



# AGENDA

Ordinary Council Meeting  
16 April 2024





## NOTICE OF MEETING

Dear Elected Members and Members of the Public

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

**Date:** Tuesday 16 April 2024

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

**Commencing:** 5.00pm

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

11 April 2024

### DISCLAIMER

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

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**1. Official Opening and Welcome**

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

**Councillors:**

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

**Staff:**

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

**Member of Public:**

**Apologies:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Application for Leave of Absence**

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

**7. Confirmation of Previous Meetings**

**7.1 Ordinary Council Meeting 19 March 2024**

**Attachment 7.1A**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation – 7.1**

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 19 March 2024, as presented, be confirmed as a true and correct record of proceedings.

## 8. Minutes of Committee Meetings to be Received

### 8.1 CEACA Management Committee Meeting – 19 February 2024 Attachment 8.1A

#### Voting Requirements

- Simple Majority  Absolute Majority

#### Officer's Recommendation – 8.1

That the minutes of the CEACA Management Committee Meeting held on Monday 19 February 2024, as presented, be received.

### 8.2 CEACA Special General Meeting – 19 February 2024 Attachment 8.2A

#### Voting Requirements

- Simple Majority  Absolute Majority

#### Officer's Recommendation – 8.2

That the minutes of the CEACA Special General Meeting held on Monday 19 February 2024, as presented, be received.

### 8.3 Great Eastern Country Zone Meeting – 22 February 2024 Attachment 8.3A Attachment 8.3B Attachment 8.3C

#### Voting Requirements

- Simple Majority  Absolute Majority

#### Officer's Recommendation – 8.3

That the minutes of the Great Eastern Country Zone Meeting held on Thursday 22 February 2024, as presented, be received.

### 8.4 RoeROC Meeting – 21 March 2024 Attachment 8.4A

#### Voting Requirements

- Simple Majority  Absolute Majority

#### Officer's Recommendation – 8.4

That the minutes of the RoeROC Meeting held on Thursday 21 March 2024, as presented, be received.

## 8.5 Community Benefit Fund Advisory Committee Meeting 4 April 2024 Attachment 8.5A

### Voting Requirements

- Simple Majority  Absolute Majority

### Officer's Recommendation – 8.5

That the minutes of the Ramelius Resources, Shire of Narembeen and Go Narembeen Community Benefit Fund Advisory Committee Meeting held on Thursday 4 April 2024, as presented, be received.

## 9. Recommendations from Committee Meetings for Council Consideration

### 9.1 Community Benefit Fund Advisory Committee Meeting 4 April 2024

### Voting Requirements

- Simple Majority  Absolute Majority

### Committee Recommendation – 9.1

That Council approve the following grant applications, noting the amendment to application 7 from the Narembeen Recreation Centre from the requested figure of \$15,000 to \$1,925 for an Honour Board.

Club/Group	Project/Event	Amount
Mt Walker Golf Club	Sporting Club Challenge	\$750
Narembeen P&C	Breakfast Club	\$830
Wadderin Wildlife Sanctuary	Road Signs	\$2,990
Narembeen CRC	Art & Craft Workshop Series	\$1,021
Narembeen Homes for the Aged	Reticulation Replacement	\$3,500
Narembeen Playgroup	Playgroup Term 2 and 3	\$1,000
Narembeen Recreation Centre	Honour Board	\$1,925
Livingston Medical	Sandpiper Bag	\$6,000
	<b>TOTAL</b>	<b>\$18,016 ex GST</b>

## 10. Announcements by Presiding Member without Discussion

<b>11.</b>	<b>Officers Reports - Office of the Chief Executive Officer</b>
<b>11.1</b>	<b>Freedom of Information Statement 2023-2024</b>

<b>Date:</b>	8 April 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM039
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>11.1A Freedom of Information Statement 2023-2024</b>

**Purpose of Report**

- Executive Decision  Legislative Requirement

**Summary**

Council to adopt the Freedom of Information Statement 2023-2024.

**Background**

The *Freedom of Information Act 1992* (FOI Act) gives individuals, corporations, and businesses the right to apply for access to documents held by Western Australian and Local Government agencies subject to some limitations.

