



# ATTACHMENTS

Ordinary Council Meeting  
16 April 2024



## Contents – Attachments

Attachment 7.1A – Ordinary Council Meeting Minutes 19 March 2024 .....	3
Attachment 8.1A – CEACA Management Committee Meeting Minutes 19 February 2024 .....	40
Attachment 8.2A – CEACA Special General Meeting Minutes 19 February 2024 .....	45
Attachment 8.3A – Great Eastern Country Zone Meeting Minutes 22 February 2024 .....	48
Attachment 8.3B – GECZ Meeting Presentation from Telstra .....	69
Attachment 8.3C – GECZ Meeting Presentation from Main Roads .....	85
Attachment 8.4A – RoeROC Meeting Minutes 21 March 2024.....	94
Attachment 8.4B – RoeROC Statements as at 29 February 2024.....	109
Attachment 8.5A – Community Benefit Fund Committee Meeting Minutes 4 April 2024 .....	112
Attachment 11.1A – Freedom of Information Statement 2023-2024.....	119
Attachment 11.2A – Code of Conduct for Council and Committee Members, and Candidates	129
Attachment 11.3A – IPR Quarterly Progress Report – March 2024.....	139
Attachment 13.2A – Narembeen Recreation Centre Coolroom Repairs .....	146
Attachment 15.2A – Current Gravel Policies .....	151
Attachment 15.2B – Draft Gravel, Sand and Pit Rehabilitation Policy and Agreement .....	155

**ATTACHMENT 7.1A**  
**Ordinary Council Meeting Minutes**  
**19 March 2024**



# MINUTES

Ordinary Council Meeting  
19 March 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 March Ordinary Council Meeting has been convened for:

**Date:** Tuesday 19 March 2024

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

**Commencing:** 5.00pm

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

14 March 2024

### DISCLAIMER

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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of 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.

## Contents

<b>Official Opening and Welcome .....</b>	<b>4</b>
<b>Record of Attendance / Apologies / Leave of Absence.....</b>	<b>4</b>
<b>Public Question Time .....</b>	<b>4</b>
<b>Disclosure of Interest .....</b>	<b>4</b>
<b>Application for Leave of Absence.....</b>	<b>4</b>
<b>Deputations/ Petitions/ Presentations/ Submissions .....</b>	<b>4</b>
<b>Confirmation of Previous Meetings .....</b>	<b>5</b>
7.1    Ordinary Council Meeting 20 February 2024.....	5
<b>Minutes of Committee Meetings to be Received .....</b>	<b>5</b>
8.1    Roe Sub Regional Road Group 23 February 2024.....	5
8.2    Local Emergency Management Committee 29 February 2024.....	6
8.3    Audit and Risk Committee Meeting 6 March 2024 .....	6
8.4    Housing Committee Meeting 6 March 2024 .....	6
<b>Recommendations from Committee Meetings for Council Consideration .....</b>	<b>7</b>
9.1    Compliance Audit Return .....	7
9.2    Audit and Risk Committee Terms of Reference .....	7
<b>Announcements by Presiding Member without Discussion.....</b>	<b>8</b>
<b>Officer's Reports - Office of the Chief Executive Officer .....</b>	<b>8</b>
<b>Officer's Reports - Development and Regulatory Services .....</b>	<b>21</b>
<b>Officer's Reports - Corporate Services .....</b>	<b>21</b>
<b>Officer's Reports - Community Services.....</b>	<b>32</b>
<b>Officer's Reports - Infrastructure Services .....</b>	<b>32</b>
<b>Elected Member Motions of which Previous Notice has been Given.....</b>	<b>32</b>
<b>Elected Member Motions Without Notice .....</b>	<b>32</b>
<b>New Business of an Urgent Nature Approved by the Presiding Person or Decision.....</b>	<b>33</b>
18.1    New Business of an Urgent Nature Approved by the Presiding Person or Decision .....	33
<b>Matters for which the Meeting may be Closed.....</b>	<b>36</b>
<b>Closure of Meeting.....</b>	<b>36</b>

1.	<b>Official Opening and Welcome</b>
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The President, Cr Scott Stirrat, welcomed everyone to the meeting and declared the meeting open at 5:00pm.

2.	<b>Record of Attendance / Apologies / Leave of Absence</b>
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**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 K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Senior Administration Officer

**Member of Public:**

**Apologies:**

Mr B Forbes	Executive Manager Corporate Services
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3.	<b>Public Question Time</b>
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Nil

4.	<b>Disclosure of Interest</b>
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Nil

5.	<b>Application for Leave of Absence</b>
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Nil

6.	<b>Deputations/ Petitions/ Presentations/ Submissions</b>
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Nil

7.	Confirmation of Previous Meetings
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7.1	Ordinary Council Meeting 20 February 2024 Attachment 7.1A
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	Voting Requirements
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<input checked="" type="checkbox"/> Simple Majority	<input type="checkbox"/> Absolute Majority
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	Officer's Recommendation – 7.1
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That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 20 February 2024, as presented, be confirmed as a true and correct record of proceedings.

**MIN 7739/24**      **MOTION** - Moved Cr. Currie      Seconded Cr. Cole

**CARRIED 7 / 0**

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

8.	Minutes of Committee Meetings to be Received
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8.1	Roe Sub Regional Road Group 23 February 2024 Attachment 8.1A
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	Voting Requirements
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<input checked="" type="checkbox"/> Simple Majority	<input type="checkbox"/> Absolute Majority
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	Officer's Recommendation – 8.1
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That the minutes of the Roe Sub Regional Road Group Meeting held on Friday 23 February 2024, as presented, be received.

**MIN 7740/24**      **MOTION** - Moved Cr. Cusack      Seconded Cr. Bald

**CARRIED 7 / 0**

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

**8.2 Local Emergency Management Committee 29 February 2024**  
**Attachment 8.2A**

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officer's Recommendation – 8.2**

That the minutes of the Shire of Narembeen Local Emergency Management Committee Meeting held on Thursday 29 February 2024, as presented, be received.

**MIN 7741/24**      **MOTION** - Moved Cr. Currie      Seconded Cr. Bray

**CARRIED 7 / 0**

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

**8.3 Audit and Risk Committee Meeting 6 March 2024**  
**Attachment 8.3A**

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officer's Recommendation – 8.3**

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Wednesday 6 March 2024, as presented, be received.

**MIN 7742/24**      **MOTION** - Moved Cr. Cole      Seconded Cr. Cusack

**CARRIED 7 / 0**

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

**8.4 Housing Committee Meeting 6 March 2024**  
**Attachment 8.4A**

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officer's Recommendation – 8.4**

That the minutes of the Shire of Narembeen Housing Committee Meeting held on Wednesday 6 March 2024, as presented, be received.

**MIN 7743/24**      **MOTION** - Moved Cr. Bald      Seconded Cr. Currie

**CARRIED 7 / 0**

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

9.	Recommendations from Committee Meetings for Council Consideration
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9.1 Compliance Audit Return  
Attachment 9.1A

Voting Requirements
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☒ Simple Majority ☐ Absolute Majority

Officer’s and Committee’s Recommendation – Item 9.1
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That Council endorse the 2023 Compliance Audit Return, as attached.

MIN 7744/24      MOTION - Moved Cr. Currie      Seconded Cr. Hardham

CARRIED 7 / 0

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

9.2 Audit and Risk Committee Terms of Reference  
Attachment 9.2A

Voting Requirements
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☒ Simple Majority ☐ Absolute Majority

Officer’s and Committee’s Recommendation – Item 9.2
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That Council endorse the Audit and Risk Committee Terms of Reference, as attached.

MIN 7745/24      MOTION - Moved Cr. Bald      Seconded Cr. Bray

CARRIED 7 / 0

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

## 10. Announcements by Presiding Member without Discussion

Attended the Bending Waste Disposal Facility, administered through an arrangement with other RoeROC Shires. Despite administration and other costs, the benefits far outweigh the challenges.

## 11. Officer's Reports - Office of the Chief Executive Officer

### 11.1 Draft Animal Welfare Plan

<b>Date:</b>	10 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>	ADM553
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>11.1A Draft Animal Welfare Plan</b>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

Council to adopt the draft Animal Welfare Plan.

### Background

In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals. Animals are a part of community life within the Shire of Narembeen as pets, companions or as part of a commercial enterprise.

