



COUNCIL CALENDAR

Date	Time	Meeting
15 March 2022	4.00pm	Ordinary Council Meeting
19 April 2022	4.00pm	Ordinary Council Meeting

15 February 2022 MEETING PROGRAM

2.00pm	Strategic Community Plan Workshop
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)	4
6.0	MINUTES OF PREVIOUS MEETINGS	4
6.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL	4
6.2	RECEIVE MINUTES - AUDIT AND RISK COMMITTEE	4
6.3	CONFIRMATION OF MINUTES OF SPECIAL MEETING OF COUNCIL	4
6.4	RECEIVE MINUTES – PLANT COMMITTEE	5
7.0	STATUS REPORT	5
8.0	REPORTS	6
3.1	CHIEF EXECUTIVE OFFICER	6
	AGENDA ITEM: 8.1.1 Wadderin Reserve.....	6
	AGENDA ITEM: 8.1.2 Request from Jordan Sprigg Sculptures	10
	AGENDA ITEM: 8.1.3 Review of Staff delegations 2022.....	12
3.2	EXECUTIVE MANAGER CORPORATE SERVICES	14
	AGENDA ITEM: 8.2.1 - Code of Conduct Employees	14
	AGENDA ITEM: 8.2.2 - Mid Year Budget Review 2021/22	16
	AGENDA ITEM: 8.2.3 - Financial Report period December 2021 and January 2022	20
	AGENDA ITEM: 8.2.4 - Schedule of Accounts for December 2021 and January 2022	22
3.3	ENVIRONMENTAL HEALTH OFFICER	24
	AGENDA ITEM: 8.3.1 Principal Environmental Health Officer (PEHO) Quarterly Report (October - December 2021).....	24
4.0	URGENT BUSINESS AS PERMITTED BY COUNCIL	27
5.0	COUNCILLOR'S REPORTS	28
6.0	DATE, TIME & PLACE OF NEXT MEETING	30
7.0	CLOSURE	30
9.0	CERTIFICATION OF MEETING MINUTES	30

MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 15 February 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 Salma Khan	Corporate Services Officer (Minute taker)
Ms Diana Blacklock	Economic Development Officer

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Cr K Mortimore declared a proximity interest in item 8.1.1 as she lives next to the Wadderin Reserve.

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

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 14 December 2021 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7319/22 **MOTION** - Moved Cr. T Cole Seconded Cr. W Milner

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 14 December 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.2 Receive Minutes - Audit and Risk Committee

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 14 December 2021 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7320/22 **MOTION** - Moved Cr. M Currie Seconded Cr. C Bray

That the minutes of the meeting of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 14 December 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.3 Confirmation of Minutes of Special Meeting of Council

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Special Meeting of Council held on Monday 31 January 2022 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7321/22 **MOTION** - Moved Cr. S Stirrat Seconded Cr. T Cole

That the minutes of the meeting of the Shire of Narembeen Special Meeting of Council held on Monday 31 January 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.4 Receive Minutes – Plant Committee

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Plant Committee meeting held on Friday 28 January 2022 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7322/22

MOTION - Moved Cr. M Currie

Seconded Cr. W Milner

That the minutes of the meeting of the Shire of Narembeen Plant Committee meeting held on Friday 28 January 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

7.0	Status Report
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RECOMMENDATION:

That the Status Report for February 2022 be received.

COUNCIL RESOLUTION

MIN 7323/22

MOTION - Moved Cr. A Hardham

Seconded Cr. C Bray

That the Status Report for February 2022 be received.

CARRIED 8/0

8.0 Reports

8.1 Chief Executive Officer

4.04pm Cr K Mortimore exited the meeting as she has declared a proximity interest. Cr S Stirrat assumed Chair.

AGENDA ITEM: 8.1.1 Wadderin Reserve

Subject:	Wadderin Reserve 20022
Applicant:	NA
File Ref:	ADM583
Disclosure of Interest:	NA
Author:	David Blurton, Chief Executive Officer
Date:	3 February 2022
Attachments:	DWER notification of declassification of site.

