-2016 DAIP outcomes.

Informed by the consultation process, the DAIP Action Plan has been developed. This action plan identifies the tasks and actions to be undertaken for each outcome, and the relevant Shire directorate responsible for these undertakings. The action plan will be updated annually to record the progress of the relevant tasks and actions over the duration of the DAIP.

### **Consultation**

Council Discussion Forum – April and May 2024  
Ratepayers and Stakeholders (via community survey and 'coffee and chat')  
Executive Manager Corporate Services  
Executive Manager Infrastructure Services

### **Statutory Implications**

Disability Discrimination Act 1992  
Disability Services Act 1993  
Disability Services Regulations 2004  
Equal Opportunity Act 1984  
Local Government Act 1995

### **Policy Implications**

Nil

### **Strategic Implications**

**Strategic Community Plan**



Strategic Priority: 4. Civic Leadership  
 Objective: Well governed and efficiently managed Local Government  
 Strategy: 4.2 Compliant and resourced Local Government

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

**Financial Implications**

There are no financial implications directly associated with the adoption of the DAIP. However, the implementation of identified will incur costs, which be accounted through planning and budgeting processes.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officers Recommendation / Council Resolution – Item 11.1**

That Council

- adopts the Disability Access and Inclusion Plan 2024-2029 as attached, and
- approves submission of the Disability Access and Inclusion Plan 2024-2029 to the Department of Communities.

**MIN 7805/24**

**MOTION** - Moved Cr. Hardham

Seconded Cr. Bald

**CARRIED 7 / 0**

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

## 11.2 Pathways to Wave Rock Forward Directions 2024-2026

<b>Date:</b>	6 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ED/Tourism/Roe Tourism/Planning
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	11.2A PWR – Forward Directions 2024-2026

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

Council to endorse the Pathways to Wave Rock Forward Directions 2024-2026.

### Background

Roe Tourism Association (RTA) is the representative body for collective marketing in the Shires of Beverley, Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembreen, and Quairading.

The RTA's vision is to market the Pathways to Wave Rock locally, nationally, and worldwide. The mission is for the communities of the RTA to be well recognised as a self-drive route with accompanying natural attractions and experiences within Australia's Golden Outback. The RTA's core purpose is to market and promote the Pathways to Wave Rock self-drive route and the tourism assets of the region.

### Comment

The Forward Directions 2024-2026 outlines the strategic objectives while also capturing long-term goals. Success will be measured through data collection, online engagement and visitation, relationships building.

These identified objectives and measures will be aligned with the Shire of Narembreen's marketing plan and tourism initiatives.

### Consultation

Roe Tourism Council Delegates – Crs Bald and Hardham  
Roe Tourism

### Statutory Implications

Nil

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 2. Economy  
Objective: Retain and grow existing businesses, employment and attract new industry  
Strategy: 2.1 Support the diverse industry across the Shire

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Inadequate Engagement Practices
<b>Risk Category</b>	Reputational
<b>Consequence Description</b>	Unsubstantiated, low impact, low profile or 'no news' item
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Council's endorsement of the Forward Directions 2024-2026 does not have any direct financial implications.

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 11.2

That Council endorse the Pathways to Wave Rock Forward Directions 2024-2026.

**MIN 7806/24**

**MOTION** - Moved Cr. Cusack

Seconded Cr. Currie

**CARRIED 7 / 0**

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

## 11.3 Change of Start Time – July Ordinary Council Meeting

<b>Date:</b>	4 June 2024
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Kathryn Conopo, Executive Governance Officer
<b>File Reference</b>	ADM499
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

For Council to consider changing the start time of the Ordinary Meeting of Council 16 July 2024 from 5:00pm to 1.00pm.

### Background

Council has requested a WALGA representative to review and provide feedback on the meeting procedures at an Ordinary Council Meeting prior to the 1 January 2025 deadline for the introduction of mandatory audio recordings.

The WALGA facilitator that provide this service has requested the meeting be brought forward to accommodate travel to and from Narembeen.

### Comment

If Council resolves to change the start time of the Ordinary Meeting of Council for July, local public notice will need to be given for the new time.

### Consultation

Council Discussion Forum – May 2024  
Executive Manager Corporate Services

### Statutory Implications

Section 5.3 of the *Local Government Act 1995* is applicable and states:

#### 5.3. **Ordinary and special council meetings**

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*

- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
 Objective: Well governed and efficiently managed Local Government  
 Strategy: 4.2 Compliant and resourced Local Government

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

There will be a small cost to advertise the new start time.

### Voting Requirements

Simple Majority  Absolute Majority

**Officers Recommendation / Council Resolution – Item 11.3**

That Council resolves that the July 2024 Ordinary Meeting of Council be held in the Council Chambers of the Shire Administration Building commencing at 1:00pm.