Within the Shire of Narembeen, there are over 85 registered dogs, more than 93 registered cats, and an unspecified number of other animals, including alpacas, cows, horses, and sheep, being kept.

Animal owners are always ultimately responsible for the care and welfare of their animals, including during emergencies. These arrangements have been developed and adopted to supplement animal owners own emergency planning or preparations, particularly after the immediate impacts of an emergency.

In this plan, human life and safety will always take precedence over animal life.

### Comment

The aim of the plan is to outline and document the proposed arrangements for animal welfare in response to an emergency affecting animals kept within the Shire of Narembeen.

The purpose of this plan is to document specific animal welfare arrangements to be implemented in response to an emergency affecting the community within the district of the Shire of Narembeen.

The plan outlines arrangements in response to emergencies for the welfare of pets and livestock kept within the Shire of Narembeen and includes:

- activation procedures;
- roles and responsibilities; and
- shelter arrangements and/or facilities

### Consultation

Local Emergency Management Committee – 29 February 2024

### Statutory Implications

The document has been prepared as a sub-plan to the Shire of Narembeen Local Emergency Management Arrangements (2022) prepared in accordance with s.41 of the *Emergency Management Act 2005*.

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 1. Community  
Objective: Happy, safe, healthy, and inclusive community  
Strategy: 1.6 Support emergency services planning, risk mitigation, response and recovery

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Business and Community Disruption
<b>Risk Category</b>	Health
<b>Consequence Description</b>	Fatality / Permanent Disability
<b>Consequence Rating</b>	Catastrophic (5)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Moderate (5)
<b>Key Controls in Place</b>	Local Emergency Management Arrangements and Training
<b>Action / Treatment</b>	Animal Welfare Plan
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation – Item 11.1

That Council adopts the draft Animal Welfare Plan, as attached.

**MIN 7746/24**

**MOTION** - Moved Cr. Currie

Seconded Cr. Bray

**CARRIED 7 / 0**

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

## 11.2 Community Sporting and Recreation Facilities Fund 2024-2025 Application

<b>Date:</b>	10 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>	ADM706
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>11.2A Draft Sporting Lighting Plan 2024-2026</b> <b>11.2B Sport and Recreation Facilities Plan 2021-2031</b>

### Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

### Summary

This item seeks Council approval the application for the Community Sporting and Recreation Facilities Fund (CSRFF) for the upgrade of lights at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club.

### Background

The Shire of Narembeen's Sport and Recreation Facilities Plan 2021-2031 includes lighting projects for the Narembeen Hockey Club, Narembeen Football Club, Narembeen Tennis Club and Mt Walker Tennis Club. The Sports Lighting Plan 2024-2026 (**Attachment 11.2A**) should be read in conjunction with the strategic facilities plan to provide context, justification, and priority.

A Lighting Project Working Group was established in late 2023 including:

- Rebecca McCall, CEO, Shire of Narembeen
- Trevor Sprigg, President, Narembeen Hockey Club
- Mitch Miolini, President, Narembeen Football Club
- Paul Wanless, President, Narembeen Tennis Club
- Courtney Bormolini, Secretary, Mt Walker Tennis Club
- Caroline Robinson, consultant, 150Square Pty Ltd

The working group met with the Wheatbelt Manager from the Department of Local Government, Sport and Cultural Industries in late December 2023 to discuss the lighting needs of each club and funding options. Following this, site visits were conducted by lighting consultants and quotes were received which has informed the lighting plan. This plan works within the Australian Sports Lighting Standards which is a requirement of the funding program. None of the current lighting infrastructure for each of the four clubs in the Working Group meets Australian Sports Lighting Standards.

The objectives of this plan are to:

- identify the current lighting standards and gaps for Narembeen tennis, Mt Walker tennis, Narembeen hockey and Narembeen football;
- determine club priorities and contributions for lighting infrastructure;

- maximise external funding opportunities for the Shire of Narembeen and clubs; and
- coordinate grant applications and club fundraising activities to upgrade lighting infrastructure.

The following approach has been agreed to by clubs party to this lighting plan (subject to the Shire of Narembeen's tender process and external funding application outcomes):

<b>Lighting Plans</b>			
<b>Sport</b>	<b>Australian Standard</b>	<b>LUX</b>	<b>Inclusions</b>
Mt Walker Tennis Lights	Club competition and commercial	Average PPA 350 lux, Uniformity Min/Ave > 0.60, Uniformity Min/Max > 0.40 Average PPA 250 lux, Uniformity Min/Ave > 0.30, Uniformity Min/Max > 0.20 Glare Rating < 50	Mobilisation and light fittings only.
Narembeen Tennis Lights	Club competition and commercial		Mobilisation, lights and poles.
Narembeen Hockey Lights	CLASS II (staged)	To be determined	Mobilisation, lights and poles. Main switchboard upgrade.
Narembeen Football Lights	Amateur	Average 100 lux, Uniformity Min/Ave > 0.50, Uniformity Min/Max > 0.30 Uniformity Gradient < 2, Glare Rating < 50	Mobilisation, lights and poles. Main switchboard upgrade.

<b>Funding Arrangements</b>						
<b>Club</b>	<b>Total Project Cost Ex-GST</b>	<b>15% Contingency</b>	<b>Total Project Cost, Contingency and GST</b>	<b>Club Cash Contribution</b>	<b>External Funding</b>	<b>Application Year</b>
Mt Walker Tennis Club	\$27,790	\$22,138	\$186,700	\$10,000	Club Night Lights Program and National Court Rebate Scheme	March 2024
Narembeen Tennis Club	\$119,800			\$50,000		
Narembeen Hockey Club – Stage one	\$236,600 (Stage One circa \$180K)	\$35,490	\$299,299	\$100,000	CSRFF Small Grants Round 2	Sept 2024
Narembeen Football Club	\$336,000	\$50,000	\$424,600	\$130,000	Club Night Lights Program or CSRFF Small Grants	March 2025
Shire of Narembeen	Switchboard upgrade \$40,000		\$44,000		To be included in football and hockey applications	Sept 2024

The Shire of Narembeen has agreed in principle to access its Recreation Reserve account as follows:

	<b>Shire of Narembeen Cash Contribution</b>	<b>Year</b> (Subject to External Funding Approvals)
Opening Reserve Balance (1 July 2024)	\$750,122	
Mt Walker and Narembeen Tennis Club Lights	\$59,000	2024/2025
Hockey Lights	\$50,000 (circa)	2024/2025
Football Oval Lights	\$128,300	2025/2026
Switchboard (50% contribution)	\$20,000	2024/2025

The CSRFF exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development if sustainability, good quality, well-designed and well-utilised facilities.

The CSRFF is administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI). Priority considerations for CSRFF include:

- projects that will directly lead to an increase in physical activity or participation;
- projects that lead to facility sharing between clubs, or rationalisation of existing facilities to increase sustainability;
- projects to upgrade facilities to make them more accessible for female participants; and
- projects in a location within a significant Aboriginal population that will increase participation or physical activity.

Local Authorities are required to assess and prioritise support for applications prior to submission to the DLGSCI.

#### **Comment**

The Narembeen Tennis Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. It has approximately 25 members. During the season, social tennis is on a Sunday afternoon and pennants is Saturday.

The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition). In 2023 the club participated in cardio tennis during the weekdays and offered junior weekly coaching sessions for 6 weeks.

The following was resolved at a General Meeting on 22 February 2024:

**Narembeen Tennis club resolves to spend up to \$50K of cash to contribute to the Narembeen Shire lighting project of the Narembeen Tennis courts subject to grants obtained through the Narembeen Shire.**

**CARRIED**

**In addition to our initial contribution the Narembeen Tennis Club will establish an asset maintenance and replacement fund to contribute toward the long-term maintenance, repair, and replacement of the lighting infrastructure.**

#### **Lighting Requirements**

Facility	Condition / Issues	Project Justification
Located at the Narembeen Recreation Centre there are 8 synthetic courts. The clubhouse, viewing area and storage are located in the Recreation Centre.	The tennis courts do not currently have lights.	The club requests the front 3 courts are lit to club and competition standard.
The courts and Recreation Centre are a Shire of Narembeen asset.	The tennis court surface will require replacement within the next 5yrs.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session. Can now play tennis during cooler hours of the day.
	Mains power will not require upgrading.	
	Tennis is played at the hottest time of the day (social and pennants)	

2023/24	2024/25
Funding application Club Night Lights Program (March 2024) National Court Rebate 2024	Construction

Budget
Two WA businesses were engaged to quote against the Shire of Narembeen's scope of works. A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licenses were included in the quotes.
Civil scope of works: <ul style="list-style-type: none"> <li>To auger and install 4 x ragbolt cage footings 600mm wide x 2400mm deep.</li> <li>To supply and install new submains to the tennis courts from the distribution cabinet- southeast corner of the recreation centre.</li> <li>To supply and install new electrical cabling and conduits to the 4 x pole locations.</li> <li>To supply and install 4 x 12m fixed tapered light poles, assemble, and erect into position with lights and cabling installed.</li> <li>To and supply and install activation switch at an advised location.</li> <li>To directional drill 2 x shots under the existing courts from east to west.</li> <li>To commission and carry out night audit and adjustments to the new lighting design.</li> <li>Mobile, accommodation freight, machinery hire, crane, and EWP hire.</li> </ul>
<b>\$119,800 plus GST</b>

The Mt Walker Sports Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition).