PURPOSE

To provide an update on the declassification of Wadderin Reserve 20022 and to progress handover process from Water Corporation to the Shire of Narembeen.

BACKGROUND

The CEO has received notification from the Department of Water and Environmental regulation that the dam portion of Wadderin Reserve 20022 Avon Location 25286 has been reclassified from “Possibly contaminated – Investigation required” to “remediated for restricted use” effective from 14 December 2021. This now paves the way for a handover of the reserve 20022 management order from Water Corporation to the Shire of Narembeen. Reserve 20022 is crown land which is currently vested to the Water Corporation to manage.

Previous Council decisions that are relevant to this report are.

April 2015

That Council:

1. Approve that an approach be made to the Water Corporation that if Wadderin Reserve 20022 Avon Location 25286 Narembeen is no longer required by the corporation that control of the reserve be vested in the Shire of Narembeen for the purpose of ‘water and conservation’.
2. Request that if approved the Water Corporation also agree to hand over all assets on the reserve to the Shire of Narembeen.
3. Approve that if the Water Corporation confirm that the Wadderin Reserve is no longer required that the Department of Lands be requested to commence the transfer of control of the reserve to the Shire of Narembeen for the purpose of ‘water and conservation’.
4. Instruct that the CEO prepare an agreement between Wadderin Reserve Inc. and the Shire of Narembeen for the ongoing management of the Wadderin Reserve on behalf of the Shire of Narembeen.

June 2018

That Council:

1. Acknowledge receipt of the Western Environmental Preliminary Remediation and Validation Plan for Wadderin Dam (Reserve 20022) Cusack Drive, Wadderin.
2. Refer the plan to LGIS to confirm that the plan provides sufficient protection for the Shire of Narembeen when taking control of Reserve 20022

It would appear that Water Corporation representatives attended this meeting and provided follow up information post meeting in regard to the risks relating to asbestos and the cost associated with purchasing water to top up the dam.

August 2018

That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.

Correspondence was received September 2018 from LGIS via email that the Shire does not have any cover for asbestos related illnesses.

Correspondence to Water Corp via email dated October 2018 indicates that Council had accepted the identified risks and requests transfer to Shire Management continue.

February 2021

That Council:

1. Receive the Preliminary Site Investigation & Targeted Remediation & Validation document and Ongoing Site Management Plan (OSMP) prepared by Western Environmental for the Wadderin Wildlife Reserve.
2. Arrange a meeting with WaterCorp and Western Environmental to finalise the Ongoing Site Management Plan and to clarify any concerns with the reports.

Council members met with Water Corporation representatives on site on 26 February 2021.

Now that reclassification of the dam portion of Reserve 20022 has occurred, the Water Corporation needs a Council resolution requesting the transfer of the management order over Reserve 20022 from Water Corporation to the Shire of Narembreen. Whilst this decision was made by the Narembreen Council in 2018, it is recommended to seek an updated Resolution from Council given the time that has passed.

Once the Council's Resolution has been received by Water Corporation, they will prepare internal approvals and write to Department of Planning, Lands and Heritage (DPLH) requesting the transfer. DPLH will then process the transfer request (which may take some twelve months).

Water Corporation has indicated that to protect the operational infrastructure remaining on the land, the Water Corporation will take back an easement over the entire Reserve. This is the simplest method that will negate the expensive surveying of corridors through the land.

CONSULTATION

Executive Manager Corporate Services

Water Corporation

Wadderin Wildlife group has been informed of the DWER decision

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 3.59 Commercial enterprise by local governments

Local Government (Functions and General) Regulations 1996

8. Exempt land transactions prescribed (Act s. 3.59)

(1) A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if the local government enters into it —

(a) without intending to produce profit to itself; and

(b) without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.

