



Confirmed Minutes for the 651st Ordinary Council Meeting

15 May 2019

#### COUNCIL CALENDAR

Date	Time	Meeting
15 May 2019	2.30pm	Ordinary Meeting of Council
19 June 2019	2.30pm	Ordinary Meeting of Council
17 July 2019	2.30pm	Ordinary Meeting of Council

#### MAY MEETING PROGRAMME

1.30pm	Question & Answer Session Narembreen District High School Student Councillors and Shire Councillors
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

#### MEETING GUESTS

Staff & Student Councillors – Narembreen District High School



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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Wednesday 15th May 2019, commencing at 2.30pm

### 1.0 Opening & Welcome

2.30pm – The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open.

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

Cr Rhonda Cole	Shire President, Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Bevan Thomas	Member
Cr William Cowan	Member
Cr Peter Lines	Member
Cr Amy Hardham	Member
Cr Scott Stirrat	Member

##### **Staff**

Mr Chris Jackson	Chief Executive Officer
Mr Scott Wildgoose	Executive Manager Corporate Services
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)
Mr Arthur Cousins	Works Manager (present for report to Council)
Mrs Leanne Sands	CRC Manager (present for report to Council)

##### **Public**

Nil

#### Apologies

Nil

#### Approved leave of absence

Cr Alan Wright	Member
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### 3.0 Declarations of Interest

Agenda Item: 8.4.5 - Narembeen Historical Society (Inc) – Machinery Museum Churchill Street – Proposed New Shed – Cr K Mortimore declared a proximity interest for this item.

Agenda Item 8.4.6 - Mt Walker Sports Club - Tennis Court Resurfacing - Cr W Cowan declared an impartiality interest for this item.

Agenda Item: 8.4.8 – Shire of Narembeen Community Grants Program 2019/20 – Cr K Mortimore declared a proximity interest for this item.

**4.0 Announcements**

4.1 Application for leave of absence

**COUNCIL RESOLUTION**

**MIN 6831/19**                      **MOTION** - Moved Cr. W Cowan                      2nd Cr. S Stirrat

*That Council approve the Leave of Absence for Cr Rhonda Cole for the June 2019 Ordinary Meeting of Council.*

**CARRIED 7/0**

**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**

6.1.1 Confirmation of Minutes

Confirmation of minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 17<sup>th</sup> April 2019.

**RECOMMENDATION:**

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17<sup>th</sup> April 2019 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN 6832/19**                      **MOTION** - Moved Cr. P Lines                      2nd Cr. B Thomas

*That the minutes of the meeting of the Shire of Narembeen held Wednesday 17<sup>th</sup> April 2019 be confirmed as a true and accurate record of the proceedings.*

**CARRIED 7/0**

### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 17<sup>th</sup> April 2019.

## 6.2 Roe Tourism Association Minutes

**See Attachment Binder for Minutes**

### 6.2.1 Receive minutes

Receive minutes from the Roe Tourism Association meeting held on 15<sup>th</sup> April 2019.

### RECOMMENDATION

That the minutes of the meeting of the Roe Tourism Association be received.

### COUNCIL RESOLUTION

**MIN 6833/19**

**MOTION** - Moved Cr. K Mortimore

2nd Cr. A Hardham

*That the minutes of the meeting of the Roe Tourism Association meeting be received.*

**CARRIED 7/0**

2.35pm – Mrs L Sands entered the meeting.

**7.0 Status Report**

**See Attachment Binder for Status Report**

**RECOMMENDATION:**

That the Status Report for May 2019 be received.

**COUNCIL RESOLUTION**

**MIN 6834/19**

**MOTION - Moved Cr. W Cowan**

2nd Cr. P Lines

*That the Status Report for May 2019 be received.*

**CARRIED 7/0**

## 8.0 REPORTS

### 8.1 Community Resource Centre Manager

Written update was provided to Council in the Executive Manager Corporate Services Report.

Mrs L Sands also attended the meeting and provided Council with an update on the move into the redeveloped CRC and Library.

2.41pm – Mr C Jackson exited the meeting.

2.42pm – Mr C Jackson returned to the meeting.

2.42pm – Mr A Cousins entered the meeting.

2.43pm – Mrs L Sands exited the meeting and did not return.

## 8.2 Environmental Health Officer

No report.



## 8.3 Works Manager's Report

### AGENDA ITEM: 8.3.1 - Work's Manager's Report May 2019

<b>Subject:</b>	Works Manager's Report May 2019
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins, Works Manager
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider this report from the Works Manager for May 2019.

#### BACKGROUND

Each month the Works Manager will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

#### COMMENT

The following is an overview of the Works Manager's activities for the past month:-

##### **Naremben South Road**

Gravel carting base course, spread roll and compact. Water binding to commence on the 13 May 2019, bitumen will commence 23-24 May 2019.

##### **WANDDRA - Mt Walker Culvert**

Safety barrier installed by WA Safety Barriers.

##### **Wakeman Street & Ada Street**

Remove tree roots and leaking pipes from both roads. Remove grey clay and let area dry out. Churchill Street will be included in this job.

##### **Miscellaneous**

Various other jobs have been undertaken during the month including:-

- Clean up of debris following completion of building works at the CRC & Medical Centre
- Assistance with relocation of the Naremben CRC
- Installation of a second-hand seat near Walker Lake
- Clean up metal pad sites Bruce Rock-Naremben Road.

#### CONSULTATION

Nil

#### STATUTORY IMPLICATIONS

Nil

## **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

## **POLICY IMPLICATIONS**

Work policies to be reviewed in line with current work practices as and when required.

## **STRATEGIC PLAN REFERENCE**

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

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Works Manager's Report for May 2019 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN 6835/19**

**MOTION** - Moved Cr. B Thomas

2nd Cr. S Stirrat

*That the Works Manager's Report for May 2019 be received and all actions endorsed.*

**CARRIED 7/0**

3.03pm – Mr A Cousins exited the meeting and did not return.

## 8.4 Chief Executive Officer

### AGENDA ITEM: 8.4.1 – Chief Executive Officer’s Report – May 2019

<b>Subject:</b>	Chief Executive Officer’s Report – May 2019
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer and Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	RADS Letter, 2019 WA Local Government Convention Program (see attachment binder)

#### SUMMARY

To provide Council with updates on various projects and other matters.

#### BACKGROUND

Monthly reports by the CEO are presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

#### COMMENT

##### **2019-21 Regional Airports Development Scheme (RADS) Submission (attachment 1)**

The objective of RADS is to improve regional air services and air safety.

Following an application to this scheme in November 2018, the Shire of Narembeen was last week advised that the application for the amount of \$55,240 was successful.

The funding will be used to upgrade the Royal Flying Doctor Service patient transfer facility and reseal aircraft turning areas, taxiway and aircraft parking area at the Narembeen Airstrip.

It is a condition of RADS grant that the Shire undertakes works to allow completion of the project by 11 May 2020.

Total cost for this project is \$116,860 with the Shire of Narembeen’s contribution being \$61,620, this amount will be allowed for in the 2019/20 budget.

##### **2019 WA Local Government Convention (attachment 2)**

The 2019 WA Local Government Convention and Trade Exhibition will be held at the Perth Convention and Exhibition Centre, commencing on Wednesday, 7 – Friday, 9 August.

This annual event provides a valuable opportunity to meet other Council CEOs and Elected Members from around the State, share stories and experiences and learn from one another.

Registration are now open, Council policy (4.2.4) requires that Council approve who attends. The program is attached for Council’s information. Councillors will also need to advise which Sessions they would like to attend, please liaise with Sheree Thomas for all registrations.

Six rooms have been arranged at the Intercontinental Perth City Centre, 815 Hay Street, Perth WA 6000.

There are also professional development opportunities (see Program) for Elected Members, please also let Sheree Thomas know if you would like to attend.

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held as part of the convention on Wednesday 7 August 2019. Voting delegates are normally Cr Cole (Shire President) and Cr Mortimore (Deputy Shire President).

## **OFFICER RECOMMENDATION**

That Council approve the following Councillors and staff attendance at the 2019 WA Local Government Convention:-

Cr R Cole (Voting Delegate)  
Cr K Mortimore (Voting Delegate)

\_\_\_\_\_  
\_\_\_\_\_

Professional Development training is also approved for \_\_\_\_\_.