Membership			
	2021	2022	2023
Financial members	36	36	41
Social	11	9	10
Juniors	1		

In 2023 the club participated in cardio tennis during the week and offered junior weekly coaching sessions. The courts were also provided for group fitness classes in Summer.  
The club replaced its 4 courts with a new surface in 2020.

The Mt Walker Sports Club has committed \$10,000 towards their lighting project as per the resolution at a 5<sup>th</sup> March 2024 General Meeting:

**Application for tennis lights at Narembeen and Mt Walker.**  
**The Mount Walker Sports Club commits to \$10,000 in cash.**

**The Mount Walker Sports Club continues to contribute to an asset maintenance and replacement fund.**

**Moved by: Karen Bormolini Seconded: Michael Morrone**

**CARRIED**

<b>Lighting Requirements</b>		
Facility	Condition / Issues	Project Justification
Located at the Mt Walker Sports Club there are 4 synthetic courts.	The front 2 tennis courts are currently floodlit at approx. 100lux and not to Australian Lighting Standards.	The club requests the front 2 courts are lit to club and competition standard.
The clubhouse, viewing area and storage are located in the Mt Walker Sports Club (which also hosts a golf course).	Poles are in good condition and can be retained.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session and group fitness classes in the Summer.
The asset is owned and managed by the Mt Walker Sports Club incorporated association.	Mains power box has recently been upgraded and can cater for increased lux.	

<b>2023/24</b>	<b>2024/25</b>
Funding application Club Night Lights Program (March 2024) National Court Rebate 2024	Construction

<b>Budget</b>
Two WA businesses were engaged to quote against the Shire of Narembeen's scope of works. A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licenses were included in the quotes.
Civil scope of works: <ul style="list-style-type: none"> <li>• 4 x metal halide light fittings with new 1250watt LED lights.</li> <li>• To supply and install activation switch at an advised location.</li> <li>• To commission and carry out night audit adjustments to the new lighting design.</li> <li>• Mobilise, accommodation, freight, machinery hire, crane, and EWP hire.</li> </ul>
<b>\$27,790 plus GST</b>

## **Consultation**

Executive Manager Corporate Services  
Council Discussion Forum 21 November 2023  
Council Discussion Forum 20 February 2024  
Council and CEO Meeting 6 March 2024  
Samantha Cornthwaite, DLGSCI  
Lighting Project Working Group:

- Courtney Bormolini, Secretary - Mt Walker Tennis Club
- Mitch Miolini, President - Narembeen Football Club
- Trevor Sprigg, President - Narembeen Hockey Club
- Paul Wanless, Secretary - Narembeen Tennis Club
- Caroline Robison, Consultant - 150Square Pty Ltd

## **Statutory Implications**

*Local Government Act 1995.*

## **Policy Implications**

Policy 4.1.21 Asset Management

## Strategic Implications

### Strategic Community Plan

Strategic Priority: 1. Community  
 Objective: Happy, safe, healthy, and inclusive community  
 Strategy: 1.3 Recreation, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

### Asset Management Plan

The Asset Management Plan will require adjustments to accommodate the new lighting at the Mt Walker Tennis Club and the installation of lighting at the Narembeen Tennis Club.

### Long Term Financial Plan

The Long-Term Financial Plan will require amendments to accommodate the new lighting at the Mt Walker Tennis Club and the installation of lighting at the Narembeen Tennis Club.

## Risk Implications

<b>Risk Profiling Theme</b>	Inadequate Project/Change Management
<b>Risk Category</b>	Financial Impact
<b>Consequence Description</b>	\$50,001 - \$500,000
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls in Place</b>	Community and Engagement Framework, Financial Management Framework, Project Management Framework and Risk Management Framework.
<b>Action / Treatment</b>	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring and review.
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

The financial implications upon the success of the CSRFF application the financial breakdown includes:

Club	Total Project Cost ex GST	15% Contingency	Total Project Cost, Contingency and GST	Club Cash Contribution (up to)	Shire Cash Contribution
Mt Walker Tennis Club	\$27,790	\$22,138	\$169,728 (Ex GST)	\$10,000	\$59,000
Narembeen Tennis Club	\$119,800		\$186,700 (Inc GST)	\$50,000	

The Shire of Narembeen would access the Recreation reserve.

## Voting Requirements

☒ Simple Majority ☐ Absolute Majority

## Officer's Recommendation – Item 11.2

That Council:

1. supports the small grants application for the Community Sporting and Recreation Facilities Fund seeking financial support of \$93,350 for the upgrade of lights to LED at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club;
2. in principle agrees to the allocation of up to \$59,000 in the 2024/2025 budget contributing towards for the upgrade of lights to LED at the Mt Walker Tennis Club and the installation of lights at the Narembeen Tennis Club.

**MIN 7747/24**      **MOTION** - Moved Cr. Cusack      Seconded Cr. Hardham

**CARRIED 7 / 0**

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

### 11.3 Council Representation on Rural Water Council

<b>Date:</b>	12 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>	ADM146
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

#### Summary

Council to consider appointing representatives to the Rural Water Council committee.

#### Background

Council reviews the representation on committee and working groups every two years. Having Council representation on council and community working groups provides for effective community consultation and advocacy.

During the October 2023 Ordinary Council Meeting, the delegation of representatives to the Rural Water Council was overlooked.

#### Comment

The Rural Water Council aims to address water issues in rural areas including completion of the Comprehensive Water Scheme. The group's aims and objectives are focussed on:

1. Raising awareness of water supply issues relating to farmland and communities in rural and dryland agricultural areas.
2. Endeavouring to obtain equitable distribution statewide of funds for water supply improvement to minimise the difficulty caused by the inadequate domestic, spraying and stock water in dryland agricultural areas.
3. Working with all relevant Government agencies, water advisory groups and other stakeholders to encourage and support research and development to optimise alternative management and use of water supplies.
4. Raising awareness of the need to improve and maintain rural and town water supplies and infrastructure.
5. Contributing to regional planning and policies relating to the allocation and use of water resources in rural and dryland agricultural areas.
6. Representing the water needs of our member communities.
7. Raising awareness of the need to effectively manage water resources.
8. Providing input to and seeking membership of appropriate water advisory groups and the like.

The Group is supported by the Water Corporation and the Department of Water and Environmental Regulation.

Work undertaken by the Wheatbelt Development Commission in relation to regional infrastructure planning highlighted the provision of water, including infrastructure, headwork charges and water allocations as a significant issue. Provision and access to adequate water supply is a major impediment to development throughout rural and dryland agricultural areas.

The group meets three times per year, generally two (2) hosted by the Water Corporation at its Cunderdin Depot and one (1) hosted by a member local government. Each local government/association member is entitled to two voting delegates.

## Consultation

Nil

## Statutory Implications

*Local Government Act 1995*

Section 5.10 – Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish — (a) to be a member of the committee; or (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

## Policy Implications

4.2.17 – Members Sitting Fees and Travel Expenses

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Inadequate Engagement Practices
<b>Risk Category</b>	Environment
<b>Consequence Description</b>	Unsubstantiated, low impact, low profile or 'no news' item
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Council Committee and Working Group List
<b>Action / Treatment</b>	Council Representation
<b>Risk Rating After Treatment</b>	Adequate

## Financial Implications

Nil

## Voting Requirements

☐ Simple Majority ☒ Absolute Majority

## Officer's Recommendation – Item 11.3

That Council appoint Councillor Cr Bray as the Representative and Councillor Cr Cole as the proxy, to the Rural Water Council.