(2) For the purposes of sub regulation (1)(b) a person is given joint use of land if the land is to be jointly used for a common purpose by the local government and that person (whether or not other persons are also given joint use of the land).

FINANCIAL IMPLICATIONS

Changing the management order from Water Corporation to Shire of Narembeen will not be an expensive process. There may be some Departmental administration processing fees of approximately \$500.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The change in classification of the dam sites status to *remediated with restricted use* coupled with the implementation of a site Management Plan minimises the risk of a future asbestos related claims against Council and sets clear direction in regard to minimising asbestos risk

As indicated in the attached letter from DWER;

“A tier 2 risk assessment has indicated that the contamination present on site does not pose an unacceptable risk to human health, the environment or environmental values whilst the reserve contains water and under the current and proposed land use. However, in the event that the reservoir is drained and redeveloped, the risk from exposure to asbestos will need to be assessed and managed, in accordance with the Ongoing Site Management Plan...”

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

Finalise Wadderin Lease

VOTING REQUIREMENTS

Simple Majority

COMMENT

The Council has a specific action in its current Corporate Business Plan to finalise Wadderin Lease, however transfer of the management order to the Shire of Narembeen must be finalised to give the Council legal authority to lease the site the Wadderin Wildlife Group (WWG).

As indicated by Water Corporation this may still take twelve months to take effect, however it is recommended that the Shire and WWG commence negotiations on a draft lease agreement in preparation for the handover to prevent further delays.

OFFICER RECOMMENDATION

That Council

1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of “water and conservation” with the power to lease.
2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.

COUNCIL RESOLUTION

MIN 7324/22

MOTION - Moved Cr. A Hardham

Seconded Cr. C Bray

That Council

1. *Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of “water and conservation” with the power to lease.*
2. *Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.*

CARRIED 7/0

4.11pm Cr Mortimore returned to the meeting and resumed the Chair.

AGENDA ITEM: 8.1.2 Request from Jordan Sprigg Sculptures

Subject:	Request from Jordan Sprigg to borrow draft horse sculpture
Applicant:	Jordan Sprigg Sculptures
File Ref:	ADM557
Disclosure of Interest:	NA
Author:	David Blurton, Chief Executive Officer
Date:	2 February 2022
Attachments:	Nil

PURPOSE

To present a request from Jordan Sprigg to borrow the Council's Draft Horse sculpture with the intent of taking the sculpture on a promotional roadshow through the southwest of the state for a period of approximately one month.

BACKGROUND

Jordan Sprigg recently approached the CEO requesting to borrow the draft horse sculpture for a period of approximately one month with the intent of taking the sculpture on a promotional tour through schools, galleries, promoting his works. During this time, he will undertake workshops to showcase metal sculpture building techniques.

The draft Horse Sculpture was commissioned by Council in 2017 and is owned by Council, therefore a decision from Council is sought on the matter.

CONSULTATION

Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The draft horse sculpture is included on the Council's Insurance register at a value of \$55,000

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Transportation of the sculpture is likely to increase risk of damage and theft of Council's asset and staff have discussed insurance implications with Council's insurer, LGIS. The following comment was received.

To reduce the Shire's exposure, we recommend that the Shire seeks agreement (in writing) with the artist that whilst the loan/borrowed item is in the care/custody and control of the artist that they are responsible for all insurances (Public Liability, Transit, Property-loss/damage) of the Metal Horse Sculpture for the duration of the promotional road trip.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Approval is recommended as the decision will support a local businessperson and potentially encourage people to visit Narembeen to view Jordan's other works.

As an economic development and tourism strategy, Council could consider commissioning Jordan to develop several more sculptures and promote the works as a sculpture trail for tourists. This concept can be discussed further during the development of the Council's Strategic Community Plan and Corporate Business Plan documents.