Part 5 of the FOI Act requires each local government to prepare and publish a Freedom of Information Statement (FOI Statement) annually.

**Comment**

The purpose of the of the FOI Statement is to enable members of the public to be more familiar with the functions, structures and operations of the Shire of Narembeen, the types of documents held by the Shire and the procedures for accessing documents.

The Shire is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low-cost methods, whilst ensuring the privacy of staff and the public is protected.

**Consultation**

Executive Manager Corporate Services  
Executive Manager Infrastructure Services

**Statutory Implications**

The document has been prepared in accordance with section 96 of the *Freedom of Information Act 1992*.

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	Some temporary non compliances
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls in Place</b>	Freedom of Information procedure in place
<b>Action / Treatment</b>	Freedom of Information Statement 2023-2024
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Nil

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation – Item 11.1

That Council adopts the Freedom of Information Statement 2023-2024, as attached.



## 11.2 Code of Conduct for Council Members, Committee Members and Candidates Review

<b>Date:</b>	8 April 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM025
<b>Previous Meeting Reference</b>	7203/21
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>11.2A Code of Conduct for Council Members, Committee Members and Candidates</b>

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

This item presents the reviewed Code of Conduct for Council Members, Committee Members and Candidates to Council for consideration and, if satisfactory, adoption.

### Background

The Local Government (Model Code of Conduct) Regulations 2021 (the new regulations) was gazetted on 2 February 2021 and took effect on 3 February 2021.

The Shire was required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new Section 5.104 of the *Local Government Act 1995* (the Act).

Council adopted the Model Code of Conduct at its Ordinary Council Meeting dated April 2021 (7203/21).

### Comment

Whilst there is no specific frequency mentioned for regular reviews, local governments should periodically assess and review the Code of Conduct to ensure it remains relevant and effective.

The result of the review process proposed no amendments.

### Consultation

Executive Manager Corporate Services  
Executive Manager Infrastructure Services  
Council Discussion Forum March 2024

### Statutory Implications

The document was prepared in accordance with section 5.104 of the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021*.

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

Nil

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation – Item 11.2

That Council adopts the Code of Conduct for Council Members, Committee Members and Candidates, as attached.

## 11.3 Corporate Business Plan – Quarterly Monitoring Report – March 2024

<b>Date:</b>	8 April 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM172
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>11.3A IPR Quarterly Progress Report – March 2024</b>

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for March 2024 to Council for consideration and, if satisfactory, receive.

### Background

The council, community, and administration each has unique roles and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community’s aspirations with the council’s vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen’s second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

## Comment

The CBP undergoes an annual review alongside the yearly budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementing identified goals.

It is crucial for the Shire to assess and track the success of the initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation is dedicated to reviewing internal reporting mechanisms to ensure alignment with its commitments and priorities.

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for March 2024 is presented to Council for its review.

## Consultation

Executive Manager Corporate Services

## Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 DA of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.1 Forward planning and implementation of plans to achieve strategic priorities

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

There are no financial implications to Council in relation to this item as the Corporate Business Plan recognise outcomes. Identified outcomes from the CBP are factored into the Council's Long-Term Financial Plan.

## Voting Requirements

- Simple Majority  Absolute Majority

## Officers Recommendation – Item 11.3

That Council receives the Corporate Business Plan Quarterly Monitoring Report – March 2024, as attached.

**12 Officers Reports - Development and Regulatory Services**

Nil

**13 Officers Reports - Corporate Services**

**13.1 Application to Breed Cats**

<b>Date:</b>	2 April 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	ADM551
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>13.1A</b> Application for Cat Breeders Licence (CONFIDENTIAL) <b>13.1B</b> Cats' Registration Details (CONFIDENTIAL)

**Purpose of Report**

Executive Decision  Legislative Requirement

**Summary**

For Council to approve an application for a licence to breed cats.

**Background**

Council has received an application for a cat breeder's license from a local resident, as per the attached. Council does not currently have a delegation to the Chief Executive Officer regarding the approval of licenses to breed cats, so the application must be approved by Council.

**Comment**

This agenda item is procedural, as Council has no means of rejecting the application received as the applicant has met all the criteria given by the Cat Act 2011 and the associated Regulations.