**MIN 7748/24**

**MOTION** - Moved Cr. Bald

Seconded Cr. Currie

**CARRIED 7 / 0**

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

12	Officer's Reports - Development and Regulatory Services
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Nil

13	Officer's Reports - Corporate Services
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13.1	Budget Review for Period Ended 29 February 2024
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Date:	12 March 2024
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM121
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembreen – 2024 Budget Review

Purpose of Report
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☐ Executive Decision

☒ Legislative Requirement

Summary
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Council to consider and adopt the attached budget review for the period ended 29 February 2024.

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

Comment
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1995, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The budget review is to note predicted variances from the annual budget, which may be either timing or permanent variances. A permanent variance is a known or guaranteed variance from the annual budget that requires a budget amendment by Council. Timing variances are due to delays in expenditure that Council is still anticipated to incur, and accordingly do not warrant a budget amendment. Note that in the identification of permanent and timing variances, Council has adopted a materiality of 10% or \$25,000.00, whichever is greater, for the 2024 financial year.

The budget review details significant revisions to estimates made in the annual budget, predominantly due to projects being delayed due to a lack of capacity and there being additional brought forward surplus funds due to the finalisation of the accounts as at 30 June 2023. There are corresponding changes to reserve movements to accommodate these variances, with the overall result being that anticipated reserve balances as at 30 June 2024 are \$5,292,904, an increase of \$900,424 from the originally budgeted total balance of \$4,392,480.

## Consultation

Chief Executive Officer  
Executive Manager Infrastructure Services

## Statutory Implications

*Local Government (Financial Management) Regulations 1996*

### 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

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

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

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

Adopting the budget review will result in additional allocations of municipal funds as detailed in Note 4 of the attached report.

## Voting Requirements

☐ Simple Majority ☒ Absolute Majority

## Officer's Recommendation – Item 13.1

That Council

1. Adopt the 2024 Budget Review as attached.
2. Adopt the budget amendments (as detailed in Note 4 of the attached).

**MIN 7749/24**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Cole

**CARRIED 7 / 0**

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

## 13.2 Change of Financial Institution

<b>Date:</b>	8 March 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>	ADM576
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

### Summary

For Council to consider and endorse the transition of the Shire of Narembreen's commercial banking to Commonwealth Bank of Australia from Bankwest.

### Background

As Council will be aware, Bankwest has confirmed that all branches will be shut down by the end of the 2024 calendar year. In the lead up to this, Bankwest has suspended various services to business clients and begun forcefully transitioning various customers to Commonwealth Bank of Australia (CBA).

Accordingly, Council must consider their options for alternatives, which in practical terms is limited to financial institutions that are in nearby towns as it must be assumed that the Narembreen Bankwest branch will not be replaced with a CBA branch.

This leaves three options:

1. Commonwealth Bank of Australia, located in Merredin;
2. Westpac Banking Corporation, located in Merredin; and
3. Bendigo Bank, branch in town (or nearby) pending establishment.

### Comment

The Officer's recommendation is based on several practical concerns:

1. the timeliness and ease of transitioning banks, noting that:
  - a. the changeover is best done in the current financial year, and ideally commenced immediately.
  - b. Commonwealth Bank of Australia already has established processes to transition local governments from Bankwest to their service.
2. once the local Bankwest branch is lost, banks located in Merredin will be the most accessible option for Shire staff (both current and future).

3. although Bendigo Bank aligns best with Council's strategic plans and community-minded philosophy, the difficulty in raising sufficient operating capital and commercial interest for the branch to be viable will mean that:
- setting up the branch will likely involve significant Shire resources.
  - the Shire will have very limited control over the establishment of the branch which will create issues with Bankwest's hard deadline for the end of the calendar year and may result in poor timing of the transition (during rating or the annual audit, etc).
  - the chance of the local branch not being viable and Council having to revisit this process will be a constant risk.

Council should also note that:

- larger financial institutions tend to have better developed technology and processes, reducing the likelihood of ongoing procedural issues.
- in the event that Merredin also loses all bank branches, Council will be best situated to have minimal loss of functionality with a larger institution's technology.
- all of Council's investments are already in Commonwealth Bank of Australia term deposits.

## Consultation

Chief Executive Officer

## Statutory Implications

Local Government Act 1995:

s6.14 – Power to Invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

- make provision in respect of the investment of money referred to in subsection (1);
- [deleted]*
- prescribe circumstances in which a local government is required to invest money held by it;
- provide for the application of investment earnings; and
- generally provide for the management of those investments.

Financial Management Regulations 1995:

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

*authorised institution* means —

- an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

*foreign currency* means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following -
- deposit with an institution except an authorised institution;
  - deposit for a fixed term of more than 3 years;
  - invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - invest in bonds with a term to maturity of more than 3 years;
  - invest in a foreign currency.

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

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

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

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

### Financial Implications

Pending Council's acceptance of the Officer's Recommendation, this resolution will result in additional fees (the exact amount pending actual receipts and uptake by customers) of approximately \$1,000 a year.

Pending the amount of cash on hand that is **not** invested in a term deposit, the higher interest rates on Council's transaction account stand to earn Council additional interest of between \$10,000 to \$20,000 a year (based on current indicative rates only).

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation – Item 13.2

That Council endorse changing financial institutions from Bankwest to Commonwealth Bank of Australia and authorise the Chief Executive Officer to execute all necessary contracts and agreements with Bankwest and the Commonwealth Bank of Australia in accordance with this resolution.

**MIN 7750/24**

**MOTION** - Moved Cr. Cusack

Seconded Cr. Currie

**CARRIED 7 / 0**

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

### 13.3 Monthly Financial Statements for the Month Ended 29 February 2024

<b>Date:</b>	11 March 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	Not applicable
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>13.3A Shire of Narembeen - Financial Statements for Month Ended 29 February 2024</b>

#### Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

#### Summary

For Council to accept the financial statements for the month ended 29 February 2024.

#### Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

#### Comment

Council's closing funding surplus as at 29 February 2024 is \$3,345,349, with cash on hand of \$8,397,988 including \$4,734,815 of restricted reserves.

#### Consultation

Chief Executive Officer

#### Statutory Implications

*Local Government Act 1995, Section 6.4*

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

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

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

Nil

## Voting Requirements

☒ Simple Majority ☐ Absolute Majority

## Officer's Recommendation – Item 13.3

That Council receive the monthly financial statements for the month ended 29 February 2024.

**MIN 7751/24**      **MOTION** - Moved Cr. Currie      Seconded Cr. Cole

**CARRIED 7 / 0**

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

## 13.4 Schedule of Accounts Paid for Month Ended 29 February 2024

<b>Date:</b>	11 March 2024
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Annette Byrne, Senior Finance Officer
<b>File Reference</b>	ADM018
<b>Previous Meeting Reference</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>13.4A Schedule of Accounts Paid for the Month Ended 29 February 2024</b> <b>13.4B Credit Card Payment List – February 2024</b>

### Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

### Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 29 February 2024.

### Background

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

### Comment

As per the attached schedule, total payments from Municipal funds for the month ended 29 February 2024 total \$659,184.64, including \$4,962.79 of expenditure on Council credit cards.

### Consultation

Nil

### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

#### Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
  - a. The payee's name;
  - b. The amount of the payment;
  - c. The date of the payments; and
  - d. Sufficient information to identify the transaction.

3. A list prepared under sub regulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

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

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

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

### Financial Implications

Nil

### Voting Requirements

☒ Simple Majority ☐ Absolute Majority

#### Officers Recommendation – Item 13.4

That Council receive the following, as attached:

1. Schedule of accounts paid for the month ended 29 February 2024
2. Credit card payment list – February 2024

**MIN 7752/24**

**MOTION** - Moved Cr. Currie

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

#### 14 Officer's Reports - Community Services

Nil

#### 15. Officer's Reports - Infrastructure Services

Nil

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

Nil

#### 17. Elected Member Motions Without Notice

Nil

**18. New Business of an Urgent Nature Approved by the Presiding Person or Decision****18.1 New Business of an Urgent Nature Approved by the Presiding Person or Decision****Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officers Recommendation – Item 18.1**

That Council approve the inclusion of Item 18.2

**MIN 7753/24**      **MOTION** - Moved Cr. Bray      Seconded Cr. Cole

**CARRIED 7 / 0**

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

*5.30pm K Markham left the meeting and did not return*

**18.2 Late Item: Request for Exemption- Keeping of Cats Under Local Law 2.4**

<b>Date:</b>	18 March 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, A1304
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>18.2A Letter from Ken Markham</b>

**Purpose of Report**

☐ Executive Decision ☒ Legislative Requirement

**Summary**

For Council to review a request for an exemption to the requirements of keeping cats under 2.4 Subclause (1) of the Shire of Narembeen Animals, Environment & Nuisance Local Laws 2016.