## **COUNCIL RESOLUTION**

**MIN 6836/19**                      **MOTION** - Moved Cr. W Cowan                      2nd Cr. A Hardham

*That Council approve the following Councillors and staff attendance at the 2019 WA Local Government Convention:-*

*Cr R Cole (Voting Delegate)*  
*Cr K Mortimore (Voting Delegate)*  
*Cr A Hardham*  
*CEO Chris Jackson*

**CARRIED 7/0**

It was noted that Cr A Wright may wish to attend.

### **Narembeen CRC/Medical Centre Extension**

The doors have opened at the Narembeen Medical Centre, the Narembeen Community Resource Centre and the Narembeen Fencepost, part of the new Narembeen Community Precinct.

The Narembeen Medical Centre offers a range of onsite medical services including general practitioners, Occupational Therapist, Speech Therapist and Family Counselling.

The Narembeen Community Resource Centre houses the Narembeen Public Library, the Narembeen Fencepost and has a new 50 person capacity meeting room.

It is anticipated that the new Community Precinct will assist in increased visitation to the Narembeen Community Precinct which will in turn directly benefit the local businesses in Churchill Street.

The project provides significant economic return and will lead to greater expenditure within the Narembeen community and the wider region which will support much needed ongoing local employment opportunities.

The upgrade and extension to these businesses injects a \$1.2 million investment in the Narembeen community and we are so proud of this state of the art facility.

Congratulations to all involved with this project, the building is certainly an asset to the community.

Thanks to Kellie Mortimore and Leanne Sands who as Managers of their businesses took control in moving back into the premises, I am sure that they are both breathing a sigh of relief that the relocation is complete!

I would also like to acknowledge the hard work of Sheree Thomas and all staff including Kellie Mortimore who have been involved with this project.

### **Anzac Day**

Another successful Anzac Day for Narembeen, with over 100 people gathering to pay tribute to service men and women and to remember those who have died during war, conflicts and peacekeeping operations. Commemoration services took place at the Shire of Narembeen Cenotaph and the Narembeen Town Hall.

It was wonderful to welcome back Lieutenant Sophie Dixon who was the guest speaker at the Commemorative Service. Sophie is currently in the Australian Defence Force serving as a Nursing Officer. Sophie delivered a powerfully moving speech during the service.

Sophie thanked the Narembeen community for the opportunity to be a part of the Anzac Day celebrations and said "it was such a privilege to come and share my story, it made me feel so loved and supported by the Narembeen community".

Many thanks to Cr Alan Wright for his assistance in making the event a success.

### **Emu Hill Public Cemetery Re-development**

The construction of the Niche Wall has been a priority for this project and we have been working closely with Phoenix Landscaping Services and advise that construction of the new Niche Wall is nearing completion.

The project includes the replacement of the current plaques given that the new niches are larger. Sheree Thomas is currently in the process of liaising with suppliers for replacement plaques; the Shire of Narembeen will be responsible for all costs associated with the replacement of plaques.

The Shire of Narembeen intends to relocate the memorials from the existing niche wall to the new niche wall once the new plaques have been received. An appropriate person will be assisting with the relocation process. All artefacts will be treated with extreme care and respect.

In relation to other aspects of the project, and update is provided to Council as follows:-

#### **Stage 1**

- Removal of entry statement, fencing & trees (complete)
- Construction of Niche Wall (nearing completion)
- Replacement of plaques and relocation of memorials (in progress)
- Upgrade of gazebo (in progress)
- Construction of garden box/reflection area
- Landscaping
- Brick paving

#### **Stage 2 – 19/20 Budget**

- Construction of entry statement
- Installation of new fencing
- Improvement to public access areas
- Upgrade of signage
- Landscaping (trees)

## CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
16 <sup>th</sup> May 2019	Narembeen Community Wellbeing Plan Meeting
17 <sup>th</sup> May 2019	Wheatbelt CRC Strategy Day – Quairading

### CONSULTATION

N/A

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

### POLICY IMPLICATIONS

N/A

### STRATEGIC PLAN REFERENCE

Narembeen 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.

### RELATED PARTY TRANSACTIONS

Nil

### OFFICER RECOMMENDATION

That the Chief Executive Officer's May 2019 report be received and actions endorsed.

### COUNCIL RESOLUTION

**MIN 6837/19**

**MOTION** - Moved Cr. P Lines

2nd Cr. W Cowan

*That the Chief Executive Officer's May 2019 report be received and actions endorsed.*

**CARRIED 7/0**

## AGENDA ITEM: 8.4.2 - Secondary Freight Route Project

<b>Subject:</b>	Secondary Freight Route Project
<b>Applicant:</b>	Wheatbelt South Regional Road Group
<b>File Ref:</b>	ADM008
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer
<b>Date:</b>	1 May 2019
<b>Attachments:</b>	Nil

### SUMMARY

For Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

### BACKGROUND

Council resolved in August 2018 as follows:-

*That Council:-*

- 1. Notes the Secondary Freight Routes Project Development report;*
- 2. Supports the strategic intent of the Secondary Freight Routes project;*
- 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and*
- 4. Endorses an allocation of \$6,000 in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.*

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority.

The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	<b>Route Length (km)</b>	<b>Proposed Works (km)</b>	<b>Proposed Length (%)</b>	<b>Indicative Costs (\$)</b>
<b>TOTAL</b>	4,337	2,851	66	\$ 493,000,000

## COMMENT

The initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSFN project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSFR. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSFN project.

<b>Stages</b>	<b>Budget and Funding Sources</b>
<b>Stage 1 – Strategic Planning</b>	<b>\$1,000,000</b>
<ul style="list-style-type: none"> <li>▪ Design Criteria and Objectives</li> <li>▪ Options Assessment</li> <li>▪ Collated Data Review</li> <li>▪ Multiple Criteria Assessment</li> <li>▪ Staging Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ BBRF (\$750K)</li> <li>▪ LGA co-contribution (\$250K)</li> </ul>
<b>Stage 2 – Detailed Planning</b>	<b>\$3,600,000</b>
<ul style="list-style-type: none"> <li>▪ Concept Design Investigations</li> <li>▪ Preliminary Design Investigations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commodity Route (\$1M)</li> <li>▪ LGA in-kind</li> </ul>
<b>Stage 3 – IA Stage 3/4 Submission</b>	<b>\$400,000</b>
<ul style="list-style-type: none"> <li>▪ Project Management</li> <li>▪ Governance Plan</li> <li>▪ Business Case Development</li> </ul>	<ul style="list-style-type: none"> <li>▪ REDS (\$100K)</li> <li>▪ LGA in-kind</li> </ul>
	<b>\$5,000,000</b>

### Building Better Regions Fund (BBRF) Submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M. Funding and the associated BBRF application can be summarised as follows:

- Budget
  - Total Cash \$1M
- Funding
  - BBRF \$750K
  - LGA cash co-contribution \$250K



This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

### **Commodity Freight Roads Fund (CFRF)**

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

### **Regional Economic Development (RED) Grant**

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

### **Major Project Business Case Fund (MPBCF) Initiative**

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that has:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

### **Roads of Strategic Importance (ROSI) Initiative**

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements,
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- **ROSI initiative funding**

- Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
- The Australian Government has committed \$70 million towards the project.  
“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.  
Benefits of the project include:
  - improve road safety
  - improve freight efficiency, connectivity and travel time
  - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”

- **RED Grants (Supported by the WA State Government’s Royalties for Regions Program)**

- Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
- \$100,000.  
“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.  
The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.  
The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR.  
Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.  
The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:
  - Civil Design
  - Surveying
  - Environmental
  - Economic Assessment

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
  - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.

- Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
  - Nominal \$100,000.

## **CONSULTATION**

Secondary Freight Route Project Working Group including 42 Local Governments are involved in this project. A request has been received from the Chair of the Wheatbelt South Regional Road Group (WSRRG) for confirmation of Council's consideration of reallocation of the \$6,000 towards the project management.

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

Council Strategy

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.