**MIN 7807/24**

**MOTION** - Moved Cr. Bald

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

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## 11.4 Council Policy Review

<b>Date:</b>	4 June 2024
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Kathryn Conopo, Executive Governance Officer
<b>File Reference</b>	ADM541
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	11.4A Council Policy – Investment 11.4B Council Policy – Financial Hardship 11.4C Council Policy – Council Member Professional Development 11.4D Council Policy – Councillor, CEO Attendance at Events

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

To review several Council policies of an administrative nature

### Background

The Council has a significant number of policies covering a range of issues which require periodical review.

### Comment

The following comment is provided relative to each policy.

#### *Council Policy – Investments*

General update of terminology to reduce the ambiguity of the policy and included reporting requirement.

#### *Council Policy – Financial Hardship*

Removal of excess wording to streamline the policy.

#### *Council Policy – Council Member Professional Development*

Update to bring into line with current requirements and convention names.

#### *Council Policy – Councillor, CEO Attendance at Events*

Remove references to employees as they are covered separately.

## Consultation

Executive Manager Corporate Services  
Executive Manager Infrastructure Services

## Statutory Implications

*Local Government Act 1995*

### Section 2.7, Role of council

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

*[Section 2.7 amended: No. 17 of 2009 s. 4.]*

### Section 5.41, Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

## Policy Implications

Council has adopted a Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.



## Strategic Implications

### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Nil

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 11.4

That council adopt the policies, as attached.

**MIN 7808/24**

**MOTION** - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 7 / 0**

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

## 11.5 Council Representation on Narembeen Town Team

<b>Date:</b>	10 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Kathryn Conopo, Executive Governance Officer
<b>File Reference</b>	ADM146
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

Council to consider nominate representatives to the Narembeen Town Team committee.

### Background

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

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

During the March 2024 discussion forum, Council discussed if there was still a need for the Main Street Project Working Group. It was proposed to instead contact the Narembeen Town Team to enquire about Council representation on that committee.

Following this, the Chief Executive Officer contacted representatives of the Narembeen Town Team to determine if there was any interest in the committee having formal Council representation, which has been confirmed by the committee.

Cr Hardham and Cr Bald are founding members of the committee.

### Comment

Council's continued active engagement with the community and its various committees and groups is strongly in alignment with Council's strategic community objectives.

### Consultation

Councillor Discussion Forum – March and May 2024  
Narembeen Town Team

### Statutory Implications

Nil

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Inadequate Engagement Practices
<b>Risk Category</b>	Reputational
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Nil
<b>Action / Treatment</b>	Community Engagement Framework
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Nil

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 11.5

That Council nominate Cr Hardham and Cr Bald as the Council representatives to the Narembeen Town Team.

**MIN 7809/24**

**MOTION - Moved Cr. Bray**

**Seconded Cr. Cole**

**CARRIED 7 / 0**

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

## 11.6 Equal Employment Opportunity Management Plan

<b>Date:</b>	11 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	CM/Planning/Equal Employment Opportunity Management Plan
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	11.7A Equal Employment Opportunity Management Plan

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

Council to endorse the Equal Employment Opportunity Management Plan.

### Background

Under the Western Australian Equal Opportunity Act, 1984 (Part IX) it is the responsibility of Local Government Authorities to prepare and implement an Equal Employment Opportunity Management Plan to achieve the objects of the Act. These objects are:

- a) to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- b) to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- c) to promote equal employment opportunity for all persons.

### Comment

Shire of Narembeen is committed to providing a working environment where every employee is treated equally, fairly and without prejudice. The objective of the Equal Employment Opportunity Management Plan (EEOMP) is to raise awareness, of the Councillors and Employees of the need and desirability of Equal Employment Opportunity Practices (EEO) practices and to endeavour to ensure compliance with the *Equal Employment Opportunity Act 1984*.

The EEOMP outlines the Action Plan outlines the responsible officers, policy, and operational practices pertaining to recruitment, appointment, training and development, conditions of services and exit interviews.

The EEOMP is to be reviewed annually, by the Equal Employment Opportunity (EEO) Officer unless special issues require earlier changes by Council. Administrative forms and practices, as necessary, will also be reviewed by the EEO Officer.

Consideration of reports, complaints and amendments made during the year and assessment of consistency with the EEOMP as a whole, will be undertaken. Comments and advice will be sought from Councillors and employees as appropriate.

A complete and updated copy of the EEOMP is to be supplied to Councillors and staff upon request and must be placed on the Shire website.

The Chief Executive Office shall report annually to the Director of Equal Opportunity in Public Employment under Section 146, (1) of the *Equal Opportunity Act, 1984*.