**Background**

An application has been received from Mr & Mrs Ken Markham of 20 Cheetham Way, Narembeen for the approval to keep more cats than is currently allowed under the Council's Local Laws.

The number of cats that are being requested to be kept are up to 10. The applicant has accrued several cats that were abandoned or wandering strays, in addition to those already held as pets. The

applicants hope to find new homes for some of the cats to reduce the amount at the property, but this would still leave them with cats on hand in excess of what is permitted by the Shire's local laws.

To ensure the cats do not pose a nuisance to neighbours, the applicant has advised that they plan to erect cat enclosure systems to keep the cats on the property. They also have equipment to ensure hygiene is maintained. All cats are or will be sterilized and registered.

#### **Comment**

The applicant has advised that, of the 10 cats currently held, that 6 are pets that they would wish to keep long-term, and 4 are cats that they currently house and are actively attempting to find new homes for.

#### **Consultation**

Chief Executive Officer  
Executive Manager Infrastructure Services

#### **Statutory Implications**

**Shire of Narembeen Animals, Environment & Nuisance Local Laws 2016**

#### **2.4 Cats**

(1) Subject to subclauses (6) and (7), a person shall not, without an exemption in writing from the local government, keep more than 3 cats over the age of 6 months on premises on any land within the district.

(2) An owner or occupier of premises may apply in writing to the local government for exemption from the requirements of subclause (1).

(3) The local government shall not grant an exemption under subclause (2) unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.

(4) An exemption granted under this clause shall specify -  
a) the owner or occupier to whom the exemption applies;  
b) the premises to which the exemption applies; and  
c) the maximum number of cats which may be kept on the  
d) premises.

(5) A person who is granted an exemption under subclause (3) may be required by the local government to house or keep cats in such manner as directed by an EHO.

#### **Policy Implications**

Nil

#### **Strategic Implications**

#### **Strategic Community Plan**

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

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

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

**Financial Implications**

Nil

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officers Recommendation – Item 18.2**

That Council approve the application for an exemption under the Shire of Narembeen's Animal, Environment & Nuisance Local Laws 2016 section 2.4(1) and allow up to 10 cats to be kept at 20 Cheetham Way, Narembeen, subject to the following conditions:

1. all animals are be sterilised, vaccinated, microchipped and registered with the Shire of Narembeen
2. the applicant is to construct an enclosure to the CEO's satisfaction that is sufficient to contain the cats to the property
3. to the CEO's satisfaction, the cats and the enclosure must not present any health-related risks and must not risk damaging Council's property
4. Council's approval is granted for the cats currently owned by the applicant; no additional animals may be registered by the applicant in accordance with this resolution
5. the exemption is granted for 12 months, after which the applicant must make a new application to be considered by Council.

## Council Resolution – Item 18.2

*That Council approve the application for an exemption under the Shire of Narembeen's Animal, Environment & Nuisance Local Laws 2016 section 2.4(1) and allow up to 10 cats to be kept at 20 Cheetham Way, Narembeen, subject to the following conditions:*

- 1. all animals are be sterilised, vaccinated, microchipped and registered with the Shire of Narembeen*
- 2. the applicant is to construct an enclosure to the CEO's satisfaction that is sufficient to contain the cats to the property*
- 3. to the CEO's satisfaction, the cats and the enclosure must not present any health-related risks and must not risk damaging Council's property*
- 4. Council's approval is granted for the cats currently owned by the applicant; no additional animals may be registered by the applicant in accordance with this resolution*
- 5. the exemption is granted for 12 months, after which the applicant must make a new application to be considered by Council.*
- 6. property inspections will be carried out every 6 months*

**MIN 7754/24**

**MOTION** - Moved Cr. Bald

Seconded Cr. Currie

**CARRIED 7 / 0**

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

*Reason for change – Council wanted to ensure the condition of Council property was safeguarded.*

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

Nil

## 20. Closure of Meeting

The next meeting will be held on Tuesday 16 April 2024 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.36pm

**ATTACHMENT 8.1A**  
**CEACA Management Committee Meeting**  
**Minutes – 19 February 2024**

## **MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 19 FEBRUARY 2024 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET MERREDIN**

### **1. WELCOME & INTRODUCTION**

The Chairperson opened the meeting at 10.05am and welcomed all attendees including Cr Bradley Anderson from the Shire of Merredin, David Singe from the Shire of Dowerin, Cr Hannah Bald from the Shire of Narembeen and Gary Martin Acting CEO at the Shire of Mt Marshall, who are attending for the first time.

### **2. MEETING MATTERS**

#### **2.1 Record of Attendance and Apologies**

##### **Attendance**

Terry Waldron - Chairperson, Richard Marshall – Executive Officer (EO), Jo Trachy – Operations Manager (OM), Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Gary Martin – Shire of Mt Marshall, Bradley Anderson – Shire of Merredin, Leah Boehme – Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Rebecca McCall – Shire of Narembeen, Hannah Bald – Shire of Narembeen, Bill Price – Shire of Westonia, Ross Della Bosca – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, David Singe – Shire of Dowerin (Associate Member)

##### **Apologies**

Stephen Strange - Shire of Bruce Rock  
Ben McKay - Shire of Mt Marshall  
Holly Cusack – Shire of Narembeen  
Wayne Della Bosca – Shire of Yilgarn

It was noted in the absence of Stephen Strange, Holly Cusack and Wayne Della Bosca that Darren Mollenoyux is attending for and on behalf of Bruce Rock Shire, Hannah Bald is acting for and on behalf of Narembeen Shire and Nic Warren is attending for and on behalf of Yilgarn Shire.

#### **2.2 Declaration of Quorum**

The Chairperson advised that the quorum for the meeting was met.

#### **2.3 Conflicts of Interest**

There were no declarations of conflicts of interest.

#### **2.4 Minutes of the Management Committee Meeting – 6 November 2023**

##### **RESOLUTION**

It was resolved that the Minutes of the Management Committee meeting held on the 6 November 2023 be accepted as a true and accurate record of proceedings.

CARRIED

#### **2.5 Action Points**

CEACA Action Items list was distributed to Committee Members prior to the meeting. The EO advised the items would be covered in the meeting.

### 3. MATTERS FOR DECISION

#### 3.1 Sale of Kununoppin Units – Refer EO Report

The EO referred to his report and added the following comments:

- At the last meeting it was agreed that a delegate of people would speak to the Shire of Trayning CEO regarding the purchase of the units, which they did. The EO also spoke to the CEO. The CEO from the Shire of Kellerberrin advised that although Trayning Shire is interested, they are also considering an option to build new units with WACHS.
- WACHS has also shown interest, but in a long-term lease rather than purchase.
- Elders conducted an appraisal and suggested the two units be sold together for 270k. Commission on sale is \$10k.
- One unit is occupied on a 6-month lease and the other was vacated on 17<sup>th</sup> February and not currently re-leased.
- Under the FAA CEACA can sell up to 7 units, on the condition that funds are re-invested in the CEACA project.

General discussion ensued.

#### RESOLUTION

It was resolved that CEACA appoint Elders to market both units for sale at offers above \$300k and to continue discussions with the Shire and WACHS.

CARRIED

#### 3.2 Review of Allocation of New Units (ILU) to be Built – Refer EO Report

The EO spoke to his report and added the following comments:

- State Government noted that the CEACA budget did not allow for price escalation or contingency. Amendments were made and this resulted in the number of ILU we could apply for dropping from 56 to 54.
- Further, Dowerin has indicated they would like 2 and this would result in a total reduction of 4 ILU from Member Shires for the funding application.

Questions/Comments:

- The Shire of Kellerberrin CEO advised their Shire would be happy to reduce their application from 14 to 10 ILU. This was noted by the EO, and the necessary changes would be made to the application.
- The Chairperson advised that the numbers may need to be reduced further, depending on allocation of funding.

