



AGENDA

Ordinary Council Meeting
20 August 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 August Ordinary Council Meeting has been convened for:

Date: Tuesday 20 August 2024

At: Shire of Narembreen Council Chambers
1 Longhurst Street, Narembreen

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

15 August 2024

DISCLAIMER

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

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

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1. Official Opening and Welcome

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:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 16 July 2024

Attachment 7.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 7.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 16 July 2024, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Community Engagement Plan and Policy

Date:	11 August 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CR/COMMUNITY CONSULTATION/Community Engagement Framework
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Draft Community Engagement Plan and Policy

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to adopt the Community Engagement Plan and Policy.

Background

Community engagement helps the Shire of Narembeen build strong relationships with residents and make better decisions that reflect community needs and aspirations. When done well, it builds trust, strengthens democracy, and empowers the community.

Community engagement is a two-way process where specific groups within the community can provide input on issues that affect their well-being. By engaging the community, we ensure that residents' voices are heard, their views are considered, and they are informed and involved in matters that impact their lives.

The framework ensures that community views are considered alongside other information in decision-making and is designed to help the Shire of Narembeen engage effectively with its diverse community. It aims to establish a consistent approach to community engagement, providing a clear guide on when and how to involve residents.

Comment

The plan includes the Community Engagement Policy and outlines the guiding principles and process of community engagement.

The Shire will use various methods to engage the community, following the International Association for Public Participation Spectrum (IAP2), adapted for our local context.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Administration and CRC Staff

Statutory Implications

Local Government Reform – Tranche 1
Stronger Community Engagement

Local Governments will be required to establish a Charter which sets out how it will engage with ratepayers and the community about local government's proposed policies, initiatives, and projects. A model Charter will be published to assist local governments who wish to adopt a standard Charter.

Policy Implications

Draft Communication and Engagement Framework

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

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, public embarrassment, moderate impact, moderate news
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Communication Engagement Plan; Customer Service Charter; Complaints Procedure
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 11.1

That Council adopt the Community Engagement Plan, as attached.

11.2 Customer Service Charter

Date:	11 August 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CS/STANDARDS/Customer Service Charter
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Draft Customer Service Charter

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to consider adopting the Customer Service Charter.

Background

Local Government agencies are encouraged to establish a Customer Service Charter, though they are not mandated to. A charter helps set clear expectations for service quality and efficiency for staff and customers.

Comment

Administration staff collaborated to identify our values, commitment, standards, and measures to shape the Customer Service Charter.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Administration and CRC Staff
Councillors – July Discussion Forum

Statutory Implications

Nil

Policy Implications

Draft Communication and Engagement Framework

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

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls in Place	Customer Service Charter; Complaints Procedure
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.2

That Council adopt the Customer Service Charter, as attached.

11.3 WALGA AGM Delegates

Date:	2 August 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	GR/WALGA/2024-2025
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

WALGA requires Local Governments to nominate two delegates and up to three proxies to participate in voting at the Annual General Meeting, held as part of the Local Government Convention.

Background

The WALGA AGM is a critical forum for voicing the views of Western Australian Councils, confronting the emerging issues and developing directions forward for this sphere of government.

Comment

Council is required to nominate two (2) voting delegates for the Annual General Meeting of the Western Australian Local Government Association.

The AGM is scheduled for Wednesday 9 October 2.15pm.

Consultation

Chief Executive Officer

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.3

That Council nominate Cr _____ and Cr _____ as the voting delegates and Cr _____ as the proxy to represent the Shire of Narembreen's interests at the WALGA AGM 2024.

11.4 Council Policy Review

Date:	31 July 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.4A Airfield Maintenance 11.4B Standard of Gardens 11.4C Annual Inspection of Houses 11.4D Vacating Shire Houses 11.4E Water Consumption

Purpose of Report

Executive Decision Legislative Requirement

Summary

To review and repeal several Council policies that are either redundant or operational in nature.

Background

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

Comment

The attached policies have been identified by management as being redundant or operational and are therefore not required.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors – July Discussion Forum

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's endorsement of this item will remove the attached policies from Council's current policy manual.