### Consultation

Executive Manager Corporate Services

### Statutory Implications

(Part IX) and Section 146 (1) of the *Western Australian Equal Opportunity Act, 1984*  
Section 105 of the *State Administrative Tribunal Act 2004*

### Policy Implications

Equal Employment Opportunity Policy  
Code of Conduct - Staff  
Executive Policy - Grievance

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

There are no financial implications associated with the adoption of the Equal Employment Opportunity Management Plan.

### Voting Requirements

- Simple Majority  Absolute Majority

### Officers Recommendation / Council Resolution – Item 11.6

That Council

1. adopts the draft Equal Employment Opportunity Management Plan forming an attachment to this report; and
2. approves submission Equal Employment Opportunity Management Plan of the to the Public Sector Commission.

**MIN 7810/24**

**MOTION** - Moved Cr. Cusack

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

## 11.7 Narembeen Lions Club

<b>Date:</b>	11 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	LS/Agreements/MOUs
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

Council to endorse supporting initiatives undertaken by the Narembeen Lions Club.

### Background

The Narembeen Lions Club has been a pillar of the community, actively engaging in various initiatives that promote social welfare and environmental sustainability. The annual seniors' citizens dinner is a tradition that honours the contributions of our senior residents. Additionally, the Lions Club operates a recycling service aimed at reducing the amount of cans and glass going to landfill, this promotes a cleaner and more sustainable environment.

Proceeds from the recycling service are distributed based on requests from local community organisations. These funds further enhance our community's circular economy to implement initiatives that benefit Narembeen and its residents. This ensures that the benefits of recycling are reinvested into the community, fostering ongoing development and improvement.

### Comment

Supporting the Narembeen Lions Club in these initiatives align with our community values and strategic goals. The senior citizens dinner not only recognises the efforts of our elders but also fosters a sense of community and appreciation. By contributing to one-third of the event's cost, we can ensure its continued success.

The recycling service provided by the Lions Club is essential in maintaining an environmentally conscious community. By contributing to its operational costs, enhances the club's efficiency and effectiveness, ensuring that recyclable materials are properly sorted and kept out of the landfill. This support will help maintain the cleanliness and organisation of the recycling depot, encouraging more residents to participate in recycling efforts. Furthermore, the proceeds from the recycling service support various local initiatives, reinforcing our commitment to a community circular economy.

The Shire has supported these two initiatives for some years; however, there is no previous resolution of council or agreement in place to formally recognise this commitment. It is proposed to formalise this commitment with an MOU, ensuring clarity and continuity in our support.

## Consultation

Councillor Discussion Forum – May 2024  
Executive Manager Corporate Services  
Narembeen Lions Club

## Statutory Implications

Nil

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Inadequate Environmental Management
<b>Risk Category</b>	Environment
<b>Consequence Description</b>	Indeterminate prolonged interruption of services - non-performance >1 month
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls in Place</b>	Transfer Station Operational Management; Bendinging Waste Facility Operational Plan; Support Environmental Program
<b>Action / Treatment</b>	Establishment of a MOU
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

The financial implications associated with the proposal includes an annual contribution to the Narembeen Lions Club as outlined below:

Initiative	Financial Value	Period
Recycling Service	\$2,000 per annum	2 Years; review in 2027
Senior Citizens Year	1/3 of total cost	Ongoing



## Voting Requirements

Simple Majority

Absolute Majority

## Officers Recommendation / Council Resolution – Item 11.7

That Council

1. approves the ongoing contribution covering one-third of the cost of the annual senior citizens dinner organised by the Narembeen Lions Club; and
2. provides financial support towards the operations of the Narembeen Lions Club's recycling to the value of \$2,000 per annum for a two-year period, with a review in 2027.

**MIN 7811/24**

**MOTION** - Moved Cr. Cole

Seconded Cr. Currie

**CARRIED 7 / 0**

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

## 11.8 Housing Strategy

<b>Date:</b>	12 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	AMD013
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	11.8A Housing Strategy

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

For Council to review and endorse the Shire of Narembeen Housing Strategy for 2024-2034.

### Background

The housing strategy has been developed after extensive consultation with Council and staff to address the critical housing shortage in Narembeen. Contained within the strategy is a hierarchy of target areas/demographics that are to be addressed directly by Shire operations (construction of dwellings) or through advocacy positions with organisations such as CEACA (Central East Aged Care Alliance) and the State Government.

### Comment

The Housing Strategy for Narembeen outlines a comprehensive approach to address the housing needs within the community. Solutions to immediate staff housing concerns are prioritised to ensure Shire operations. Through the exploration of partnerships, and advocating for State investment, the housing strategy aims to ensure suitable housing for Shire employees and a continued and sustainable growth in the overall housing stock for the Narembeen townsite.