#### 3.3 Wheatbelt Development Commission Project on Aged Care Models – Refer EO Report

The EO spoke to the points made in his report and added the following comments:

- The Wheatbelt Aged Care Model Cost Benefit Analysis document from the Wheatbelt Development Commission (WDC) was sent to all Committee Members on the 14<sup>th</sup> February 2024.
- WDC feel CEACA are well placed to assist.
- There is a benefit for CEACA and the Wheatbelt, as shires get access to the study.
- WDC also asked if CEACA can offer workers accommodation under their current model. Under CEACA's Charitable Status this is unlikely, however there may be an option to form a separate CEACA entity to deal with that.

Questions/Comments:

- The Chairperson believes it is a good opportunity for CEACA on the understanding that the WDC fund it and it is not too much of a burden on CEACA staff given other commitments. The funding needs to pay for consultants to do the work. EO advised that the Operations Manager is already working at capacity, and he would liaise with WDC.
- Members discussed whether \$20k would be enough for the project and felt that it is more likely to cost more. The EO advised that he would discuss this with the WDC and whether there is the possibility to increase funding as required.

#### RESOLUTION

It was resolved to proceed with the opportunity, discuss the scope of works with WDC and ensure the cost of consultants is covered by the WDC funding.

CARRIED

#### 3.4 Approval of Updated CEACA Policies

The OM summarised the changes to the policy documents and advised as follows:

- The OM reviewed current policies and created new ones to ensure compliance with the Department of Communities' guidelines. The drafts were distributed to Committee Members on the 6<sup>th</sup> February 2024 for review.
- The Department need to see evidence that these policies have been approved by the Management Committee.

#### Questions/Comments:

- The Shire of Naremburn CEO asked in respect of the Whistle-Blower policy who the WPO and WOI Officer would be. The EO advised that due to CEACA having only two staff there needs to be flexibility depending on who “blows the whistle”.
- The Chairperson advised that it is a good idea to review policies on a regular basis, but not all at once. The OM advised that the only policies the Management Committee had to review relate to governance or risk, all Operational policies and forms are approved by the EO. They are reviewed every 2 years.

#### RESOLUTION

It was resolved to accept all revised and new policies distributed to Committee Members on the 6<sup>th</sup> February 2024.

CARRIED

#### 3.5 Addition of Councillor Holly Cusack (CEACA Treasurer) as a bank signatory

- The EO advised that the current signatories on the CEACA Westpac accounts are the EO, OM, and the Deputy Chairperson (Gary Shadbolt).
- Cr Holly Cusack (Treasurer) should be added as a signatory, but this cannot be done until Westpac see evidence of a resolution from the Management Committee giving authority for Holly to be added.

#### RESOLUTION

It was resolved to add Councillor Holly Cusack (CEACA Treasurer) as a signatory to the Central East Accommodation & Care Alliance inc current Westpac accounts.

CARRIED

### 4. MATTERS FOR DISCUSSION

#### 4.1 EO Report (Attachment 4)

The EO spoke to his report and made the following additional comments:

##### Development of a Care Services Model

- Discussions have been held with Misty Morton in the past, with InCasa trying to replicate the “Pingelly Model” in other shires.

#### Questions/Comments:

- The Shires of Wyalkatchem and Bruce Rock representatives advised that the CRC’s have taken control of this initiative and are liaising directly with InCasa. The Shire of Mukinbudin representative advised that the Shire have been working towards managing the CRC and now that is in order, they are ready to look into it.
- The Chairperson advised there are other Shires working on similar models, for example Denmark, and he will be investigating further.

##### State Govt Funding

- The Department of Communities asked further questions regarding our model, proposed future model etc and it became apparent that if CEACA were to become a Registered Community Housing Provider (CHP), it would address any concerns that they have. CHP process is not only strict, but lengthy and gives the Department assurance that CEACA could be considered for funding.

#### Questions/Comments:

- The Chairperson advised that CEACA needs to be careful that it does not put constraints on its current operations by applying to become a CHP, but if we want the funding, we must go through with it.
- It must be agreed between CEACA and the Department that the CEACA Matrix is used before the Department’s Waiting List in relation to the existing 71 Units, to ensure that existing community members are not disadvantaged.
- If successful with funding and new units are built, CEACA would need to review their current staff numbers and maybe add to it to cope with the additional work. The Chairperson and EO have already discussed this issue and if successful with funding, we will need someone who can oversee the project management in addition to the builder.

#### RESOLUTION

It was resolved to proceed with the application for Registered Community Housing Provider and to proceed with caution in relation to the Department Waiting List.

CARRIED

## Management Accounts to 31 December 2023

The EO summarised the Income & Expenditure Report and concluded that CEACA is in a sound financial position, mainly due to the ongoing 100% occupancy.

### Management of Shire Owned Properties

One of CEACA's strategies is to manage accommodation for Member Shires. There has been work done with the Shire of Bruce Rock in this regard. This has not progressed further as there is a volunteer committee in place to manage Shire owned Retirement Units. Other Shires have expressed an interest. It would be difficult for us to manage at present, given the workload with the CHP process, but will be useful for us to do in the future.

### Rents

The last increase for CEACA rents was in September 2022 and we are therefore conscious that they should be reviewed. It serves no purpose for CEACA to fall behind in market increases as it may mean a large increase for tenants in future. We do not currently have a process for reviewing rents and they were the same for the first 3 years of CEACA occupancy.

### RESOLUTION

It was resolved that CEACA discuss rent increases with Elders and make a recommendation to the Committee prior to drafting the FY25 budgets.

CARRIED

## 4.2 Operations Report

The OM made the following comments in addition to the Operations Report tabled:

- GBM have concluded shower rectification works in Bruce Rock and will commence work on the Kellerberrin units in March. Tenant feedback has been positive, and they have not been impacted heavily by the works. GBM have also attended to all outstanding maintenance items while on site.
- There has been a lot of work done to prepare for the CHP process but there is more to come. The Department's focus is not only on finding homes for people, but ensuring that CEACA is tackling homelessness, tenant welfare, health and safety and management of assets. They also want to see that we conduct regular Client Satisfaction Surveys and review the data to make improvements.
- CEACA has applied to become a member of Shelter WA as this will not only give us access to their Member Hub containing policies, fact sheets etc, but to useful training for CHO's and Client Satisfaction Survey software.
- The recent power outages highlighted the fact that many of our tenants are vulnerable and need assistance. A CEACA tenant applied for a power back up system to be fitted to their unit that is connected to a generator. This ensures that in the event of a power failure, they have a back-up system to keep medical equipment running, medication cool and they do not overheat or become dehydrated. Their Home Care Provider indicated that their funding would only cover the power back up but not the generator. CEACA appealed this decision and resulted in the tenant being able to purchase both using their funding, on the condition that their GP provided written confirmation of need based on health and safety.
- The Operations Manager suggested that shires investigate options for assisting vulnerable people in their community during power outages, including power back-ups, cold storage for medications and health checks.
- The OM is on leave from 23<sup>rd</sup> February – 1<sup>st</sup> March 2024.

## 5. MEETING CLOSURE

There being no further business, the meeting closed at 11.20am.

## 6. NEXT MEETING

The next Management Committee meeting will be held at 10.00am, 13<sup>th</sup> May 2024 at the Kellerberrin Leisure Centre.

### DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on \_\_\_\_\_.

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed.

**ATTACHMENT 8.2A**  
**CEACA Special General Meeting Minutes**  
**29 February 2024**

## **MINUTES OF THE CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC. SPECIAL GENERAL MEETING OF MEMBERS HELD AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE ON MONDAY, 19<sup>TH</sup> FEBRUARY 2024 COMMENCING AT 11.45 AM**

### **ATTENDEES**

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Terry Waldron - Chairperson, Richard Marshall – CEACA Executive Officer (EO), Jo Trachy – CEACA Operations Manager (OM), Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Gary Martin – Shire of Mt Marshall, Bradley Anderson – Shire of Merredin, Leah Boehme – Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Rebecca McCall – Shire of Narembeen, Hannah Bald – Shire of Narembeen, Bill Price – Shire of Westonia, Ross Della Bosca – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, David Singe – Shire of Dowerin

### **Apologies**

Stephen Strange - Shire of Bruce Rock  
Ben McKay – Shire of Mt Marshall  
Holly Cusack – Shire of Narembeen  
Wayne Della Bosca – Shire of Yilgarn

It was noted and agreed that in the absence of Stephen Strange, Holly Cusack and Wayne Della Bosca, that Darren Mollenoyux is attending for and on behalf of Bruce Rock Shire, Hannah Bald is attending for and on behalf of Narembeen Shire and Nic Warren is attending for and on behalf of Yilgarn Shire.