**Consultation**

Chief Executive Officer

**Statutory Implications**

Cat Act 2011, Section 37

- (1) On receiving an application for the grant or renewal of an approval to breed cats under section 36, a local government is to —
  - (a) grant or refuse to grant an approval for the person to breed cats; or
  - (b) renew or refuse to renew an approval for the person to breed cats.

- (2) A local government may refuse an application for the grant or renewal of an approval to breed cats only if the local government is satisfied that one or more of the following apply —
- (a) the applicant is a child under 18 years of age;
  - (b) the applicant has no, or insufficient, facilities to breed cats in a safe and ethical way;
  - (c) the applicant has no, or unsuitable, premises where cats can be bred in a safe and ethical way;
  - (d) the applicant has been convicted within the previous 3 years of an offence against —
    - (i) this Act; or
    - (ii) the Dog Act 1976; or
    - (iii) the Animal Welfare Act 2002;
  - (e) the applicant is not a fit and proper person to breed cats;
  - (f) such other circumstances, if any, as are prescribed.
- (3) A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration.
- (4) The local government may refuse to consider an application if the applicant does not comply with a requirement under subsection (3) within the specified time.
- (5) Despite subsection (2), a local government is not to refuse to grant or renew an approval to breed cats if the applicant belongs to a class of persons prescribed for the purposes of this subsection.
- (6) Subject to this Act, the grant or renewal of an approval to breed cats has effect for the period, or periods, prescribed.

Cat Regulation 2012, Regulation 21

An application for the grant or renewal of approval to breed cats under section 36 of the Act must —

- (a) be made by supplying the details required in Form 1 Parts A, B, E, F and G to the local government; and
- (b) be accompanied by the application fee payable under Schedule 3. [*Regulation 21 inserted in Gazette 23 Aug 2013 p. 4006.*]

Cat Regulation 2012, Regulation 23

A local government is not to refuse an application for the grant or renewal of an approval to breed cats if the applicant —

- (a) has attained the age of 18 years; and
- (b) has not been convicted within the previous 3 years of an offence against —
  - (i) the Cat Act 2011; or
  - (ii) the Dog Act 1976; or
  - (iii) the Animal Welfare Act 2002; and
- (c) is a current member of one of the following organisations and associations —
  - (i) the Cat Owners Association of Western Australia (COAWA);
  - (ii) the Feline Control Council of Western Australia (FCCWA);
  - (iii) the Australian National Cats (ANCATS).

**Policy Implications**

Nil

## Strategic Implications

### Strategic Community Plan

Nil

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Cat Act 2011
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

The applicant has paid \$55 in fees for processing their application.

## Voting Requirements

- Simple Majority  Absolute Majority

## Officers Recommendation – Item 13.1

That Council approve the application for a license to breed cats, as attached, for a period of 12 months only.



## 13.2 Narembeen Recreation Centre – Coolroom Repairs

<b>Date:</b>	8 March 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM172
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>13.2A NRC Coolroom Repairs</b>

### Purpose of Report

Executive Decision  Legislative Requirement

### Summary

For Council to approve the unbudgeted expenditure of \$10,520.43 for the repairs of the coolroom situated at the Narembeen Recreation Centre.

### Background

In February 2024, the Shire of Narembeen (the Shire) submitted a claim in relation to the machinery breakdown of the coolroom compressor situated at the Narembeen Recreation Centre under its property protection policy.

Loss Description: Storm damage to coolroom compressor (fused)  
Loss Date: 24 January 2024  
Excess: \$1,000

The lease agreement between the Shire Narembeen Club Incorporated (the Club) outlines the conditions to include maintenance and works obligations. When referring to the lease, it was determined that the Shire is responsible for repairs that are insurable.

The Club obtained a quotation from Merredin Refrigeration & Air Conditioning for undertaking the repairs at a cost of \$12,707.04 (exclusive GST). This quote was submitted to the Shire's insurers, LGIS whom acknowledged receipt and granted the loss.

Upon the finalisation of the repairs, the invoice was far greater than the quoted price.