## COUNCIL RESOLUTION

**MIN 6838/19**

**MOTION** - Moved Cr. W Cowan

2nd Cr. B Thomas

*That Council:-*

1. *Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and*
2. *Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.*

**CARRIED 7/0**

## AGENDA ITEM: 8.4.3 - Narembeen Volunteer Fire and Emergency Services (Narembeen VFES) Memorandum of Understanding (MOU)

<b>Subject:</b>	Narembeen Volunteer Fire and Emergency Services (Narembeen VFES) Memorandum of Understanding (MOU)
<b>Applicant:</b>	Department of Fire and Emergency Services (DFES)
<b>File Ref:</b>	ADM135
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	Draft MOU & VFES Meeting Minutes (see attachment binder)

### SUMMARY

Council to approve entering into an MOU with DFES that outlines the responsibilities and undertakings of the Shire of Narembeen, the Narembeen VFES and DFES (the parties), for the delivery of volunteer fire and emergency services in Narembeen in accordance with DFES best practices.

### BACKGROUND

Council resolved in April 2015 as follows:-

*“That Council endorse the actions of the CEO to write to the Fire Commissioner in requesting the fire brigade be converted to a Volunteer Fire and Emergency Services Unit (VFES UNIT) with a road crash rescue (RCR) component and the relocation of the fire brigade shed to a new collocated building with St John Ambulance.”*

The Narembeen Volunteer Emergency Services has been operational since June 2018 with both the Narembeen Bush Fire Brigade and St John Ambulance. Council signed a lease with St John Ambulance WA Ltd in December 2018 that covers their section of the building including how the common areas are used.

The Narembeen VFES held its first meeting in February 2019 and a new committee was formed. Murray Dixon as the current CBFCO was elected captain of the unit. Whilst the Narembeen Bush Fire Brigade will no longer operate as it has now become the Narembeen VFES under the control of DFES the brigade will be retained which includes the Mt Walker unit. The DFES levy will continue to be collected and funding provided to support the Fire Brigade component.

### COMMENT

In discussion with our regional representative Justin Corrigan Area Officer Lower Wheatbelt DFES a draft MOU has now been prepared. The MOU covers the operational arrangements for the new VFES with the next step being the establishment of a licence to use the facility with DFES. The MOU details the specific responsibilities with respect to the management, administration and duties of the Narembeen VFES.

It establishes a mutual understanding between the Shire of Narembeen and DFES, to ensure the Narembeen VFES are supported, trained, equipped and capable of providing emergency service roles in their community and surrounding areas.

The agreement clearly identifies the responsibilities and obligations to be undertaken by all parties identified in the MOU.

## **CONSULTATION**

Murray Dixon CFCO & Captain Narembreen VFES  
Justin Corrigan DFES

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

DFES will take responsibility for operational costs for the Narembreen Volunteer Emergency Services under this MOU and future Licence to Use.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

GOAL 3: We contribute to a healthy community 3.4 We enable and support medical and emergency services to serve in our community. Emergency services are co-located in new centre and VFES is established

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Approve the MOU with DFES that outlines the responsibilities and undertakings of the Shire, the Narembreen VFES and DFES (the parties), for the delivery of volunteer fire and emergency services in Narembreen in accordance with DFES best practices.
2. Authorise the CEO to sign the MOU.

## **COUNCIL RESOLUTION**

**MIN 6839/19**

**MOTION** - Moved Cr. P Lines

2nd Cr. W Cowan

*That Council:-*

1. *Approve the MOU with DFES that outlines the responsibilities and undertakings of the Shire, the Narembreen VFES and DFES (the parties), for the delivery of volunteer fire and emergency services in Narembreen in accordance with DFES best practices.*
2. *Authorise the CEO to sign the MOU.*

**CARRIED 7/0**

Note: Council were happy with the Memorandum of Understanding, subject to the CEO clarifying the correct site address ie: 24 Latham Road being Lot 1 Latham Road, Narembreen.

## AGENDA ITEM: 8.4.4 - Narembeen Golf Club - State Sand Green Championships 2019

<b>Subject:</b>	Narembeen Golf Club - State Sand Green Championships 2019
<b>Applicant:</b>	Narembeen Golf Club
<b>File Ref:</b>	ADM450
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer
<b>Date:</b>	6 May 2019
<b>Attachments:</b>	Nil

### SUMMARY

Council is to consider a request from the Narembeen Golf Club for the Shire to support the State Sand Green Championships to be held in Narembeen in August 2019.

### BACKGROUND

The Narembeen Golf Club has made an application to the Shire of Narembeen Community Grant Program to replace the 30 (thirty) Tee Off areas.

The Narembeen Golf Club has requested that their Community Grant application be considered sooner (2018/2019 financial year), given that the State Sand Green Championships will be held in Narembeen from 8<sup>th</sup> to 11<sup>th</sup> August 2019. This is to ensure that the necessary works may be undertaken ready for the event in August.

The State Sand Green Championships is a four day annual State Event and has been played at sand green courses across WA since 1981. The Golf Club has advised that 150-200 players are expected on the course each day.

The Club has indicated that their tee off areas are old and in need of replacing and have stated in a letter to the CEO 23<sup>rd</sup> April 2019 that:-

*“This is a large project and if we have to wait until July to start this we will struggle to have the tees replaced by the Championships. We are endeavouring to present our course in the best possible way.”*

*“If we are successful in our application the Shire of Narembeen will be recognised as one of our major sponsors and appropriate banners and the Shire flag will be displayed at the event.”*

### COMMENT

There is no other State focused event within the Shire of Narembeen, this is the one rare opportunity that the Shire has to market Narembeen to the entire State and with 150-200 competitors it will provide significant exposure and economic value to Narembeen.

The Narembeen Golf Club in submitting its application for funding under the Shire of Narembeen Community Grant programs has provided the following information.

*“Our current 30 tee off areas of Men’s and Ladies tees were laid by members approximately 15 years ago. They have a surface of synthetic grass with sand fill which have become very worn and due to compaction of sand are difficult to place our ball tees into, even more difficult for our senior playing members.*

*On the weekend of 9<sup>th</sup> August 2019 we will be hosting the Western Australian Men's Sand Green Event. This will be held over 4 days with approximately 150-200 players.*

*Members consider the replacement of a new surface would be a big priority prior to this event. An approximate cost to replace the surface is \$14,000. Labour to lay the new grass would be undertaken by Golf Club members. Golf Club members maintain the course under supervision of a volunteer Course Manager."*

## **CONSULTATION**

Narembeen Golf Club

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The donation of \$14,000 can be accommodated in the 2018/19 budget with some projects such as footpath upgrades (\$70,000) to be deferred to 2019/20.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

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

GOAL 3: We contribute to a healthy community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Approve the request of the Narembeen Golf Club for a donation of \$14,000 towards the State Sand Green Championships 2019 to be held in Narembeen and authorise a budget amendment.
2. Request that the Shire of Narembeen be recognised as one of the major sponsors for the event.
3. Congratulate the Narembeen Golf Club on their efforts to secure this major state event to be held in Narembeen.



## COUNCIL RESOLUTION

**MIN 6840/19**

**MOTION** - Moved Cr. W Cowan

2nd Cr. P Lines

*That Council:-*

- 1. Approve the request of the Narembeen Golf Club for a donation of up to \$14,000 towards the State Sand Green Championships 2019 to be held in Narembeen and authorise a budget amendment.*
- 2. Request that the Shire of Narembeen be recognised as one of the major sponsors for the event.*
- 3. Congratulate the Narembeen Golf Club on their efforts to secure this major state event to be held in Narembeen.*

**CARRIED 7/0  
ABSOLUTE MAJORITY**

3.22pm – Cr K Mortimore exited the meeting.

3.23pm – Mr C Jackson exited the meeting.

## COUNCIL RESOLUTION

**MIN 6841/19**

**MOTION** - Moved Cr. B Thomas

2nd Cr. W Cowan

*Following Cr K Mortimore's declaration of interest in Agenda Item 8.4.5 – Narembeen Historical Society (Inc) – Machinery Museum Churchill Street – Proposed New Shed and Agenda Item 8.4.8 – Community Grants Program 2019/20, Council agreed that Cr K Mortimore be allowed to return to the room, participate in discussion and be eligible to vote on these two items.*

**CARRIED 6/0**

3.24pm – Cr K Mortimore returned to the meeting.

3.24pm – Mr C Jackson returned to the meeting.