The strategy outlines key actions to be taken over the next decade and is in alignment with the 2022 Strategic Community Plan and the 2023 Corporate Business Plan.

To ensure that the housing strategy continues to be applicable, effective and serviceable it will be actively monitored, with the relevant progress made against the strategy's deliverables being continually reviewed. Adjustments to the strategy will occur over time as part of routine reviews of Council's guiding strategic suite of documents.

### Consultation

Council Discussion Forum – May 2024  
Housing Working Group – June 2024  
Executive Manager Corporate Services  
Executive Manager Infrastructure Services

## Statutory Implications

Nil

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 5. Economy  
Objective: Retain and grow existing businesses, employment and attract new industry  
Strategy: 2.4 Retain and grow our local skill base

### Asset Management Plan

Future resource requirements for the maintenance of properties will need to be considered.

### Long Term Financial Plan

The construction of employee housing, as identified in the strategy, has been included in the current model of the long-term financial plan.

## Risk Implications

<b>Risk Profiling Theme</b>	Business continuity disruption
<b>Risk Category</b>	Service Interruption
<b>Consequence Description</b>	Indeterminate prolonged interruption of services - non-performance >1 month
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	High (12)
<b>Key Controls in Place</b>	Asset Management Plan; Long Term Financial Plan
<b>Action / Treatment</b>	Adoption and execution of Housing Strategy
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Adoption and fulfillment of the Housing Strategy will commit Council, in principle, to capital expenses over the next 10 years.

## Voting Requirements

Simple Majority  Absolute Majority

**Officers Recommendation / Council Resolution – Item 11.8**

That Council adopts the Housing Strategy, as attached.

**MIN 7812/24**

**MOTION** - Moved Cr. Hardham

Seconded Cr. Cusack

**CARRIED 7 / 0**

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

UNCONFERMED

<b>12</b>	<b>Officers Reports - Development and Regulatory Services</b>
<b>12.1</b>	<b>Proposed Alteration to Existing Dome Structure and Construction of 2 New Dome Structures – Lot 11 (No 19) Latham Road, Narembeen</b>

<b>Date:</b>	7 June 2024
<b>Location:</b>	Lot 11 (No 19) Latham Road, Narembeen
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Liz Bushby, Town Planning Innovations (TPI)
<b>File Reference</b>	P1039
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Declaration of Interest: Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of <i>Local Government Act 1995</i>
<b>Attachments:</b>	12.1A Floor plan/elevation

**Purpose of Report**

- Executive Decision                       Legislative Requirement

Council is to consider a planning application seeking approval for alterations to an existing dome structure and construction of a new dome structure on Lot 11 (No 19) Latham Road, Narembeen.