### **1. OPENING & APOLOGIES**

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The Chairperson opened the meeting at 11.45am and welcomed the attendees. Apologies were noted.

### **2. DECLARATION OF QUORUM**

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The Chairperson advised that the quorum for the meeting was met.

### **3. CONFIRMATION OF NOTICE OF MEETING**

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It was confirmed that the Notice of Meeting was distributed to all Members on the 22<sup>nd</sup> January 2024.

### **4. CONFIRMATION OF THE MINUTES FROM THE 2023 ANNUAL GENERAL MEETING**

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The Minutes of the CEACA Annual General meeting held on the 6<sup>th</sup> November 2023 were circulated prior to the meeting.

### **RESOLUTION**

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It was resolved that the Minutes of the CEACA Annual General Meeting held on Monday, 6<sup>th</sup> November 2023 be accepted as a true and accurate record of proceedings.

CARRIED

## 5. MATTER FOR DECISION (SPECIAL RESOLUTION) – PROPOSED CONSTITUTION

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The marked-up Constitution (Attachment 1) was distributed to all General Members on the 22nd January 2024 and again on the 12th February 2024.

The Explanatory Memorandum (Attachment 2) was distributed to all General Members on the 22nd January 2024 and again on the 12th February 2024.

The EO summarised the proposed changes to the Constitution and advised that CEACA should develop a Succession Policy and Plan to ensure that the Management Committee roles are planned and changed over in an orderly manner, noting the proposed maximum term of 9 years.

Questions/Comments:

- The Member for Mukinbudin referred to Item 5.2 which states that Foundation Members are members of the Association, and 3 shires are noted who have resigned. The Member advised that although they were foundation members, they are no longer general members. The Shire of Kellerberrin CEO suggested the wording be changed to *"The current Foundation General Members are General Members of the Association"* and delete the list of Foundation shires.

### SPECIAL RESOLUTION

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It was resolved unanimously that the Constitution of Central East Accommodation & Care Alliance Inc be amended in accordance with the changes set out in the document at Attachment 1 and that Item 5.2 be amended to read *"The current Foundation General Members are General Members of the Association"* and the list of Foundation shires be removed.

CARRIED

## 6. GENERAL BUSINESS

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There was no general business.

## 7. CLOSURE OF MEETING

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There being no further business, the meeting closed at 12.07pm.

### DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the meeting held on

\_\_\_\_\_.

Signed \_\_\_\_\_

Person presiding at the meeting at which these minutes were confirmed.

**ATTACHMENT 8.3A**  
**Great Eastern Country Zone Meeting Minutes**  
**22 February 2024**

# **Great Eastern Country Zone**

## **MINUTES**

**Thursday, 22 February 2024**  
**Commenced at 9:34am**

### **Shire of Merredin**

Merredin Regional Community & Leisure Centre  
Bates Street, Merredin Western Australia 6415

## TABLE OF CONTENTS

<b>1. Opening and Welcome .....</b>	<b>3</b>
1.1 Acknowledgement of Country.....	3
<b>2. Attendance and Apologies.....</b>	<b>3</b>
<b>3. Attachments.....</b>	<b>5</b>
<b>4. Declarations of Interest.....</b>	<b>5</b>
<b>5. Announcements.....</b>	<b>6</b>
<b>6. Guest Speakers / Deputations .....</b>	<b>6</b>
6.1 Speakers for the February Zone Meeting .....	6
<b>7. Members of Parliament .....</b>	<b>6</b>
<b>8. Agency Reports .....</b>	<b>6</b>
8.1 Department of Local Government, Sport, and Cultural Industries .....	6
8.2 Wheatbelt Development Commission.....	6
8.3 Regional Development Australia Wheatbelt.....	6
8.4 Main Roads Western Australia .....	7
8.5 Water Corporation.....	7
<b>9. Minutes.....</b>	<b>7</b>
9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 20 November 2023.....	7
9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 20 November 2023 .....	7
9.2.1 Carriage Lighting/Train Visibility – Rail Network (Item 13.1) .....	7
9.2.2 Zone Council Member Training Rebate (Item 13.4) .....	8
9.3 Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday 13 February 2024 .....	8
9.4 Business arising from the Great Eastern Country Executive Committee Meeting held on Tuesday, 13 February 2024 .....	8
9.4.1 Prioritisation of Strategic Zone Issues .....	8
9.4.2 Medicare Rebate.....	10
<b>10. Zone Business .....</b>	<b>11</b>
10.2 Great Eastern Country Zone Conference 2025 .....	12
<b>10.3 Road Works during a Total Fire Ban Regulatory Review Update.....</b>	<b>12</b>
10.4 Consultation Opportunities .....	13
10.5 2024 Local Government Honours Program .....	14
<b>11. Zone Reports .....</b>	<b>15</b>
11.1 Zone Chair President Report.....	15
11.2 Wheatbelt District Emergency Management Committee (DEMC) .....	15
11.3 Regional Health Advocacy Group.....	16
11.4 WALGA RoadWise.....	16
<b>12. Western Australian Local Government Association (WALGA) Business.....</b>	<b>16</b>
12.1 State Councillor Report .....	16

12.2	State Council Agenda Items – 6 March 2024.....	17
12.3	WALGA President's Report.....	20
13.	<b>Emerging Issues.....</b>	<b>20</b>
14.	<b>Date, Time, and Place of Next Meetings.....</b>	<b>20</b>
15.	<b>Closure.....</b>	<b>20</b>

## 1. Opening and Welcome

The Chair declared the meeting open at 9.34am.

### 1.1 Acknowledgement of Country

We, the Great Eastern Country Zone of WALGA acknowledge the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

## 2. Attendance and Apologies

<b>Shire of Bruce Rock</b>	President Cr Ram Rajagopalan Cr Stephen Strange ( <b>State Council Representative</b> ) Mr Darren Mollenoyux, Chief Executive Officer, non-voting
<b>Shire of Cunderdin</b>	Deputy President Cr Tony Smith Mr Stuart Hobley, Chief Executive Officer, non-voting
<b>Shire of Dowerin</b>	President Cr Robert Trepp Mr David Singe, Chief Executive Officer, non-voting
<b>Shire of Kellerberrin</b>	Cr Dennis Reid Ms Morgan Ware, Manager of Governance
<b>Shire of Koorda</b>	President Cr Jannah Stratford Mr Zac Donovan, Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	Cr Megan Simmonds
<b>Shire of Mount Marshall</b>	Cr Tony Sachse ( <b>Zone Chairperson</b> ) Mr Gary Martin, A/Chief Executive Officer, non-voting
<b>Shire of Mukinbudin</b>	President Cr Gary Shadbolt Mr Dirk Sellenger, Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	President Cr Scott Stirrat Deputy President Cr Holly Cusack
<b>Shire of Nungarin</b>	Deputy President Cr Gary Coumbe Mr Ric Halse, Chief Executive Officer, non-voting
<b>Shire of Tammin</b>	Deputy President Cr Tanya Nicholls

	Ms Joanne Soderlund, Chief Executive Officer, non-voting
<b>Shire of Trayning</b>	President Cr Melanie Brown Ms Leanne Parola, Chief Executive Officer, non-voting
<b>Shire of Westonia</b>	President Cr Mark Crees Mr Bill Price, Chief Executive Officer, non-voting
<b>Shire of Wyalkatchem</b>	Deputy President Cr Christy Petchell Cr Ross Lawson Kerr Cr Misha Stratford (Observer) Ms Sabine Taylor, Chief Executive Officer, non-voting
<b>Shire of Yilgarn</b>	President Cr Wayne Della Bosca Mr Nic Warren, Chief Executive Officer, non-voting
<b>Guests</b>	
Telstra	Boyd Brown, Regional General Manager WA
Main Roads WA	Mohammad Siddiqui, Regional Manager Wheatbelt
Water Corporation	Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
Regional Development Australia WA	Josh Pomykala, Director Regional Development
<b>Members of Parliament</b>	Hon Mia Davies MLA, Member for Central Wheatbelt Kath Brown, Electorate Officer, Office of Hon Mia Davies MLA
<b>WALGA</b>	James McGovern, Manager Governance & Procurement Naomh Donaghy, Governance & Organisational Services Officer
<b>Apologies</b>	
Shire of Cunderdin	President Cr Alison Harris
Shire of Dowerin	Deputy President Cr Nadine McMorran
Shire of Kellerberrin	President Cr Matt Steber Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Kondinin	President Cr Kent Mouritz Deputy President Cr Bev Gangell Mr David Burton, Chief Executive Officer, non-voting
Shire of Koorda	Deputy President Cr Gary Greaves
Shire of Merredin	President Cr Mark McKenzie Deputy President Cr Renee Manning Ms Leah Boehme, A/Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Nungarin	President Pippa de Lacy
Shire of Narembeen	Rebecca McCall, Chief Executive Officer, non-voting
Shire of Tammin	Cr Nick Caffell
Shire of Trayning	Cr Michelle McHugh
Shire of Westonia	Deputy President Ross Della Bosca