OFFICER RECOMMENDATION

That Council support the request from Jordan Sprigg to borrow the Council's Draft Horse sculpture for a period of approximately one month subject to adequate insurance coverage being in place as recommended by LGIS for the duration of the trip.

COUNCIL RESOLUTION

MIN 7325/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

That Council support the request from Jordan Sprigg to borrow the Council's Draft Horse sculpture for a period of approximately one month subject to adequate insurance coverage being in place as recommended by LGIS for the duration of the trip.

CARRIED 8/0

AGENDA ITEM: 8.1.3 Review of Staff delegations 2022

Subject:	Review of Staff delegations 2022
Applicant:	NA
File Ref:	ADM022
Disclosure of Interest:	NA
Author:	David Blurton, Chief Executive Officer
Date:	3 February 2022
Attachments:	2022 Delegation register

PURPOSE

Council to review existing delegations to the Chief Executive Officer, consider new delegations and approve the Delegated Authority Register.

BACKGROUND

To assist in the effective administration of the Shire, Council has delegated some authorities to its staff to deal with certain matters.

Delegations made under the Local Government Act can only be made to the Chief Executive Officer or Committees. Where appropriate, the Chief Executive Officer delegates to other officers.

Delegations under other legislation are made directly to the officer concerned.

Under legislation, Council is to review delegations on an annual basis and the last reviewed conducted was in February 2021. A register of the use of each delegation is also required to be kept by staff and reported to Council.

The Chief Executive Officer exercises the delegated authority in accordance with the Delegated Authority Register and Council policies.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Section 5.42 of the *Local Government Act 1995* gives power to a Council to delegate to the Chief Executive Officer the exercise of its powers and functions; prescribe those functions and powers which cannot be delegated; allows for a Chief Executive Officer to further delegate to an employee and states that the Chief Executive Officer is to keep a register of delegations.

The delegations are to be reviewed at least once each financial year by the Council.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Where a policy exists for an activity/function that has been delegated, the Chief Executive Officer is to adhere to that policy.

RISK MANAGEMENT IMPLICATIONS

Annual review of the Councils delegations is a statutory process and is an important to ensure that staff act within the authority granted to them. Review also provides the opportunity for Council to modify delegations as Council considers appropriate.

Risk of noncompliance with annual review requirement – considered low.

Risk of staff acting outside delegated authority – considered low.

STRATEGIC PLAN REFERENCE

Nil

VOTING REQUIREMENTS

Absolute Majority.

COMMENT

The Chief Executive Officer has reviewed the current Delegated Authority Register and no changes are recommended.

OFFICER RECOMMENDATION

That Council

1. receive the 2021 Delegation Register as attached noting the use of Councils delegations, and
2. approve the attached Delegation Register for the 12 months ending February 2023.

COUNCIL RESOLUTION

MIN 7326/22 **MOTION** - Moved Cr. M Currie Seconded Cr. W Milner

That Council

1. *receive the 2021 Delegation Register as attached noting the use of Councils delegations, and*
2. *approve the attached Delegation Register for the 12 months ending February 2023.*

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - Code of Conduct Employees

Subject:	Code of Conduct Employees
Applicant:	Nil
File Ref:	ADM025
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	1 February 2022
Attachments:	Draft Code of Conduct Staff

PURPOSE

Council to adopt Code of Conduct Employees.

BACKGROUND

A Code of Conduct is a legislative requirement under the *Local Government Act 1995* and is to be observed by Council Members, Committee Members, Candidates in a local government election and Employees.

In February 2021, legislative changes were made requiring Council to adopt a revised Code of Conduct applicable to Council Members, Committee Members and Candidates. Until this time, Council adopted a Code of Conduct for Councillors and Employees.

The Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021 introduced minimum requirements for local government employees in relation to gifts, conflicts of interest and disclosure. In addition, the Employee Code Regulations provide that a local government's code of conduct for employees must contain requirements pertaining to:

- behaviour;
- disclosure of information;
- the use of information and resources;
- record keeping; and
- reporting and managing misconduct.