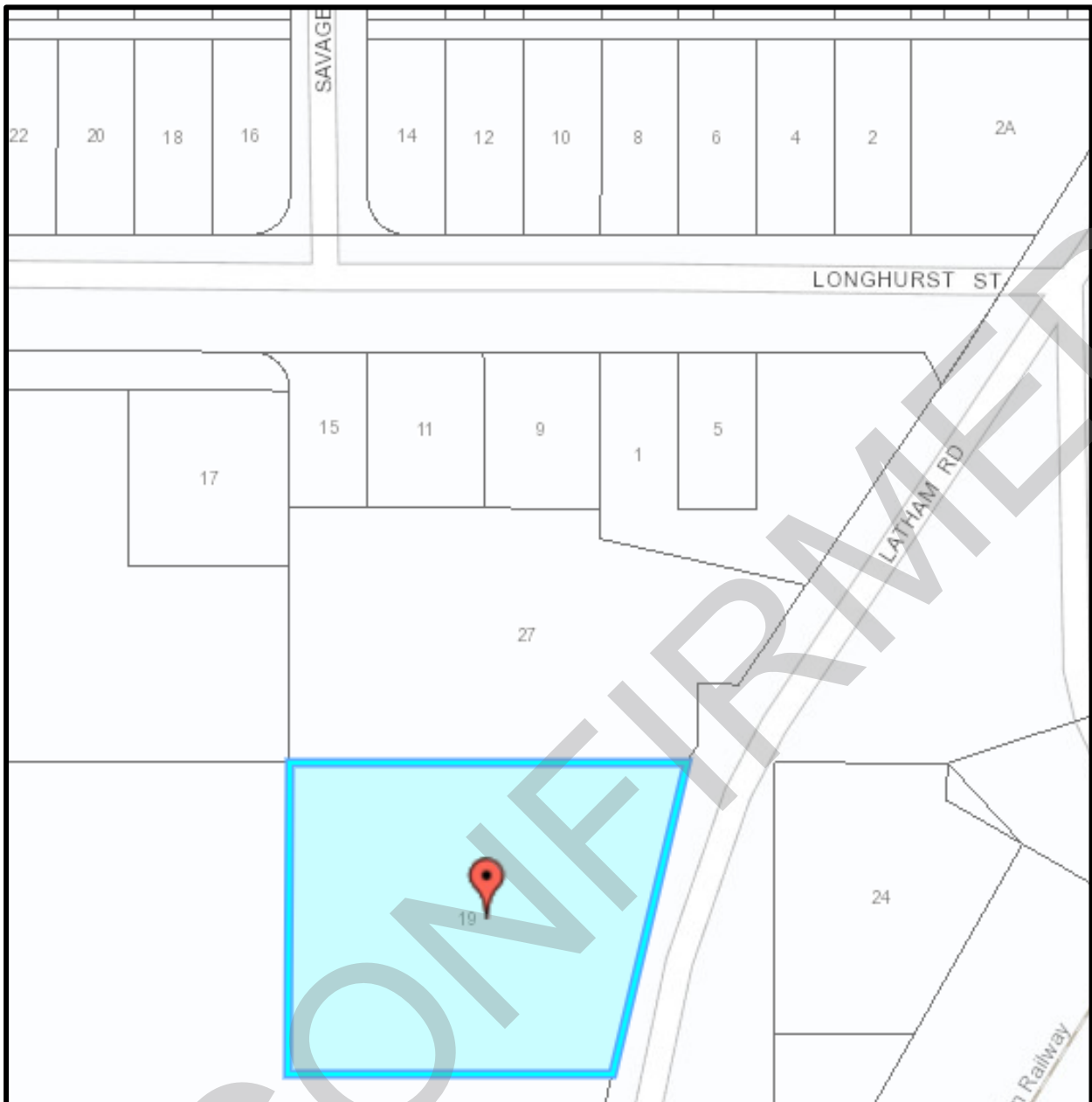
**Summary**

Lot 11 is zoned Industrial under the Shire of Narembeen Local Planning Scheme No 2 (the Scheme). There is an existing industrial premises established on the lot, including an existing dome structure with sea containers.

The owner seeks to replace the existing dome roof and seal the back of the structure with trim deck so it can be used as a paint booth. The owner also seeks approval to erect two new dome structures to be used for general industrial activities.

**Background**

Lot 11 contains an existing industrial shed and dome structure. The lot has an area of 7,502m<sup>2</sup> and is an established industrial area located south of Longhurst Street in Narembeen townsite. A location plan is included over page.