### **AGENDA ITEM: 8.4.5 - Narembeen Historical Society (Inc) – Machinery Museum Churchill Street – Proposed New Shed**

<b>Subject:</b>	Narembeen Historical Society (Inc) - Machinery Museum Churchill Street - Proposed New Shed
<b>Applicant:</b>	Narembeen Historical Society
<b>File Ref:</b>	ADM194
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Cr Kellie Mortimore
<b>Author:</b>	Chris Jackson, Chief Executive Officer
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	Nil

## SUMMARY

Council is requested to support an application by the Narembeen Historical Society for the construction of a new shed to be located on Council owned property in Churchill Street Narembeen.

## BACKGROUND

*The Narembeen Historical Society Secretary, Kellie Mortimore has written to the Shire as follows.*

*"The Narembeen Historical Society has been progressing with its collection policies and has been able to dispose of some items that were taking up room in different sheds and would never be restored by our members. This has given us the ability to gauge what items will be restored and their placement in the future.*

*As a group we have listed some priorities of what we would like to achieve in the coming years and I have attached these. These priorities can be added to, removed or changed at any time and all members ideas/wishes were taken into account.*

*One of the items includes the proposal to place another shed at the Machinery Museum on Churchill Street. We have a restored Chev truck which is not on display as yet and a Bedford truck which has been donated but needs to be undercover for display and at present we do not have the space for them. If the shed was placed on the west side of the block it would also assist with the aesthetics of the area, we are open to suggestions of placement should you not agree. We would like to gain in principal approval from the Shire to move forward with this project.*

*With this approval we can then source the funds we would need to be able to construct the shed and move forward with it as one of our priorities.*

*We look forward to your favourable response.”*

## **COMMENT**

The Shire of Narembeen owns three freehold blocks of land being Lots 28, 29 and 30 located on the corner of Savage Street and Churchill Street. The properties currently house the RSL Museum Building and machinery sheds for the storage and display of historical items. The historical items are all controlled by the Narembeen Historical Society with the Shire providing a basic level of maintenance to the buildings.

There is no formal agreement in place for this site and other sites that are controlled and used by the Narembeen Historical Society. These other sites include the Narembeen Roads Board Building, St Paul’s Church Museum, Spotters Hut Museum, items on Avoca farm and a section of the Community shed. Council needs to give due consideration to the establishment of an agreement that would formalise the relationship between the Shire of Narembeen and the Narembeen Historical Society that outlines the responsibilities and role of the two parties.

Council has previously supported applications by the Historical Society on the Churchill Street site. The land area is sufficient to accommodate an additional shed and subject to Town Planning and Building Code requirements it is recommended that Council support the application.

The Narembeen Historical Society should be congratulated for the work that it does in preserving Narembeen history. The recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds should also be acknowledged.

## **CONSULTATION**

Narembeen Historical Society

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

GOAL 3: We contribute to a healthy community

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

## **RELATED PARTY TRANSACTIONS**

Nil

## OFFICER RECOMMENDATION

That Council:-

1. Advise the Narembeen Historical Society Inc that it supports the request to construct a new machinery shed on Council owned property being Lot 28 Churchill Street, Narembeen subject to compliance with all Town Planning and Building Code requirements.
2. Authorise the Chief Executive Officer to discuss with the Narembeen Historical Society Inc a suitable location for the proposed machinery shed.
3. Instruct the Chief Executive Officer to investigate options for entering into an agreement with the Narembeen Historical Society Inc that would formalise the relationship between the two parties.
4. Congratulate the Narembeen Historical Society for the work that it is doing to preserving Narembeen history and to acknowledge the recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds.

## COUNCIL RESOLUTION

**MIN 6842/19**

**MOTION** - Moved Cr. A Hardham

2nd Cr. K Mortimore

*That Council:-*

1. *Advise the Narembeen Historical Society Inc that it supports the request to construct a new machinery shed on Council owned property being Lot 28 Churchill Street, Narembeen subject to compliance with all Town Planning and Building Code requirements.*
2. *Authorise the Chief Executive Officer to discuss with the Narembeen Historical Society Inc a suitable location for the proposed machinery shed.*
3. *Instruct the Chief Executive Officer to investigate options for entering into an agreement with the Narembeen Historical Society Inc that would formalise the relationship between the two parties.*
4. *Congratulate the Narembeen Historical Society for the work that it is doing to preserving Narembeen history and to acknowledge the recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds.*

**CARRIED 7/0**

3.25pm – Cr W Cowan exited the meeting

## COUNCIL RESOLUTION

**MIN 6843/19**

**MOTION** - Moved Cr. B Thomas

2nd Cr. S Stirrat

*Following Cr W Cowan's declaration of interest in Agenda Item 8.4.6 – Mt Walker Sports Club – Tennis Court Resurfacing, Council agreed that Cr W Cowan be allowed to return to the room, participate in discussion and be eligible to vote.*

**CARRIED 6/0**

3.26pm – Cr W Cowan returned to the meeting

## AGENDA ITEM: 8.4.6 - Mt Walker Sports Club - Tennis Court Resurfacing

<b>Subject:</b>	Mt Walker Sports Club - Tennis Court Resurfacing
<b>Applicant:</b>	Mt Walker Sports Club
<b>File Ref:</b>	ADM131
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Some members may have an interest in the Club.
<b>Author:</b>	Chris Jackson, Chief Executive Officer and Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	Nil

## SUMMARY

Council to consider a further application from the Mt Walker Sports Club for the resurfacing of the four existing tennis courts at the Mt Walker.

## BACKGROUND

The Mt Walker Sports Club is located at 3293 Mt Walker Road, Narembeen.

The Mt Walker Sports Club approached the Shire of Narembeen in 2018 for assistance in this resurfacing project.

At the July 2018 Ordinary Meeting of Council, Council approved as follows:-

*That Council:-*

- 1. Support the application from the Mt Walker Tennis Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen;*
- 2. Approve an application in the name of the Shire of Narembeen to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sport Recreation Facilities Fund (CSRFF) Small Grants Program. The application is to be prepared by the Mt Walker Tennis Club with assistance from the Shire of Narembeen, if required. The grant application is to be submitted by 31st August 2018;*
- 3. Agree to provide a financial contribution from the Infrastructure Reserve Fund of up to 1/3 of the project or up to an amount of \$30,000; and*
- 4. Offer a self-supporting loan to the Mt Walker Tennis Club should there be any shortfall for this project.*

## COMMENT

In August 2018, the Shire of Narembeen provided assistance to the Mt Walker Sports Club through the preparation of the CSRFF grant application to the Department of Local Government. In November 2018, the Shire of Narembeen was advised that the CSRFF application was unsuccessful.

In September 2018, the Mt Walker Sports Club submitted a Community Sport Infrastructure grant application to SportAus requesting funding of \$50,000 for this project. In April 2019, the Mt Walker Sports Club was advised that this application was successful.

The Mt Walker Sports Club are to be commended on their forward-thinking in applying for this Federal funding through SportAus which provides funding for medium scale projects up to \$500,000 to improve local community sport infrastructure which supports greater community participation in sport and physical activity and/or offers safer and more inclusive community sporting hubs.

Resurfacing of the courts was set as a top priority in the Club's Strategic Plan by the Mt Walker Sports Club planning committee in 2017 following a survey of members.

Council are now asked to consider a further request from the Mt Walker Sports Club which advises that the court conditions continue to decline and that they are no longer suitable for competitive or recreational tennis.

Council are asked to consider the following budget for this project:-

SportAus Community Sport Infrastructure Fund	\$50,000
Mt Walker Tennis Club Contribution	\$30,000
Shire of Narembeen Contribution	\$30,000
Self-Supporting Loan (*estimate only)	\$15,000
<b>Total Project Costs:</b>	<b>\$125,000</b>

The Mt Walker Sports Club has indicated that the self-supporting loan could be paid over 5 years either annually or bi-annually. The ability for the Mt Walker Sports Club to meet the loan repayments would need to be reviewed by Shire of Narembeen executive staff prior to any approval being given.

\*At the time of writing the report, a valid quote had not been received; therefore the self-supporting loan amount is an estimate only.

The Mt Walker Sports Club have indicated that works could commence following seeding so that the new courts could be ready in time for the 2019/20 tennis season.