CONSULTATION

All Staff

STATUTORY IMPLICATIONS

Local Government Act 1995

5.51A. Code of conduct for employees

- (1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.
- (2) The CEO may amend the code of conduct.
- (3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.
- (4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.
- (5) A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).

[Section 5.51A inserted: No. 16 of 2019 s. 25.]

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

VOTING REQUIREMENTS

Simple Majority.

COMMENT

The draft Code of Conduct Staff is modelled off the WALGA template. All staff were invited to review and provide comment on the draft document.

OFFICER RECOMMENDATION

That Council

1. Adopt the draft Code of Conduct Employees; and
2. Request the CEO to publish the adopted Code of Conduct on the Shire of Narembeen website in accordance with section 5.51A(3) of the *Local Government Act 1995*.

COUNCIL RESOLUTION

MIN 7327/22 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

That Council

1. *Adopt the draft Code of Conduct Employees; and*
2. *Request the CEO to publish the adopted Code of Conduct on the Shire of Narembeen website in accordance with section 5.51A(3) of the Local Government Act 1995.*

CARRIED 8/0

AGENDA ITEM: 8.2.2 - Mid Year Budget Review 2021/22

Subject:	Mid Year Budget Review 2021/22
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	14 January 2022
Attachments:	Mid Budget Review 2021/22

PURPOSE

Council to adopt the Mid Year Budget review.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and report the results of the review to Council. After Council has made their determination a copy is to be provided to the Department of Local Government, Sport and Cultural Industries.

CONSULTATION

Chief Executive Officer
Works Manager
Senior Finance Officer

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4.]

FINANCIAL IMPLICATIONS

Mid Year Budget review showing year to date financial performance is a net increase in end of year surplus of \$132,625.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

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

Absolute Majority.

COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The adopted 2021/22 budget included a \$2,363,237 surplus in net current assets. Following the completion of the financial audit, this figure is amended to \$2,430,458.

Council adopted a plus or minus of 10% for the reporting of variances of actual expenditure and revenue to budget expenditure and revenue in the monthly report of financial activity.

The proposed amendments are:

Operating Revenue

The final allocation of Federal Assistance Grants and Local Roads Grants for the Shire was determined after the budget was adopted. An additional \$66,269 has now been received.

Staff were advised by the Shire's insurers, Local Government Insurance Services (LGIS) that a \$14,682 plus GST entitlement was available due to a scheme surplus. The member dividend was to be spent on operational risk management programs. Following consultation with all staff, this money has been allocated for first aid training, ergonomic office equipment, replacement defibrillator, skin cancer checks, chemical spill kits, signal boosters, asbestos removal, flu vaccinations and covid rapid antigen test kits.

Non-Operating Income

The \$102,480 allocated for the Wheatbelt Secondary Freight Network – slk 18.5 5-24.5 Merredin Narembeen Road was an error, this project was not funded. Therefore, an amount of \$109,800 will be realised in the non-operating expenditure.

At the Special Meeting of Council held in January 2022, Council resolved to defer slk 10.2 – 13.2 to 2022/23. Wheatbelt Secondary Freight Network advised Council in August 2021 to increase the budget allocation to \$583,000 for slk 14 – 16 Kondinin Narembeen Road to allow for contingency.

Non-Operating Expenditure

The initial quote for the electronic payroll system was \$45,000. When staff engaged the consultant and began the project, there were additional costs identified and this has resulted in an additional \$10,000 expenditure.

An amount of \$10,000 was included in the budget to install solar panels at the community gym. Investigation with solar panellist specialists identified that for the cost of the installation and the minimal use of the community gym, the return would not make it worth it and a result, staff agreed the money could be better utilised elsewhere.

An allocation of \$7,000 was set aside for asbestos removal at the Old Church, this has already been replaced and was not required.