Above: Location Plan

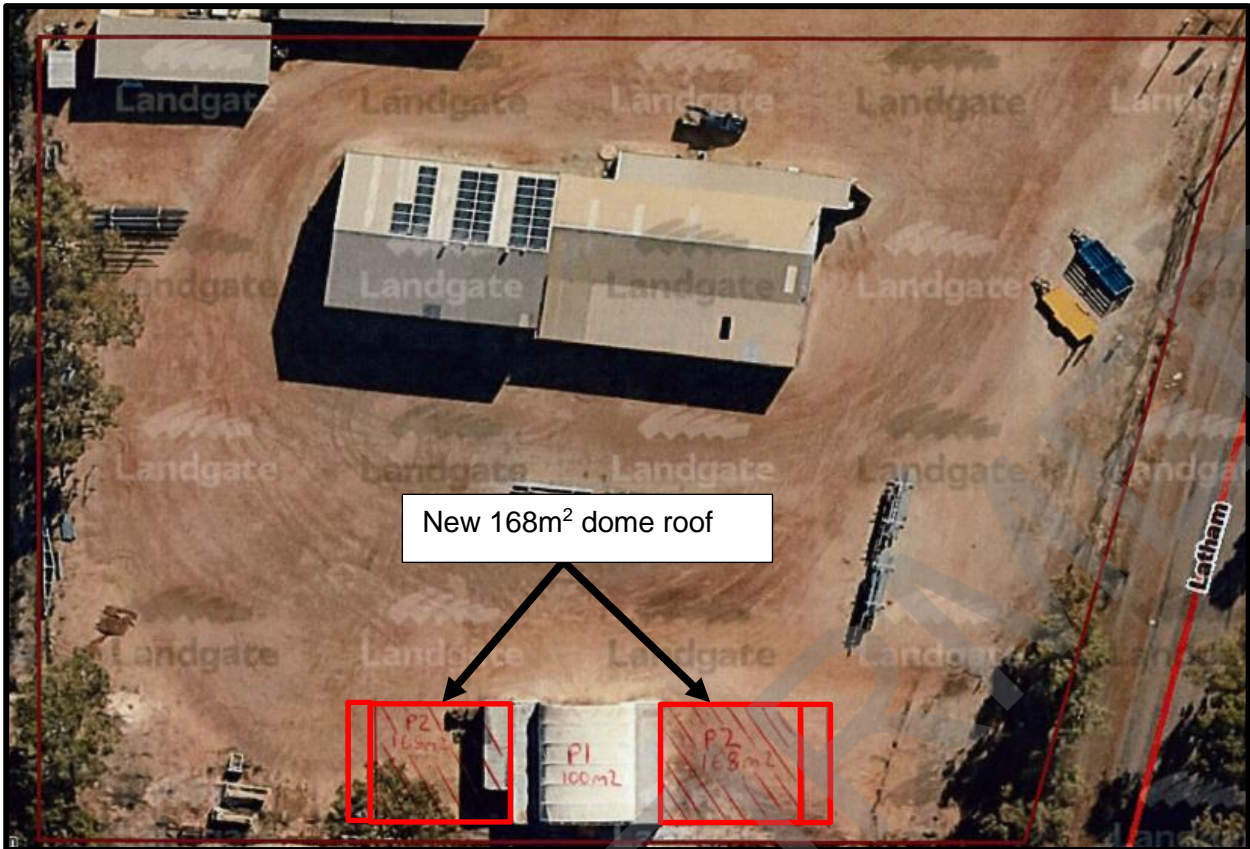
**Comment**

There is an existing dome structure with two sea containers located adjacent to the south lot boundary. The application proposes to replace the existing canvas tarp roof of the dome with trimdeck sheeting and enclose the back of the structure with trimdeck sheeting. The structure is proposed to be upgraded so it can be used for engineering spray painting and be brought up to current Work Health and Safety standards.

The owner has advised that upgrading the existing dome structure will provide a better and safer work environment for staff.

Two new similar dome structures are proposed to the immediate west and east of the existing dome. They will each have a floor/roof area of approximately 168m<sup>2</sup>. The new structures will be used for industrial activities such as sand blasting and storage. Work activities that are currently undertaken in the open yard will be contained within the new dome structures.

The site plan is included below.



A floor plan and elevation is included as Attachment 1.

The new dome structures are proposed to be used for industrial purposes and are ancillary to the main engineering business already operating from the lot.

Footnote: this is a planning consent only and the applicant will need to lodge a Certified Application (Form BA1) for separate building approval prior to commencing any works.

### Consultation

TPI has liaised with the Shires Building Surveyor who has advised that a Certified Building Application will need to be lodged for the proposed development.

### Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 57 of the deemed provisions outlines '*matters to be considered by Council*' including but not limited to orderly and proper planning, the compatibility of the development with it's setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Shire of Narembeen Local Planning Scheme No 2 -

Lot 11 is zoned Industrial. The structures are proposed to be used for 'industry' purposes.

Under Table 1: Zoning Table an 'industry' use is listed as 'AA' in an Industrial zone which '*means the use is not permitted unless the local government has granted development approval*'.

Clause 4.14.2 requires a front setback of 7.5 metres which is complied with. The application proposes a variation to the required 5 metre side setback so that the new structures can align with the existing dome structure. The structures will be setback 1.9 metres from the south side boundary.

Council has discretion to vary the side setback requirement under Clause 4.4.2 of the Scheme if satisfied that:

- a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;
- b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.

TPI is of the view that the side setback variation will not have any adverse impact and is not contrary to orderly and proper planning.

### Policy Implications

Narembeen Town Planning Scheme No. 2.

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 2. Economy  
 Objective: Retain and grow existing businesses, employment and attract new industry  
 Strategy: 2.1 Support the diverse industry across the Shire

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Town Planning Scheme No. 2
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

Nil



## Voting Requirements

Simple Majority

Absolute Majority

## Officers Recommendation / Council Resolution – Item 12.1

That Council:

1. Note that the application proposes a variation to the 5-metre side setback applicable to development in the Industrial zone and determine that:
  - a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality
  - b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality; and
  - c) the proposed side setback allows for construction of new dome structures in line with an existing dome structure already located on the lot and maximises availability of the balance lot for parking and vehicular movements.
2. Approve the application for alterations to an existing dome structure and erection of two new dome structures (with associated sea containers) for industry purposes on Lot 11 (No 19) Latham Road, Narembeen subject to the following conditions and footnote:
  - a) the plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
  - b) all stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into road reserve unless otherwise approved in writing by the Chief Executive Officer.
  - c) if the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

**MIN 7813/24**

**MOTION** - Moved Cr. Bald

Seconded Cr. Cole

**CARRIED 7 / 0**

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

<b>13</b>	<b>Officers Reports - Corporate Services</b>
<b>13.1</b>	<b>Councillor Fees and Allowances for the Year Ended 30 June 2025</b>

<b>Date:</b>	7 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	ADM053
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**Purpose of Report**

- Executive Decision  Legislative Requirement

**Summary**

For Council to endorse the Councillor fees and allowances for the year ended 30 June 2025.