Quoted Price: \$13,007.04  
Invoice: \$23,424.47

### Comment

Attachment 13.2A includes an email extract dated 26 March 2026 outlining the outcome of the claim assessment.

Based on the information available and the lack of a power incident report or other evidence supporting an external cause, the loss presented with a more common and typical cause of failure. The assessment acknowledges that under the circumstances that a replacement refrigeration system would be considered the best solution to ensure the maximum long-term benefit due to the age and condition of the equipment. However, liability under this policy is limited to the more economical cost of replacing the damaged components and does not extend to capital replacement.

Based on what the assessor considers fair and reasonable, the settlement offer is \$12,904.04 (exclusive GST). The gap between the invoice and the settlement offer is \$10,520.43 (exclusive GST).

## Consultation

Executive Manager Corporate Services  
Narembeen Recreation Centre Committee – Representatives  
LGIS

## Statutory Implications

Division 4 of the *Local Government Act 1994*

### 6.8 Expenditure from municipal fund not included in the annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution (absolute majority required); or
  - (c) is authorised in advance by the president in an emergency.

## Policy Implications

Council Policy – Asset Management

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 1. Community  
Objective: Happy, safe, healthy, and inclusive community  
Strategy: Recreation, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

### Asset Management Plan

Although the Asset Management Plan accommodates lifecycle costs for equipment, the implementation of a proactive maintenance strategy will assist minimising unexpected costly repairs and/or replacement.

### Long Term Financial Plan

Despite the Long-Term Financial Plan accommodating lifecycle costs for equipment, the implementation of a proactive maintenance strategy will better inform expected lifespan costs.

## Risk Implications

<b>Risk Profiling Theme</b>	Ineffective Management of Events / Facilities / Venues
<b>Risk Category</b>	Property
<b>Consequence Description</b>	\$10,001 - \$50,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls in Place</b>	Lease Agreement; Asset Management Plan
<b>Action / Treatment</b>	Develop Building Maintenance Program; Review Building Maintenance Inspection and Reporting Process
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

The breakdown of the unbudgeted costs (exclusive GST) is as follows:

Quotation	\$13,007.04
Invoice	\$23,424.47
Settlement Offer for Claim	\$12,904.04
<b>Unbudgeted Expense</b>	<b>\$10,520.43</b>

The expense will be coded to GL 1131102 – Recreation Centre (Maintenance).

## Voting Requirements

Simple Majority  Absolute Majority

## Officers Recommendation – Item 13.2

That Council authorises the unbudgeted expenditure of \$10,520.43 for the unclaimable repairs of the coolroom situated at the Narembeen Recreation Centre.

**14 Officers Reports - Community Services**

Nil

**15. Officers Reports - Infrastructure Services**

**15.1 RoadWise Council**

<b>Date:</b>	8 April 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM172
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**Purpose of Report**

- Executive Decision  Legislative Requirement

**Summary**

Council is requested to consider the invitation from WALGA to register as a RoadWise Council, this will demonstrate leadership towards actions and initiatives to improve road safety outcomes for the community.

**Background**

Correspondence has been received from WALGA inviting the Shire of Narembeen to sign up to a new initiative as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting local governments in working towards delivering best practice road safety. The framework considers the elements which determine the level of safety of the road transport system within the context of local governments.

To register, local governments can accept the invitation by providing a Council resolution declaring a commitment to road safety and nominating a minimum of two personnel (elected members and/or officers) to be the primary point of contact for road safety matters.

The benefits for local governments that register as RoadWise Councils include:

- use of the RoadWise logo;
- priority access to WALGA's road safety services and products;
- exclusive quarterly meetings and support from a Road Safety Advisor;
- priority access to participate in WALGA's road safety policy development, training, professional development forums and knowledge-sharing workshops offered by WALGA;

- access to incentives and sponsored programs; and
- participation in the new RoadWise Recognised initiative.

The RoadWise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions, and interventions.

Local governments are encouraged to remain registered RoadWise Councils to ensure they have access to specialist advice and assistance in managing road safety at a local level to the best of their capacity and capability.