The Walker Lake project originally budgeted for \$241,641. Once tenders were received in August 2021, Council agreed to increase the budget allocation to \$414,737 (MIN7259/21). The shortfall of \$172,359 is to be transferred from reserve with the plan to include the project in round 3 of LRCI funding.

Operating Expenditure

The Narembeen Community Gym operating costs are overspent due to cleaning and maintenance expenses that were not known at the time.

The ceiling in the arts room collapsed at the Community Shed, this could not be claimed on insurance.

There were several electrical issues at the Narembeen Swimming Pool together with the need to replace and upgrade the sand filtration system. This was several years overdue and at risk of imminent failure.

OFFICER RECOMMENDATION

That Council

1. Adopt the 2021/22 Budget Review as attached.

COUNCIL RESOLUTION

MIN 7328/22 **MOTION** - Moved Cr. M Currie Seconded Cr. W Milner

That Council

1. *Adopt the 2021/22 Budget Review as attached.*

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.2.3 - Financial Report period December 2021 and January 2022

Subject:	Financial Report December 2021 and January 2022
Applicant:	Shire of Narembeen
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Teresa Cousins, Senior Finance Officer
Date:	4 February 2022
Attachments:	Financial Report December 2021 and January 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shire's financial activities for the period December 2021 and January 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 at 31 January 2022 amounts to \$3,758,109.61 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$4,500,000 in term deposits.

OFFICER RECOMMENDATION

That Council receive the Shire of Narembeen's Financial Report for December 2021 and January 2022.

COUNCIL RESOLUTION

MIN 7329/22 **MOTION** - Moved Cr. T Cole

Seconded Cr. S Stirrat

That Council receive the Shire of Narembeen's Financial Report for December 2021 and January 2022.

CARRIED 8/0

AGENDA ITEM: 8.2.4 - Schedule of Accounts for December 2021 and January 2022

Subject:	Schedule of Accounts for December 2021 and January 2022
Applicant:	NA
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	3 February 2022
Attachments:	Creditors Payment List – December 2021 and January 2022, Credit Card Payments List 13 November 2021 – 13 December 2021

PURPOSE

For Council to review the payments made by the Shire of Narembeen in December 2021 and January 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 months of December 2021 and January 2022 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 906,006.94

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List – December 2021 and January 2022
2. Receive the Credit Card Payments List 13 November 2021 – 13 December 2021

COUNCIL RESOLUTION

MIN 7330/22 MOTION - Moved Cr. A Hardham Seconded Cr. M Currie

That Council:

1. *Receive the Creditors Payment List – December 2021 and January 2022*
2. *Receive the Credit Card Payments List 13 November 2021 – 13 December 2021*

CARRIED 8/0

8.3 Environmental Health Officer

AGENDA ITEM: 8.3.1 Principal Environmental Health Officer (PEHO) Quarterly Report (October - December 2021)

Applicant:	Brendon Gerrard
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Brendon Gerrard
Date:	2 February 2022
Attachments:	Nil

PURPOSE

The Principal Environmental Health Officer's (PEHO) quarterly report for the period of October - December 2021 is presented for Council acceptance.

BACKGROUND

Each quarter the PEHO reports to Council the activities, issues at hand, delegated authority and progress on matters undertaken in Health Services.

COMMENT

Covid-19

- Attending ongoing webinars from the WA Health Department, WACHS, WALGA, LEMC meetings as requested
- Communicating WA Directions to businesses and event organisers in local government district, where it is clear under the Emergency Management Act Direction or Mass Gatherings Directions that a business or gathering should close, not occur or be substantially modified
- Responding to various enquiries regarding Covid Directions
- Providing and assisting businesses and event organisers with interpretation of the Directions
- Assist with developing and reviewing Covid Safety Plans and AHA Covid Training
- Weekly reports to WAPOL on contact register compliance checks
- Assist venues with Safe WA transition and proof of vaccination requirements