**Background**

In 2024 Council elected to switch from a ‘per meeting’ remuneration basis for Councillors to a fixed annual fee, which has been continued with the proposed remuneration for 2025.

It is part of the annual budgeting requirements that Councillor fees and allowances be considered and formally adopted each year.

**Comment**

Following the Salaries and Allowances Tribunal’s annual determination, Councillors’ proposed remuneration has been increased by approximately 4%, except for the IT allowance.

The IT allowance has instead been increased by 50% per annum; the additional amount is intended to assist Councillors with the acquisition and any ongoing subscription costs of a laptop/tablet as Shire operations continue to modernise and transition to fully digital.

**Consultation**

Council Discussion Forum – May 2024  
Chief Executive Officer

### Local Government Act 1995

#### **5.98. Fees etc. for council members**

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
- (a) the annual local government allowance determined for mayors or presidents; or
  - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.

#### **5.98A. Allowance for deputy mayor or deputy president**

- (1) A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).
- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

\* *Absolute majority required.*

#### **5.99. Annual fee for council members in lieu of fees for attending meetings**

A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

\* *Absolute majority required.*

#### **5.99A. Allowances for council members in lieu of reimbursement of expenses**

- (1) A local government may decide\* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —
  - (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
  - (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

\* *Absolute majority required.*

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil – the increase cost is catered for in the current model of the long-term financial plan.

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

As noted previously, Council's endorsement of the proposed Councillor remuneration will see an increase in cost of approximately 11% through a combination of the 4% increase to sittings fees and President/Deputy President allowances and the 50% increase to the IT allowance.

## Voting Requirements

Simple Majority  Absolute Majority

That Council endorse the following fees allowances for the year ended 30 June 2025:

1. In accordance with the Local Government Act 1995 s5.99 an annual attendance (meeting) fee for Councillors of \$3,900 and \$5,200 for the President.
2. In accordance with the Local Government Act 1995 s5.98 a President's Allowance of \$7,800 per annum.
3. In accordance with the Local Government Act s5.98A(1) a Deputy President's Allowance of \$1,950 per annum, being 25% of the President's Allowance.
4. In accordance with the Local Government Act s5.98A(1) an ICT Allowance of \$1,500 per annum for each Councillor.
5. Determine that Councillor allowances are to be paid twice a year in December and June.
6. Travel expenses for Councillors at a rate commensurate with the Local Government Officers (Western Australia) Award 2021 and any subsequent amendments or regulations.

**MIN 7814/24**

**MOTION** - Moved Cr. Bray

Seconded Cr. Bald

**CARRIED 7 / 0**

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

## 13.2 Fees and Charges for the Year Ended 30 June 2025

<b>Date:</b>	7 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	Nil
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.2A Schedule of fees and charges for year ended 30 June 2025

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

For Council to review and endorse the schedule of fees and charges for the period 1 July 2024 to 30 June 2025.

### Background

The fees and charges for the year ended 30 June 2025 have been prepared after consultation with staff and Councillors.

The proposed fees and charges have been developed following a thorough review of applicable legislation and regulations and with market research for fees and charges imposed by neighbouring Local Governments, as appropriate.

### Comment

It is part of the annual budget preparation requirements that Council adopt a schedule of fees and charges for the financial year.

As the budget will not be presented to Council for endorsement until the ordinary meeting on the 16<sup>th</sup> of July 2024, the fees and charges are being presented for adoption now to be effective as of 1st July 2024. This will require at least 7 days local public notice to be conducted by management in accordance with the legislative requirements.

The schedule of fees and charges will be presented for endorsement again as part of the motion for adoption of the budget for the year ended 30 June 2025.

### Consultation

Councillors Discussion Forum – May 2024  
Chief Executive Officer  
Executive Manager Infrastructure Services  
Shire Staff

## Statutory Implications

### Local Government Act 1995

#### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service other than a service for which a service charge is imposed.

*\*Absolute majority required.*

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

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

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

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

*\* Absolute majority required.*

#### 6.19. Local government to give notice of fees and charges

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

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

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

## Long Term Financial Plan

Nil – the increase cost is catered for in the current model of the long-term financial plan.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

Adopting the fees and charges will change the revenues generated from certain fees and may have an impact on the volume of business for certain services. Overall, the adoption of the fees and charges is not expected to have a material impact on annual revenues generated, neither overall nor for any particular business segments.

### Voting Requirements

- Simple Majority  Absolute Majority

### Officers Recommendation / Council Resolution – Item 13.2

That Council:

- adopt the schedule of fees and charges for the year ended 30 June 2025, as attached, and
- approves the advertisement of the attached fees and charges with an effective date as of 1 July 2024.