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.4

That Council repeal the policies, as attached.

12. Officers Reports - Development and Regulatory Services

Nil

13. Officers Reports - Corporate Services

13.1 Monthly financial statements for the month ended 31 July 2024

Date:	15 August 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembeen - Financial statements for month ended 31 July 2024

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 31 July 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 July 2024 is \$6,739,865 with cash on hand of \$10,183,653 including \$5,360,192 of restricted reserves and \$6,316,136 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

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.1

That Council receive the monthly financial statements for the month ended 31 July 2024, as attached.

13.2 Schedule of Accounts paid for month ended 31 July 2024

Date:	15 August 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Schedule of Accounts paid for the month ended 31 July 2024 13.2B Credit Card payment list – July 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 July 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 July 2024 total \$601,113.49 including \$8,718.60 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

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.2

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

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

16. Elected Member Motions of which Previous Notice has been Given

Nil

17. Elected Member Motions Without Notice

18. New Business of an Urgent Nature Approved by the Presiding Person or Decision

Nil

19. Matters for which the Meeting may be Closed

19.1 Close the Meeting to the Public

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation / Council Resolution– 19.1

That Council close the meeting to the public so that it may discuss matters relating to a contract.

19.2 RFT 2024-02 Housing – Design and Construction of Two (2) 3x2 Dwellings

Date:	11 August 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CM/Tendering/RFT 2024-02
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.2A Tender Specifications RFT 2024-02 19.2B Tender Submission – Modular WA

Purpose of Report

Executive Decision

Legislative Requirement

Summary

For Council to consider the award of RFT 2024-02 Housing – Design and Construction for two (2) 3x2 dwellings.

Officer's Recommendation – Item 19.2

That Council receive and endorse the tender submission received from Modularis Pty Ltd trading as Modular WA and authorise the Chief Executive Officer to enter into negotiations and arrange to execute a contract with Modular WA for the design and construction of two (2) 3x2 dwellings.

19.3 RFT 2024-03 Panel of pre-qualified suppliers for civil plant and equipment

Date:	6 August 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	CM/Tendering/RFT 2024-03
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.3A Tender Specifications RFT 2024-03 19.3B Appendix 1- General Conditions of Contract 19.3C RFT 2024-03 – Assessment Summary

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item seeks Council's approval of the officer's recommendation for the establishment of a panel of pre-qualified suppliers for civil plant and equipment.

Officers Recommendation – Item 19.3

That Council:

1. accept the panel submission received from Conplant, Great Eastern Freightlines, JLT Plant Hire, KEE Group, Mackin Dust Plant Hire, Smith Earthmoving, Youlie & Son Contracting to the panel of pre-qualified suppliers for civil plant and equipment.
2. approves the CEO to enter into negotiations and executing contracts with aforementioned contractors.

19.4 Lease of 3/8 Churchill Street

Date:	13 August 2024
Location:	3/8 Churchill Steet, Narembeen WA 6369
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	CP/Commercial/Lot 9 (8) Churchill Street, Unit 3
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.4A Draft Commercial Lease Agreement - A Plus Management (WA) Pty Ltd

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and endorse the attached draft lease agreement with A Plus Management (WA) Pty Ltd for the use of Unit 3, 8 Churchill Street, Narembeen.

Officers Recommendation – Item 19.4

That Council:

1. Endorse the attached lease agreement with A Plus Management (WA) Pty Ltd for the use of Unit 3, 8 Churchill Street, Narembeen.
2. Authorise Chief Executive Officer to make minor alterations to the final version of the lease following any further feedback and discussions with A Plus Management (WA) Pty Ltd.
3. Authorise the Chief Executive Officer to execute the lease agreement in its final form, subject to:
 - a. Prior confirmation of the franchise arrangement by Australia Post
 - b. Prior formal termination of the existing lease by Australia Post
 - c. No significant negative feedback, following local public notice of the disposal being conducted.

19.5 Re Open the Meeting to the Public

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution– 19.5

That Council re open the meeting to the public.

20. Closure of Meeting

The next meeting will be held on Tuesday 17 September 2024 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at ___pm