### Comment

Participation in the RoadWise Council initiative will provide the Shire of Narembeen with access to WALGA’s road safety services and products, including road safety policy development, training and professional development forums, knowledge-sharing workshops and access to incentives and sponsored programs. This supports the Shire’s work towards effective management and planning of transport infrastructure under our Strategic Outcome of Economy and Civic Leadership.

### Consultation

Executive Manager Corporate Services  
 Executive Manager Infrastructure Services  
 Rodney Thornton, WALGA Regional Road Safety Advisor  
 Council Discussion Forum March 2024

### Statutory Implications

*Austrroads 2021 – Guide to Road Safety Part 1.*

### Policy Implications

Council Policy - Asset Management

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 3. Economy  
 Objective: Retain and grow existing business employment and attract new industry  
 Strategy: 2.2 Safe and efficient transport network enables economic growth

#### Asset Management Plan

The Asset Management Plan integrates the preservation of transport infrastructure.

#### Long Term Financial Plan

The Long-Term Financial Plan integrates the preservation of transport infrastructure.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact

<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Governance Calendar
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

There are no financial implications to register as a RoadWise Council.

### Voting Requirements

Simple Majority  Absolute Majority

### Officers Recommendation – Item 15.1

That Council:

1. accepts the invitation from WALGA to register the Shire of Narembeen as a RoadWise Council.
2. authorises the Shire President and Chief Executive Officer to sign the declaration of commitment as a RoadWise Council.
3. Nominates the Shire President and Executive Manager Infrastructure Services as the Shire of Narembeen RoadWise Council representatives.

## 15.2 Gravel, Sand and Pit Rehabilitation Policy

<b>Date:</b>	16 April 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ken Markham, Executive Manager Infrastructure Services
<b>Author:</b>	Ken Markham, Executive Manager Infrastructure Services
<b>File Reference</b>	ADM541
<b>Previous Meeting Reference</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>15.2A Current Policies</b> <b>15.2B New Policy and Agreement Document</b>

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

This report is seeking Council's adoption of a Gravel, Sand and Pit Rehabilitation Policy.

### Background

Currently the Shire of Narembeen have several policies that deal with gravel. These include:

- Policy 10.1.3 - Land Resumption for Gravel
- Policy 10.1.4 - Gravel Supplies-Road Reserves
- Policy 10.1.19 - Gravel Royalties

The above-mentioned policies are lacking in detail and could be included in one policy document dealing with gravel and sand supplies used by the Shire of Narembeen in undertaking its works.

The Executive Manager Infrastructure Services (EMIS) has undertaken research by canvassing surrounding Council's on what their policies are regarding gravel and roadbuilding supplies.

The need for a clear, concise, and workable policy regarding in particular gravel but also other roadbuilding materials has become evident with several issues around access to gravel, unpaid royalties and pit rehabilitation being encountered in the last couple of months.

A new policy and an agreement document which clearly states the agreement between the Shire of Narembeen and the landowner will ensure these issues do not arise.

There are varying royalty rates for gravel throughout the Shires canvassed from \$1/m<sup>3</sup> to \$3/m<sup>3</sup> ex GST. The proposal is to have a rate for gravel which includes gravel pit rehabilitation requirements and one without rehabilitation. This would be agreed and signed off between the landowner and the Shire before gravel was extracted.

A rate for sand is also proposed to be adopted. This could be between \$1/m<sup>3</sup> and \$2/m<sup>3</sup>.

## Comment

The proposed new policy and agreement form will ensure issues around non-payment of royalties, gravel pit rehabilitation and access to gravel and sand is addressed.

## Consultation

Chief Executive Officer  
Executive Manager Corporate Services  
Surrounding Shires

## Statutory Implications

*Local Government Act 1995*

## Policy Implications

Policy 10.1.3 - Land Resumption for Gravel  
Policy 10.1.4 - Gravel Supplies- Road Reserves  
Policy 10.1.19 - Gravel Royalties

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

Costs associated with the purchase and rehabilitation of pits will be costed/budgeted against the projects the materials are used for.