Events

- Tom Curtain We're Still Here Tour Event

Food Safety

Inspected the following Food Businesses for Food Act compliance -

- Narembeen Club (Rec Centre)
- Narembeen Hotel
- Narembeen Roadhouse (Change of operator registration)

Food Recall Notices circulated to all food businesses

- Saputo Dairy Australia Pty Ltd Butter and Spreadable Butter Blend Products
- Nerada Detox Tea with added Probiotics
- Godiva's Chocolate Domes Milk Chocolate Coconut Crunch
- Health Lab - Health Lab Kids Varieties
- Barossa Fine Foods 110g Pate Products
- Fresh Food Enterprises IQ Bars
- Raw Pacific oysters produced in Coffin Bay, SA
- Snackers Market Tasty Cheese and Mini Crackers and Pretzels
- Good To Go Tasty Cheese Salami and Cabanossi

- Coles Nature's Kitchen Pizzas 250g
- Nature's Delight Xmas Liquorice Mix 500G
- Barossa Fine Foods ham products
- Weis Dairy Free Dark Chocolate & Coconut Multipack (280mL)
- HLY Brown Sugar Cake 290G/10
- Banks and Burbidge Alcohol Free Gin 700ml
- South Island White Mist Sauvignon Blanc 2021 750ml
- Devondale Sparkling Apple Juice 750ml

Lodging Houses & Caravan Parks

- Narembeen Caravan Park
- Tampia Village
- Narembeen Motel

Onsite Septic System Applications

- 2440 Anderson Road, Woolocutty (Permit to use pending)
- 3798 Emu Hill Road East Mt Walker (Permit to use pending)
- 13759 Cussack Drive Wadderin (Permit to use pending)

Pool Water Sampling

- Swimming pool prestart and monthly water samples compliant

Pool Fence Inspections completed

Nil this reporting period

Public Buildings

Inspected the following for Public Building Regulations compliance-

- Community Gym
- Numbats
- Dentist and Public Toilets
- Mens Shed
- Narembeen Hall (awaiting electrical compliance certificate)

RoeROC

- Next RoeROC meeting

Street Trading Permits

- Enquiry from street trader selling clothes etc

Waste Management

- Tour of Bendering Tip with NewROC CEOs
- Various enquiries and permits issued for disposal of asbestos to Bendering Tip
- New arrangement for Tampia Mine to have skip bins on site, no further dumping of waste at the Transfer station
- Follow up enquiry regarding inert waste dump opposite Tampia Mine camp

Wastewater Reuse Scheme

- Successful prestart to 21-22 season
- Reuse system offline due to mechanical fault during first two weeks of December
- Monthly water samples compliant

Other

- Dealing with complaint about Ski Lake water quality referred to DWER Pollution Watch
- Investigation involving waste oil from local food businesses supplied to local farmer as pig feed. Referred to DPIRD. All food businesses advised to make alternate arrangements for disposal of waste oil
- Reviewed Shire buildings asbestos reports from LGIS
- Demolition of building at 3051 Soldiers Road (Unfit for Human Habitation) completed and costs reimbursed to Shire on sale of property.
- Statutory Review of the Food Act 2008
- Enquiry regarding Vaccination Rates for the Shire of Narembeen
- Public Health Plan progress - Health Profile Report completed and circulated to Councillors. Community consultation public health survey completed. Final Public Health Plan to be presented to Council February 2022.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council accepts the Principal Environmental Health Officer's (PEHO) quarterly report for the period of October - December 2021.

COUNCIL RESOLUTION

MIN 7331/22 MOTION - Moved Cr. C Bray

Seconded Cr. S Stirrat

That Council accepts the Principal Environmental Health Officer's (PEHO) quarterly report for the period of October - December 2021.

CARRIED 8/0

9.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN 7332/22 MOTION - Moved Cr. W Milner

Seconded Cr. T Cole

To discuss urgent business

CARRIED 8/0

COUNCIL RESOLUTION

MIN 7333/22 MOTION - Moved Cr. S Stirrat

Seconded Cr. T Cole

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

4.30pm D Blacklock left the meeting and did not return.