## CONSULTATION

Felicity Cowan, Secretary Mt Walker Tennis Club  
Karen Bormolini, Treasurer Mt Walker Tennis Club

## STATUTORY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council could consider an allocation of funds towards this project as part of the 2019/20 budget or alternatively could consider making an allocation from the Infrastructure Reserve Fund towards this project.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Community Strategic Plan 2017-2027

GOAL 3: We contribute to a healthy community

3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit

3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council, subject to the formal adoption of the 2019/20 budget:-

1. Support the application from the Mt Walker Sports Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen.
2. Provide a financial contribution of \$30,000.
3. Offer a self-supporting loan to the Mt Walker Sports Club to cover the shortfall for this project, subject to the review of the Mt Walker Sports Club's financials by Shire of Narembeen executive, ensuring the ability for the Mt Walker Tennis Club to meet the loan repayments of the self-supporting loan.
4. Acknowledge the Mt Walker Sports Club's successful grant application through the SportAus Community Infrastructure Fund and the work they are doing to ensure that the Mt Walker Sports Club remains an integral part of the Mt Walker community.

## **COUNCIL RESOLUTION**

**MIN 6844/19**

**MOTION** - Moved Cr. B Thomas

2nd Cr. S Stirrat

*That Council, subject to the formal adoption of the 2019/20 budget:-*

1. *Support the application from the Mt Walker Sports Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen.*
2. *Provide a financial contribution of \$30,000.*
3. *Offer a self-supporting loan to the Mt Walker Sports Club to cover the shortfall for this project, subject to the review of the Mt Walker Sports Club's financials by Shire of Narembeen executive, ensuring the ability for the Mt Walker Tennis Club to meet the loan repayments of the self-supporting loan.*
4. *Acknowledge the Mt Walker Sports Club's successful grant application through the SportAus Community Infrastructure Fund and the work they are doing to ensure that the Mt Walker Sports Club remains an integral part of the Mt Walker community.*

**CARRIED 7/0**

## AGENDA ITEM: 8.4.7 – Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019

<b>Subject:</b>	Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019
<b>Applicant:</b>	Chris Jackson, CEO and Sheree Thomas, CEDO
<b>File Ref:</b>	ADM 557
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, Chief Executive Officer and Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	7 May 2019
<b>Attachments:</b>	Tender Offers – Phoenix Landscaping Services Pty and Barrett Exhibition Group Pty Ltd (see attachment binder)

### SUMMARY

Council to approve a Tender for the construction of the Narembeen Lesser Hall Precinct and Interpretation Project.

### BACKGROUND

Council at the February 2019 Ordinary Meeting of Council approved as follows:-

*That Council:-*

- 1. Proceed to tender for the Narembeen Lesser Hall Precinct & Interpretation Project (Tender RFT 01/2019) for construction based on the drawings provided by Stephen Carrick Architects with tenders closing on the 15<sup>th</sup> March 2019.*
- 2. Approve the Request for Tender as presented that includes the design brief and selection criteria for the Narembeen Lesser Hall Precinct Project (Tender RFT 01/2019) to be prepared by Stephen Carrick Architects*
- 3. Approve the Scope of works as prepared by Stephen Carrick Architects.*

### COMMENT

The evaluation process as listed in the Request for Tender document is as follows:-

#### EVALUATION PROCESS

A Request for Tender was prepared which identified the evaluation methodology used in respect of the tender, as follows:-

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

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

- Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and Attachments) may be excluded from the evaluation process.
- Tenders are assessed against the listed Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.



- c) The most suitable Tenderers may be shortlisted. Referees may also be contacted prior to the selection of the successful Tenderer.

#### SELECTION CRITERIA

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

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

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

#### QUALITATIVE CRITERIA

Weighted qualitative is as follows:-

- A) Demonstrated and relevant experience in completing similar projects – weighting 30%
- B) Skills and experience of key personnel – weighting 20%
- C) Demonstrated ability to supply and sustain the necessary plant/equipment/materials and contingency measures for a backup of resources – 20%
- D) Demonstrated understanding of the project including proposed methodology – 30%

TOTAL: 100%

Two tenders were received as follows:-

- |  |                                     |
|--|-------------------------------------|
| 1. Phoenix Landscaping Services Pty Ltd      | \$205,270 (ex gst)                  |
| 2. Barrett Exhibition Group (non-conforming) | \$63,986.96 (ex gst) [signage only] |

Phoenix Landscaping Services Pty Ltd tender is compliant in accordance with the compliance criteria as set out in the tender documentation.

Phoenix Landscaping Services Pty Ltd:-

- 1. Demonstrated experience in completing similar projects.
- 2. Proved the required skills and experience of key personnel.
- 3. Demonstrated the ability to supply and sustain the necessary plant/equipment/backup resources for the project.
- 4. Demonstrated an understanding of the project.

Based on the tenderer's submission and the scope of the project, the tender represents a fair submission for the requirements of the project.

Phoenix Landscaping Services Pty Ltd is currently engaged by the Shire of Narembeen in completing the Emu Hill Public Cemetery Project.

Phoenix Landscaping Services Pty Ltd has also undertaken works with the Shire of Kulin which included significant works in the main Street of Kulin and the Subiaco Building Company. Works with the Subiaco Building Company have included landscaping, concrete slabs, demolitions as well as building projects. Both reference checks have indicated that Phoenix Landscaping delivery was very good; they are good operators, versatile and reliable.

Whilst only one conforming tender has been received, it is recommended that Council appoint Phoenix Landscaping Services as the preferred contractor for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project RFT 01/2019.

## **CONSULTATION**

Chris Jackson, CEO

## **STATUTORY IMPLICATIONS**

Local Government Act 1995

1.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited:-

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise.

## **FINANCIAL IMPLICATIONS**

Annual Budget 2017/18 - \$185,000 (includes \$80,814 Lotterywest Grant Funding)

## **POLICY IMPLICATIONS**

3.1.14 Purchasing Policy

## **STRATEGIC PLAN REFERENCE**

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

1.7 Shire assets are prepared for commercial and population increases.

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

*That Council:-*

- 1. Appoint Phoenix Landscaping Services as the preferred contractor for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019.*
- 2. Commence discussions with Phoenix Landscaping Services with a view to entering into a contract for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019 subject to minor variations being considered and agreed to by all parties.*
- 3. Allow sufficient funds in the 2019/20 budget, subject to discussions with the preferred contractor.*

## **COUNCIL RESOLUTION**

**MIN 6845/19**

**MOTION** - Moved Cr. A Hardham

2nd Cr. B Thomas

**CARRIED 7/0**

## AGENDA ITEM: 8.4.8 – Shire of Narembeen Community Grants Program 2019/20

<b>Subject:</b>	Community Grants Program 2019/20
<b>Applicant:</b>	Community Groups/Sports Clubs
<b>File Ref:</b>	ADM542
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Cr K Mortimore
<b>Author:</b>	Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	7 May 2019
<b>Attachments:</b>	Nil

### SUMMARY

Council is to consider Community Grant Applications as per Policy 3.1.10 to be included in the 2019/20 Budget.

### BACKGROUND

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

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

Groups and/or organisations requiring a grant from Council must make a submission to the Shire office by close of business on the last business day of April each year so that Council can consider their application at the May meeting for inclusion in the next budget.

### COMMENT

For the 2019/20 Community Grant Program, five (5) applications were received as follows:-

Organisation/Club	Purpose	Amount
Narembeen Historical Society	Equipment purchase 12 x Fitzroy Boardroom Chairs Freight <b>Total:</b>  <i>The Narembeen Historical Society is seeking funding for 12 boardroom chairs to be placed around the boardroom table at the Road Board Building (currently utilised as a museum). The meeting room is also used by Historical Society members for monthly committee meetings.</i>  <i>Once the Shire has undertaken repairs to the building, the Narembeen Historical Society intend to set up the meeting room to look like the Road Board meeting room did in the early years. The addition of boardroom chairs would assist in this process.</i>	\$2028 \$425.00 <b>\$2,453.00</b>