## Voting Requirements

- Simple Majority  Absolute Majority

## Officers Recommendation – Item 15.2

That Council:

1. Adopt the draft Gravel, Sand and Rehabilitation Policy.
2. Rescind Policy 10.1.3 - Land Resumption for Gravel, Policy 10.1.4 - Gravel Supplies - Road Reserves and Policy 10.1.9 - Gravel Royalties.
3. Set the following royalty rates:
  - Gravel without Rehabilitation requirement- \$\_\_\_\_m<sup>3</sup>
  - Gravel with Rehabilitation Requirement- \$\_\_\_\_m<sup>3</sup>
  - Sand \$\_\_\_\_m<sup>3</sup>

## 15.3 Skid Steer eQuote

<b>Date:</b>	16 April 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ken Markham, Executive Manager Infrastructure Services
<b>Author:</b>	Ken Markham, Executive Manager Infrastructure Services
<b>File Reference</b>	ADM695
<b>Previous Meeting Reference</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Confidential Attachments:</b>	<b>15.3A Skid Steer Quotes</b>

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

This report is seeking Council's decision on the tender for the supply and delivery of one skid steer.

### Background

Council's 2023-24 Budget has provision for the purchase of a skid steer to assist with works.

A tender process was run through WALGA's eQuote system for the purchase of the skid steer with five suppliers invited to tender. They were:

- Westrac Pty Ltd
- Construction Equipment Australia (Wheatbelt Equipment)
- AFGRI Equipment
- McIntosh & Son W.A.
- CJD Equipment Pty Ltd

Of the five, four responses were received at the close of the tender. CJD Equipment failed to respond. All responses were outside the budget allocation with Westrac Pty Ltd offering the best price for the 232D3 skid steer. This would mean if accepted that the unallocated expenditure would need to come from the Plant Reserve.

As part of the tender we also asked for pricing on additional optional attachments. As the base price for the machine is already over the budget price, additional implements could be purchased over time as part of future budget allocations. These would include - forks, auger, skeleton bucket, trencher, rotary tiller, cold planer and slasher.

### Comment

The addition of a skid steer to the Council's fleet would enable tasks to be undertaken that would normally require a contractor. With the addition of other attachments over time, the scope of works undertaken inhouse would increase and efficiencies would be gained.

## Consultation

Outside Works Crew  
Chief Executive Officer

## Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable:

### 3.57 Tenders for providing goods and 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 and services.
- (2) Regulations may make provision about tenders.

Division 2 of the *Local Government (Functions and General) 1996* is application for the conduct of the tender process.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program – indent required.

## Policy Implications

Council Policy – Procurement Framework

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Purchasing a skid steer entails considering its long-term asset management implications, including maintenance costs, depreciation, and expected lifespan, to ensure optimal utilisation and value over time. Properly managing the skid steer as an asset involves regular maintenance, tracking its performance, and planning for eventual replacement or upgrades to maintain operational efficiency and minimise the total cost of ownership.

### Long Term Financial Plan

Purchasing a skid steer will impact the Long-Term Financial Plan by allocating funds for the initial purchase and on-going lifecycle costs.

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)

<b>Key Controls in Place</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

The 2023-2024 Budget has an allocation of \$65,000 for the acquisition of a skid steer. The financial implications proceeding with the acquisitions is \$17,361.

The projected closing balance of the Plant Reserve at year end is \$557,505. There is the option to transfer out of the Plant Reserve to fund the expense gap of \$17,361.

### Voting Requirements

- Simple Majority  Absolute Majority

### Officers Recommendation – 15.3

That Council:

1. Accepts the tender submitted by Westrac Pty Ltd as the successful supplier for RFT 2024-12 – Supply and Delivery of a Skid Steer Loader for the amount specified in the Confidential Attachment 15.3A.
2. Approves the unallocated expenditure of \$17,361 to be transferred from the Plant Reserve.

Or

1. Do not accept any of the tenders received.

- 16. Elected Member Motions of which Previous Notice has been Given**
- 17. Elected Member Motions Without Notice**
- 18. New Business of an Urgent Nature Approved by the Presiding Person or Decision**
- 19. Matters for which the Meeting may be Closed**
- 20. Closure of Meeting**

The next meeting will be held on Tuesday 21 May 2024 commencing at 5.00pm  
There being no further business, the chair declared the meeting closed at \_\_\_pm