A confidential update was provided by the Chief Executive Officer regarding provision of medical services in Narembeen.

COUNCIL RESOLUTION

MIN 7334/22

MOTION - Moved Cr. A Hardham

Seconded Cr. W Milner

That Council authorises the Shire President and Chief Executive Officer to engage a Locum General Practitioner to ensure continuity of medical services in Narembeen, subject to further discussion with current doctor.

COUNCIL RESOLUTION

MIN 7335/22

MOTION - Moved Cr. A Hardham

Seconded Cr. W Milner

That Council withdraw the advertised sale of 16 Hilton Way, Narembeen.

CARRIED 8/0
En bloc

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN 7336/22

MOTION - Moved Cr. C Bray

Seconded Cr. T Cole

That Council re-open the meeting to public.

CARRIED 8/0

4.55pm Cr W Milner exited the meeting.

4:57pm Cr W Milner returned to the meeting.

COUNCIL RESOLUTION

MIN 7337/22

MOTION - Moved Cr. C Bray

Seconded Cr. A Hardham

An Audit and Risk Meeting will be held Thursday 3 March 2022 at 3.00pm to adopt the Compliance Audit Return. The Annual Electors meeting will follow at 3.30pm.

CARRIED 8/0

10.0 Councillor's Reports

Cr S Stirrat

Attended

- Multipurpose Sports Facility meeting

General Business

- Query relating to the resolution from Plant Committee. By waiting until September, will availability get better.

Cr H Cusack

Attended

- Australia Day Event

Cr T Cole

Attended

- Australia Day Event
- Bushfire Debrief

Cr C Bray

Attended

- Business After Hours
- Rural Water Council scheduled for next month

Cr A Hardham

Attended

- Town Team Meeting

General Business

- Query regarding commercial rent that had not been charged and were there others? T Clarkson advised this one has slipped through and that a full review is currently being undertaken.
- Will recruitment occur for Building Maintenance person? T Clarkson advised yes, following a review of the position description.
- Town team update. The reactivation of Main Street includes fixing and patching up of the Kennedy property with the owner contributing. \$20,000 for the event including grants and donations. There are three murals proposed along the screening, sought suggestions on what the murals could be. Two street libraries being constructed at Apex Park and Jones Park, the CRC will maintain these as well as donations of books from Dorcas.
- Purchase and installation of a water and dog fountain was requested by community and Cr Hardham requested the Shire undertake this.

Cr M Currie:

Attended:

- Australia Day

General Business

- Query regarding signage at the Recreation Centre. D Blurton will check Local Law relating to advertising and advise.

Cr W Milner

Attended

- Laurie Hayter and Ivy Hall Funerals
- Christmas Pool Party
- Drinks and Dinner with the Australia Day Guest Speaker Kath Mazzella
- Australia Day Event
- Plant Committee

Cr K Mortimore

Attended

- WALGA COVID Webinar
- State Emergency meeting
- Bushfire Brigade Debrief
- Great Eastern Zone
- Local Emergency Management Committee
- Australia Day
- Autumn Club presentation

General Business

- Rotary swim between Bruce Rock and Narembeen – 39 swimmers from Narembeen swam 4000 laps and 18 from Bruce Rock swam 1800 laps with \$7,000 raised overall
- Cr. K Mortimore received a Letter from Chris Arnold Narembeen DHS– to recognise Tamara Clarkson for all her help she provided in accommodating three new schoolteachers.

11.0 Date, time & place of next meeting

Audit and Risk Committee and Electors Meeting – Thursday 3 March 2022 at 3pm

Ordinary Council Meeting - Tuesday 15 March 2022 at 4.00pm

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.30pm

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 February 2022, as show on pages 1 to 30 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date