		<p>The funding meets the grant objectives in supporting Seniors as well as local culture, it also incorporates elements of the Shire of Narembeen's Strategic Community Goals – 2 Internal and external relationships actively grow our Shire population and positive financial position – significant, tourist, historical and environmental projects are achieved in partnership with community groups.</p>	
Narembeen St John Ambulance		<p>Equipment purchase 4 x St John Banners Freight covered by Narembeen St John <b>Total:</b></p> <p><i>The banners would be used at local community events to promote St John and the service they provide to the community as well to encourage and broadcast the great work that St John do within the community. It is also hoped that banners may encourage community members to become volunteers, become members or to do a first aid course.</i></p> <p>The funding meets the grant objectives in providing opportunity for lifelong learning as well as meeting elements of the Shire of Narembeen's Strategic Community Goals – Goal 3 – we contribute to a healthy community, 3.4 We enable and support medical and emergency services to serve in our community.</p>	<p>\$858.00</p> <p><b>\$858.00</b></p>
Narembeen Bowls Club Inc.		<p>Equipment purchase Aluminium Backing for existing bench seating <b>Total:</b></p> <p><i>The Narembeen Bowling Club are requesting funding to supply and fit aluminium backing to the existing aluminium seating at the north and south end of the bowling rinks. The seating in the middle of the rink does not require backing as the seating is wider.</i></p> <p><i>The Bowls Club are requesting this funding to ensure the safety of its members and other visitors to the bowling club. An incident occurred recently where a member fell back off one of the bench seats and required medical attention.</i></p> <p>The funding meets the grant objectives in supporting Seniors and improving/increasing community safety.</p>	<p>\$5,335.00</p> <p><b>\$5,335.00</b></p>
Narembeen Golf Club		<p>Replacement of 30 x Tee Surfaces This request is being considered as a separate item for a 2018/19 budget amendment given that the works are required to be undertaken prior to the State Sands Event which is being held from 8<sup>th</sup> to 11<sup>th</sup> August 2019.</p>	NA

<p>Australian Red Cross First Aid and Mental Health</p>	<p>Training Course 4-Hour Mental Health Matters <b>Total:</b></p> <p><i>Australian Red Cross First Aid and Mental Health are a Registered Training Organisation, they are proposing to deliver 6 Mental Health Matters workshops for the community.</i></p> <p><i>The program engages participants in a nurturing and accepting learning environment to support self-resilience, recovery and recognition of mental health needs.</i></p> <p>The funding meets the grant objectives in supporting Seniors as well as improving/increasing community safety.</p> <p><b>The Shire of Narembeen has been advised that similar courses can be delivered to the Narembeen community through Holyoake free of charge or at low cost and as such it is not recommended that Council consider this request for funding.</b></p>	<p><b>\$16,000</b></p>
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## CONSULTATION

Mr Chris Jackson, Chief Executive Officer

## STATUTORY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

\$8,646 - 19/20 Budget

## POLICY IMPLICATIONS

As per Policy 3.1.10 – Community Grant Funding

## STRATEGIC PLAN REFERENCE

Goal 3: We contribute to a healthy community.

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

## RELATED PARTY TRANSACTIONS

Nil

## OFFICER RECOMMENDATION

That Council:-

1. Accept the following applications for funding for the 2019/2020 Community Grants Program:-

- Narembeen Historical Society - \$2,453.00
- St John Ambulance Australia (WA) Inc - \$858.00
- Narembeen Bowls Club - \$5,335.00

This approval is subject to inclusion in the 2019/20 Budget.

2. Advise the Australian Red Cross First Aid & Mental Health organisation that their application was unsuccessful and thank them for their application.

## COUNCIL RESOLUTION

**MIN 6846/19**

**MOTION** - Moved Cr. P Lines

2nd Cr. S Stirrat

*That Council:-*

1. *Accept the following applications for funding for the 2019/2020 Community Grants Program:-*

- *Narembeen Historical Society - \$2,453.00*
- *St John Ambulance Australia (WA) Inc - \$858.00*
- *Narembeen Bowls Club - \$5,335.00*

*This approval is subject to inclusion in the 2019/20 Budget.*

2. *Advise the Australian Red Cross First Aid & Mental Health organisation that their application was unsuccessful and thank them for their application.*

**CARRIED 7/0**

## 8.5 Executive Manager Corporate Services

### AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report May 2019

<b>Subject:</b>	Executive Manager Corporate Services Report May 2019
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Scott Wildgoose, Executive Manager Corporate Services
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	Nil

#### SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted during April 2019 and endorse any actions as appropriate.

#### BACKGROUND

Monthly reports are provided to inform Council and with a view to assist in the decision making process.

#### COMMENT

##### **CRC Relocation**

A big focus for the corporate services team over the last month has been ensuring a smooth transition for the CRC and Library. Both the CRC and Library closed from the 29 April to the 3 May 2019 to ensure the move could occur without interruptions and the library books could be subjected to a much needed stocktake.

As with every move of this kind there has been a few teething issues, mainly related to Telstra, but on the whole the move was very successful. The entire team would like to thank Sheree Thomas for her dedicated efforts, going above and beyond to coordinate the projects external contractor and spending a number of stressful hours managing our relationship with Telstra and their subcontractors.

The move took place in a staggered approach with non-essential items being moved as early as possible and the transition of ICT and phone services involving the assistance of Merredin Telephones and Navada ICT.

Special thanks go to Vanessa and Kristie for their tireless efforts transporting numerous boxes of books from the Shire to the CRC building for the Library over two days. This was hard work and they got it done in much faster than expected.

Leanne and her team have settled into the new centre, introducing a few plants and pictures to brighten the place up, and look forward to providing improved services to the community from this modern facility.

The new centre hosted its first senior's movie day on Monday 6 May, with all in attendance enjoying their first experiences of the new facility.



### **ICT Changes**

In response to the findings of the Shire's preliminary ICT audit and in line with contemporary best practice, the Shire has updated its active directory security protocols. This forms an initial step in improving ICT practices at the Shire. I have also been working through the financial management system to set specific access groups to better control access rights.

It is envisaged that over the coming months the Shire will go to market with the aim of appointing an ICT contractor to perform basic system maintenance and assist with upgrades.

### **Fees and Charges**

The Shire's fees and charges are under review and will be presented to Council in June 2019 for preliminary adoption prior to the Annual Budget being presented in July.

The Shire's Finance Officer has been working diligently to identify the costing mechanisms behind the Shire's current charges and identify areas where new charges need to be introduced.

### **LG Branch Meeting**

I attended the LG Professionals Wheatbelt Branch meeting to discuss a number of items with peers. One of the main items of discussion was around the Integrated Planning Framework and building the integration between the documents in place, reporting requirements and the practical abilities of rural local governments. A support program developed by the South West was examined along with a number of templates aimed at reducing the amount of work needed to develop Business Planning documents and improving the alignment between plans and actions.

The group received an update on the Local Government Act review. The main topic of discussion on this was around the likelihood that candidates for this year's local government elections will be required to undertake basic training and that all elected members will need to complete a minimum training level, the state government is currently receiving tenders for training providers.

### **Purchasing Workshop**

I met with Shire employees involved in purchasing activities to discuss the Auditor General's Report on Local Government Procurement activities and the Shire's current practices. It has become evident that the Shire's current purchasing policy does not align with operational needs. The policy is currently under review with the view to establishing Council level principles that are then implemented operationally through Executive Policy. The Shire will also look to move to an electronic purchase order system in the new financial year to improve policy compliance, budget management and to ensure we are accurately managing committed funds.

I would envisage a draft Council Policy on Procurement being presented to Council in June 2019.

### **CONSULTATION**

N/A

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

N/A

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive the Executive Manager Corporate Services Report for May 2019 and endorse the associated actions.

## **COUNCIL RESOLUTION**

**MIN 6847/19**

**MOTION** - Moved Cr. B Thomas

2nd Cr. W Cowan

*That Council receive the Executive Manager Corporate Services Report for May 2019 and endorse the associated actions.*

**CARRIED 7/0**

## AGENDA ITEM: 8.5.2 - Rates Incentive Review

<b>Subject:</b>	Rates Incentive Review
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM060
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Scott Wildgoose, Executive Manager Corporate Services
<b>Date:</b>	3 May 2019
<b>Attachments:</b>	Nil

### SUMMARY

The purpose of this report is to seek Council approval to amend the Shire's practices in relation to discounts/incentives applied to rates.

### BACKGROUND

The Shire has offered a four percent discount for the early payment of rates for the last 12 financial years.

In the 2017/2018 financial year the Shire wrote to businesses to request donations for a rates incentive prize. Only one business donated a prize and this prize was given to an eligible ratepayer in September 2017. During this financial year the four percent discount remained in place.