**MIN 7815/24**

**MOTION** - Moved Cr. Currie

Seconded Cr. Cusack

**CARRIED 7 / 0**

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



### 13.3 Monthly Financial Statements for the Month Ended 31 May 2024

<b>Date:</b>	11 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	Not applicable
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.3A Shire of Narembeen - Financial Statements for Month Ended 31 May 2024

#### Purpose of Report

- Executive Decision  Legislative Requirement

#### Summary

For Council to accept the financial statements for the month ended 31 May 2024.

#### Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

#### Comment

Council's closing funding surplus as at 31 May 2024 is \$1,605,105 with cash on hand of \$7,261,810 including \$4,734,815 of restricted reserves and \$2,332,275 of deposited funds.

#### Consultation

Chief Executive Officer

#### Statutory Implications

*Local Government Act 1995, Section 6.4*

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

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

#### Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Nil

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 13.3

That Council receive the monthly financial statements for the month ended 31 May 2024.

**MIN 7816/24**

**MOTION** - Moved Cr. Cole

Seconded Cr. Currie

**CARRIED 7 / 0**

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

## 13.4 Schedule of Accounts Paid for Month Ended 31 May 2024

<b>Date:</b>	11 May 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	ADM018
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.4A Schedule of Accounts Paid for the Month Ended 31 May 2024 13.4B Credit Card Payment List – May 2024

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 May 2024.

### Background

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

### Comment

As per the attached schedule, total payments from Municipal funds for the month ended 31 May 2024 total \$711,674.23, including \$10,028.77 of expenditure on Council credit cards.

### 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.

**Policy Implications**

Nil

**Strategic Implications**

**Strategic Community Plan**

Strategic Priority: 4. Civic Leadership  
 Objective: Well governed and efficiently managed Local Government  
 Strategy: 4.2 Compliant and resourced Local Government

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

**Financial Implications**

Nil

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officers Recommendation / Council Resolution – Item 13.4**

That Council receive and endorse the schedule of accounts paid for the month ended 31 May 2024, as attached.

**MIN 7817/24**

**MOTION** - Moved Cr. Cusack

Seconded Cr. Bald

**CARRIED 7 / 0**

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

UNCONFIRMED

<b>14.</b>	<b>Officers Reports - Officer's Reports – Community Services</b>
Nil	
<b>15.</b>	<b>Officers Reports - Infrastructure Services</b>
Nil	
<b>16.</b>	<b>Elected Member Motions of which Previous Notice has been Given</b>
Nil	
<b>17.</b>	<b>Elected Member Motions Without Notice</b>
Nil	
<b>18.</b>	<b>New Business of an Urgent Nature Approved by the Presiding Person or Decision</b>
Nil	

UNCONFIRMED

## 19. Matters for which the Meeting may be Closed

### 19.1 Close the meeting to the public

#### Voting Requirements

Simple Majority

Absolute Majority

#### Officers Recommendation / Council Resolution – Item 19.1

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 potential contract.

**MIN 7818/24**

**MOTION** - Moved Cr. Bray

Seconded Cr. Bald

**CARRIED 7 / 0**

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

*Meeting was closed to the public at 5.23pm*

## 19.2 RFT 2024-01 – Swimming Pool Contractor

<b>Date:</b>	7 June 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	ADM053
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	19.2A Shire of Narembeen - Tender Specifications RFT 2024-01 19.2B Shire of Narembeen - Tender Specifications RFT 2024-01, Appendix A (Draft Contract) 19.2C Tender Submission

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

For Council to consider and endorse the submission received from Civistruct Australia Pty Ltd trading as Contract Aquatic Services (Contract Aquatic Services).

## Voting Requirements

- Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 19.2

That Council receive and endorse the tender submission received from Civistruct Australia Pty Ltd trading as Contract Aquatic Services and authorise the Chief Executive Officer to enter into negotiations and arrange to execute a service agreement with Civistruct Australia Pty Ltd that is predominantly of the same form as the attached document “*Shire of Narembeen - Tender Specifications RFT 2024-01, Appendix A (Draft Contract)*” for an initial period of 3 years with an optional 3 year extension.

**MIN 7819/24**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Cole

**CARRIED 7 / 0**

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

### 19.3 Open the meeting to the Public.

## Voting Requirements

- Simple Majority  Absolute Majority

## Officers Recommendation / Council Resolution – Item 19.3

That Council re-open the meeting to public.

**MIN 7820/24**      **MOTION** - Moved Cr. Currie      Seconded Cr. Cusack

**CARRIED 7 / 0**

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

*Meeting was reopened to the public*

## 20. Closure of Meeting

The next meeting will be held on Tuesday 16 July 2024 commencing at 1.00pm  
There being no further business, the chair declared the meeting closed at 5.33pm