### COMMENT

The Shire relies on rates to fund budget deficits and finance its operations. The use of rates discounts and incentives is a mechanism local governments use to encourage ratepayers to pay in full by the due date given on the rates notice. These are often tailored to their demographic and funding requirements.

Over the last five financial years the Shire has averaged around 78% of ratepayers paying in full by the due date. Narembeen's employment rate at the last census was 3% lower than the state average, 26% of couples with children had both partners working full time, 40% of people owning their home outright which is over 10% more than the state average and 98% of properties had mortgage repayments less than 30% of the household income which is below the state average. Given these statistics it could be reasonably assumed that the Shire of Narembeen ratepayers would be in a strong enough financial position to pay their rates in full regardless of whether a discount is offered or not.

Although the Shire would not want to see a substantial reduction in income over the first quarter of the financial year, if the rates paid in full percentage was reduced by 10% to around \$1m instead of \$1.3m received in rates by the end of September, it would not have a significant impact on the Shire's finances. It is also worth noting that rates are required to be paid and the Shire is not obliged to offer a discount, subsequently ratepayers will be required to pay interest on the amounts owed if they do not pay in full by the due date. As such there is always a financial benefit to a ratepayer if they pay in full as opposed to by instalments or another payment method.

In financial terms the four percent discount for early rate payment costs the Shire around \$46,000 each year in lost revenue. On average, the individual ratepayer would only notice a \$100 saving on their rates by taking advantage of the discount.

As a comparison, Bruce Rock offers a 3% discount, Corrigin offers a 2% discount and Merredin offer no discount.

For rate modelling and budgeting purposes it is proposed that the Shire budget for removing the rates discount for the 2019/2020 financial year. It is proposed that the Shire instead implement a rates incentive draw with prizes for three winners. In order to operate the rates incentive scheme at an appropriate level it is suggested that the budget for the scheme be set at \$3,500. The rates incentive would be a combination of cash and other prizes with the Shire looking to the Wheatbelt Business Network and other local business groups to donate/discount prizes for the scheme but with at least a reasonable budget to ensure the average ratepayer sees a benefit from entering the draw. With three prizes it gives roughly a 1 in 167 chance of winning, which is pretty good for paying an amount they are legally required to pay.

By implementing this change Council should make a saving of \$42,500.

## **CONSULTATION**

Shire of Bruce Rock  
Shire of Corrigin  
Shire of Merredin

## **STATUTORY IMPLICATIONS**

Nil – Section 6.46 of the Local Government Act 1995 permits a granting of a discount or other incentive for the early payment of any rate or service charge by absolute majority, this would take place at the time of budget adoption. Adopting the proposal at this stage would provide the administration with instruction for budgeting purposes.

## **FINANCIAL IMPLICATIONS**

The financial implications of this change in policy are as listed in this report culminating in a budget saving of \$42,500. It remains to be seen what effect this change will have on the Shire's rates paid in full percentage.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

The Shire's Community Plan has a Council Strategy - 2.3 - we are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound and equitable.

Although this proposal is not identifying new income streams it aims to reduce the level of lost revenue from offering a discount on a revenue stream that is guaranteed by law.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Direct the 2019/2020 budget to be developed without a four percent rates discount.
2. Direct a rates incentive scheme to be developed for the 2019/2020 financial year with a maximum budget of \$3,500.

## **COUNCIL RESOLUTION**

**MIN 6848/19**

**MOTION** - Moved Cr. K Mortimore

2nd Cr. P Lines

*That Council:-*

1. *Direct the 2019/2020 budget to be developed without a four percent rates discount.*
2. *Direct a rates incentive scheme to be developed for the 2019/2020 financial year with a maximum budget of \$3,500.*

**LOST 2/5**

## AGENDA ITEM: 8.5.3 - Council Policy – Debt Management – Approval for Public Consultation

<b>Subject:</b>	Council Policy – Debt Management – Approval for Public Consultation
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM019 – Debt Recovery
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Scott Wildgoose, Executive Manager Corporate Services
<b>Date:</b>	6 May 2019
<b>Attachments:</b>	Draft Council Policy – Debt Management (see attachment binder)

### SUMMARY

The purpose of this report is to seek Council approval to advertise the Council Policy – Debt Management for the purpose of public comment in line with the Council Policy – Strategic Policy Framework.

### BACKGROUND

Council currently has a number of policies in place but none relate to the management of debt or rates owed to the Shire.

### COMMENT

The Shire of Narembreen requires significant levels of income to provide an extensive range of services to the Community and receives this income from various parties including residents, community and sporting groups and businesses. This income is received for different purposes such as rates, user charges, statutory charges, grants and subsidies. To assist in delivering these services effectively and efficiently, the Shire needs to receive income in a timely manner.

The Draft Council Policy – Debt Management (attached) seeks to provide a framework within which the organisation must operate to ensure debt recovery practices are delivered in a clear, efficient and consistent manner to improve transparency and reduce the likelihood of unrecoverable debts.

Whilst the Debt Management Policy provides the strategic direction the Shire should take, it ultimately places the operational responsibility for debt collection with the Chief Executive Officer (CEO) from an operational perspective. By implementing this policy it will direct the CEO to develop executive level policies to provide a strong operational framework within which Shire employees can operate, this will remove the ability for individual officers to make judgement calls when chasing debts. Under the Local Government (Financial Management) Regulations 1996 – regulation 5(a) – Efficient systems and procedures are to be established by the CEO of a local government for the proper collection of all money owing to the local government.

The main Council directives being covered in the Debt Management Policy are:

- All general debts older than 180 days and over \$5,000 must be presented to Council
  - This differs from current practices whereby debts are only presented to Council when officers are requesting to have them written off as bad debts.
  - The timeframe being set at 180 days gives the organisation ample time to undertake thorough debt recovery activities.
  - By having a lower limit of \$5000 it means lower level debts are not required to be presented to Council unless the Shire is proposing to have them written off. The purpose of presenting these debts to Council is to document the administrations

proposed way forward in terms of debt recovery. At lower levels of debt, it sometimes becomes counterproductive to undertake significant debt recovery practices due to cost and time factors. It is envisaged all debts over \$5000 will involve a level of formalised debt recovery.

- Provisions for how Council expects the Shire to recover outstanding rates for the first 60 days after the due date
  - Usually within the first 90 days of issuing rates notices (35 days from issue plus 60 days overdue) the Shire should have a very good idea as to whether or not a ratepayer is likely to be forthcoming with payments in the current financial year.
  - By having the first 60 days of overdue set at a Council level, it will hopefully provide Council with piece of mind that adequate recovery practices are being undertaken by Shire employees.
- The CEO must present a report to Council on all rates that are overdue by more than 36 months or in excess of \$5,000
  - Other than undertaking normal debt collection practices the Shire is limited in its powers to recover unpaid rates until rates have remained unpaid for a period of at least three years. At which point Council is given powers under section 6.64 of the Local Government Act 1995 to take possession of land in accordance with appropriate provisions. As such regular reports to Council on unpaid rates that are less than three years old are unnecessary given Council has no legislative power at this point and general debt recovery practices fall within the operational realm of the CEO.
  - Although Council has no legislative power at this point, it seems prudent to align overdue rates with general debts and expect a report to Council to be prepared when the debt to the Shire exceeds \$5,000. This report will seek to provide a proposed way forward to reassure Council that the Shire will be undertaking appropriate actions to recover the debt.

In essence by establishing a Policy of this type Council will be providing a more structured environment for officers to work within and as such should have more confidence that all debt management activities are being undertaken in an effective and transparent manner.

## **CONSULTATION**

Nil

## **STATUTORY IMPLICATIONS**

All of the provisions within the Draft Council Policy – Debt Management align with the requirements of the Local Government Act 1995 and the Local Government Financial Management Regulations relating to good financial management practices.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

The advertising of the Draft Council Policy – Debt Management will align with the provisions of the Council Policy – Strategic Policy Framework.

## **STRATEGIC PLAN REFERENCE**

The Shire's Community Plan has a Council Strategy - 2.3 - we are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound and equitable.

Although this policy is not identifying new income streams it provides a step in the right direction towards solidifying the Shire's current income streams and minimising the amount of bad debt being faced by the Shire.

#### **RELATED PARTY TRANSACTIONS**

Nil

#### **OFFICER RECOMMENDATION**

That Council approve the Draft Council Policy – Debt Management to be released for public consultation.

#### **COUNCIL RESOLUTION**

**MIN 6849/19**

**MOTION** - Moved Cr. K Mortimore

2nd Cr. W Cowan

*That Council approve the Draft Council Policy – Debt Management to be released for public consultation.*

**CARRIED 7/0**



4.21pm – Cr A Hardham exited the meeting.  
 4.23pm – Cr A Hardham returned to the meeting.

**AGENDA ITEM: 8.5.4 - April 2019 Schedule of Accounts**

<b>Subject:</b>	April 2019 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock, Administration Officer
<b>Date:</b>	6 May 2019
<b>Attachments:</b>	List of Payments and Credit Card Summary (see attachment binder)

**SUMMARY**

For Council to review the payments made in April 2019.

**BACKGROUND**

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

**COMMENT**

A schedule of accounts paid during the month of April 2019 is provided as follows:

Municipal Cheque Account:	\$ 370,243.65
Trust Account	\$ 150.00
Community Resource Centre (CRC) Cheque Account	\$ 12,716.93

The following payments greater than \$5,000.00 were made during the month of April 2019:

EFT12035	01/04/2019	Dallcon	Supply and delivery of 15x end pipes plus 2x headwalls at Mt Walker Road	\$ 31,774.60
EFT12037	01/04/2019	Western Australian Treasury Corporation	Loan No. 128 Interest payment – Rec Centre	\$ 32,570.63
EFT12051	12/04/2019	GJ & WJ Wilson & Sons	Pushing up gravel at Gray's property	\$ 16,940.00
EFT12055	12/04/2019	Liberty Oil Rural Pty Ltd	23,900 litres of Diesel at \$1.3419 for Depot	\$ 32,071.41
EFT12076	26/04/2019	Avon Waste	Rubbish and Recycling Charges April 2019	\$ 12,933.16
EFT12082	26/04/2019	Daves Tree Service	Tree Trim - Western Power Lines	\$ 22,880.00
EFT12086	26/04/2019	Hanson Construction Materials Pty Ltd	10mm Washed Single Size Granite for use at Bruce Rock-Narembeen Road	\$ 12,594.92
EFT12091	26/04/2019	Landgate	UV revaluation 2019	\$ 7,044.60
EFT12095	26/04/2019	Moore Stephens	Audit costs	\$ 11,583.26
EFT12103	26/04/2019	Safety Barriers WA Pty Ltd	ET2000 TL3 terminals for use at Mt Walker Road	\$ 14,619.00

EFT12105	26/04/2019	Supercivil Pty Ltd	Supply and lay asphalt for carpark at Medical/CRC Extension	\$ 41,295.10
EFT12112	26/04/2019	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	\$ 16,348.64
11084	12/04/2019	Water Corporation	Water Charges	\$ 19,829.82

## CONSULTATION

Nil

## STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
  - a. Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b. Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
  - a. Subject to sub regulation (4), are not to be paid in cash; and
  - b. Are to be made in a manner which allows identification of –
    - i. The method of payment;
    - ii. The authority for the payment; and
    - iii. The identity of the person who authorised the payment.
4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund –
  - a. If the local government has delegated the CEO the exercise of its power to make payments from those funds by the CEO; or
  - b. Otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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.
2. A list of accounts for approval to be paid is to be prepared each month showing:
  - a. For each account which required council authorisation in that month –
    - i. The payee's name;

- ii. The amount of the payment; and
    - iii. Sufficient information to identify the transaction.
  - b. The date of the meeting of the council to which the list is to be presented.
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

## **STRATEGIC PLAN REFERENCE**

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.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Receive the Schedule of Accounts for April 2019, including those of the CRC; and
2. Receive the Credit Card Summary for April 2019 for the Shire.

## **COUNCIL RESOLUTION**

**MIN 6850/19**

**MOTION** - Moved Cr. S Stirrat

2nd Cr. W Cowan

*That Council:*

1. *Receive the Schedule of Accounts for April 2019, including those of the CRC; and*
2. *Receive the Credit Card Summary for April 2019 for the Shire.*

**CARRIED 7/0**

4.29pm – Cr K Mortimore exited the meeting.  
4.31pm – Cr K Mortimore returned to the meeting.  
4.32pm – Mrs S Thomas exited the meeting.  
4.34pm – Mrs S Thomas returned to the meeting.  
4.35pm – Cr S Stirrat exited the meeting.  
4.37pm – Cr S Stirrat returned to the meeting.

#### **AGENDA ITEM: 8.5.5 - Financial Report April 2019**

<b>Subject:</b>	Financial Report April 2019
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Rachael Moore, Finance Officer
<b>Date:</b>	8 May 2019
<b>Attachments:</b>	April 2019 Financial Report, Bank Reconciliation for April 2019, April 2019 CRC Financials

#### **SUMMARY**

To review Council finances as required by legislation.

#### **BACKGROUND**

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 30 April 2019.

#### **COMMENT**

Council's closing position at 30th April 2019 amounts to \$336,017 with current assets of \$4,106,485 and \$2,472,672 in reserve funds.

Current liquidity has decreased due to delayed reimbursement of funds from:

- Main Roads WANDRRA claim of \$789,016
- Main Roads Cramphorne Road \$134,924
- NSRF acquittal \$227,861
- Main Roads Bruce Rock – Narembeen road final claim 69,099

The Shire has also held off on transferring the \$375,000 from the Plant Reserve but this money is available if needed.

#### **CONSULTATION**

Finance Officer  
Administration Officer  
Manager Community Resource Centre

#### **STATUTORY IMPLICATIONS**

This report provides Council with the Shire's monthly financial activity statements in accordance with the Local Government (Financial Management) Regulations, specifically Reg. 34 - Financial Activity Statement.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of April 2019;
2. Receive the bank reconciliation for the month of April 2019 for all Shire Bank Accounts;
3. Receive the CRC monthly financials for April 2019.

## **COUNCIL RESOLUTION**

**MIN 6851/19**

**MOTION** - Moved Cr. W Cowan

2nd Cr. P Lines

*That Council:-*

1. *Receive the Shire of Narembeen's Financial Report for the month of April 2019;*
2. *Receive the bank reconciliation for the month of April 2019 for all Shire Bank Accounts;*
3. *Receive the CRC monthly financials for April 2019.*

**CARRIED 7/0**

## 9.0 Councillor's Reports – including other Councillor business

### **Cr K Mortimore**

Attended

- Anzac Day Service

### **Cr P Lines**

Attended

- Anzac Day Lunch
- Go Narembeen Meeting
- Wadderin Inc Meeting
- Inaugural Meeting of “Grow Narembeen” – Community Garden

### **Cr B Thomas**

Attended

- Anzac Day Service
- Meeting between Narembeen Club and Shire of Narembeen

General Business

- Industrial Blocks
- Rec centre – HWS were working beautifully

### **Cr B Cowan**

General Business

- Visit to Narembeen – Jones Park water fountain not working and Apex Park toilets constantly running
- Good Night Nurse – feedback – ESF was a fantastic facility for their workshop
- Cabins – insufficient cutlery for 4 people, blinds not block out in bedrooms.
- Post Office – important to keep in town.
- Meals on Wheels – important to keep this service in the community.

### **Cr S Stirrat**

Attended

- Anzac Day Service

### **Cr A Hardham**

General Business

- Asked if thought had been given to reclassifying some staff positions – the CEO advised that this would be undertaken as part of the budget process.
- Bollard missing near lake, lots of night time activity with vehicles around the lake.

### **Cr R Cole**

Attended

- Zone Meeting – Kellerberrin
- Anzac Day Service
- WALGA – Effective Leadership
- Webinar – Facilitating Council Business
- Go Narembeen Committee Meeting

General Business

- The Shire President advised that she had received a letter from CEO regarding the renewal his contract – Councillors to have a meeting to discuss.

**10.0 Urgent business as permitted by Council**

Nil

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

Wednesday 19 June 2019 at Narembeen Shire Council Chambers.

**12.0 Closure**

There being no further business the Chair declared the meeting closed at 5.01pm.

**13.0 Certification of Meeting Minutes**

I, Cr Kellie Mortimore, Deputy Shire President certify that the Minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> May 2019, as show on pages 1 to 55 are confirmed as a true and correct record of the meeting.



Cr Kellie Mortimore  
PRESIDING PERSON

19/6/19

Date