Shire of Wyalkatchem  
Shire of Yilgarn

President Cr Owen Garner  
Deputy President Cr Bryan Close

Hon Colin de Grussa MLC, Member for Agricultural Region  
Hon Steve Martin, Member for the Agricultural Region  
Rick Wilson MP, Federal Member for O'Connor  
Hon Peter Rundle MLA, Member for Roe  
Hon Martin Aldridge MLC, Member for Agricultural Region  
Hon Shelley Payne MLC, Member for Agricultural Region  
Hon Darren West MLC, Member for Agricultural Region  
Hon Sandra Carr MLC, Member for Agricultural Region

Department of Local Government,  
Sport, & Cultural Industries

Samantha Cornthwaite, Regional Manager Wheatbelt

Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer – Central East

### **3. Attachments**

The following are provided as attachments to the Minutes:

1. Item 6.1 Telstra presentation
2. Item 8.4 Main Roads report

The full State Council Agenda can be found via link: [State Council Agenda 6 March 2024 \(walga.asn.au\)](https://www.walga.asn.au)

### **4. Declarations of Interest**

NIL

## 5. Announcements

NIL

## 6. Guest Speakers / Deputations

### 6.1 Speakers for the February Zone Meeting

#### 6.1.1 Telstra

Boyd Brown, Regional General Manager, Telstra Retail & Regional, presented to the Zone on key topics including 3G network closure, mobile update on co-investment and 4G/5G upgrades, satellites and network resilience. Additionally, Mr Brown provided an update on telecommunications resilience planning in the wake of recent severe weather event across the wheatbelt and Goldfields regions.

Boyd took a number of questions from Zone members during his presentation – **Attachment 1**

NOTED

## 7. Members of Parliament

*Any Members of Federal and State Government in attendance were invited to provide a brief update on matters relevant to the Zone.*

- Mia Davies, Electorate Officer, Office of Hon Mia Davies MLA

NOTED

## 8. Agency Reports

### 8.1 Department of Local Government, Sport, and Cultural Industries

Samantha Cornthwaite, Regional Director Wheatbelt was an apology, a report was submitted for the Zone.

#### Executive Officer Comment:

The Executive Officer suggested the Department of Local Government, Sport and Cultural Industries be contacted to request a representative attends Zone meetings. Members were in agreeance.

NOTED

### 8.2 Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer was an apology for this meeting.

NOTED

### 8.3 Regional Development Australia Wheatbelt

Josh Pomykala, Director Regional Development was in attendance and took a few moments to introduce himself. There was no report for the February meeting.

**NOTED**

#### **8.4 Main Roads Western Australia**

Mohammad Siddiqui, Regional Manager Wheatbelt provided a report in advance of the meeting, now attached – **Attachment 2**

**NOTED**

#### **8.5 Water Corporation**

Rebecca Bowler, Manager Customer & Stakeholder gave a verbal report.

**NOTED**

### **9. Minutes**

#### **9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 20 November 2023**

The Minutes of the Great Eastern Country Zone meeting held on Tuesday, 20 November 2023 have previously been circulated to Member Councils.

**RESOLUTION:**

**Moved: Shire of Koorda**

**Seconded: Shire of Yilgarn**

**That the minutes of the Great Eastern Country Zone meeting held on Monday, 20 November 2023 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

#### **9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 20 November 2023**

##### **9.2.1 Carriage Lighting/Train Visibility – Rail Network (Item 13.1)**

At the November 2023 Zone meeting, Cr Alison Harris raising concerns in relation to lighting of train carriages. WALGA provides the following update of information:

In December 2023, the Federal Government released the [National Level Crossing Safety Strategy \(Department of Transport and Main Roads\) \(tmr.qld.gov.au\)](https://www.transport.gov.au/publications/national-level-crossing-safety-strategy) which includes strategies for train lighting and visibility.

Additional commentary is available in this article:

<https://infrastructuremagazine.com.au/2024/02/05/national-level-crossing-safety-strategy-released/>

WALGA also provided a technical submission to the review of AS 7531 'Lighting and Visibility Standard' which occurred in October 2023. There is no current WALGA advocacy or Policy Team activity on this matter.

**RESOLUTION:**

**Moved: Cr Melanie Brown, Shire of Trayning**

**Seconded: Cr Gary Shadbolt, Shire of Mukinbudin**

**That the Zone Executive Officer request a comment from WALGA on their capacity to advocate for change, with an item to be prepared for the next Great Eastern Zone meeting.**

**CARRIED**

**9.2.2 Zone Council Member Training Rebate (Item 13.4)**

Following discussion of this item in November 2023, WALGA commenced monitoring Zone Local Governments that enrol Councillors in the Council Members Essentials training modules.

Under the revised rebate scheme, the Zone through the WALGA Secretariat will directly reimburse each Local Government their \$2,000 allocation rather than request Local Governments to raise an invoice. The rebate is not dependent on all Council Members completing the modules.

**NOTED**

**9.3 Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday 13 February 2024**

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday, 13 February 2024 were attached.

**RESOLUTION**

**Moved: Shire of Trayning**

**Seconded: Shire of Nungarin**

**That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Tuesday 13 February 2024 be received.**

**CARRIED**

**9.4 Business arising from the Great Eastern Country Executive Committee Meeting held on Tuesday, 13 February 2024**

**9.4.1 Prioritisation of Strategic Zone Issues**

In no particular order, the following items are regarded as strategic Zone priority issues for 2024 with proposed new items identified in **green**:

- Regional Health Services to include:
  - Hospitals
  - Aged Care
  - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.

- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

**Executive Committee Comment:**

Strategic priorities have been updated for consideration of Zone members. Covid-19 has been excluded and the theme of regional housing has been added to GROH housing in recognition that many Local Governments struggle with lack of residential housing.

In advance of the Executive Committee meeting, Cr Mark Crees proposed a new priority based on corporations purchasing productive agricultural land to offset their carbon footprint by planting trees; this issue is aligned to the use of productive agricultural land for solar farms and wind farms. There is a relationship between this emerging issue and the buying up of productive agricultural land in various regions of WA commencing in the 1990's for planting of commercial blue gum farms.

Both added priorities were the subject of adopted 2023 WALGA AGM motions that are currently under consideration by WALGA Policy Teams:

Regional Housing

*That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.*

Agricultural Land Use

*That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*

**Comment:**

Cr Crees, Shire of Westonia, gave an overview on the importance of the addition of "Agricultural Land Use", using the example of the potential sale of Merredin Farms to a Mining Corporation for their Carbon Offsets. This would equate to 20,000Ha of 240,000Ha farmland in the Shire of Westonia alone.

The Executive Officer will keep Zone Members informed on what WALGA are doing in this space.

**RESOLUTION**

**Moved: Shire of Westonia**

**Seconded: Shire of Narembeen**

**That the Great Eastern Country Zone endorse the Strategic Zone Priorities for 2024.**

**CARRIED**

#### **9.4.2 Medicare Rebate**

At the November 2023 Zone meeting, Cr Alison Harris brought a Medicare item forward; that Medicare are proposing that the rebate will not be offered for first telehealth consultations with speciality doctors.

The current Medicare Benefits Schedule does not identify any change to the first telehealth consultation with speciality doctors. The Executive Committee discussed this matter and recommended that the Zone prepare correspondence to advocate against any change, highlighting the impact it will have on regional communities who rely heavily on telehealth consultations.

#### **RESOLUTION:**

**Moved: Shire of Bruce Rock**  
**Seconded: Shire of Westonia**

**That the Zone Executive Officer write to Medicare / Services Australia and inform that the WALGA Great Eastern Country Zone is opposed to any change to the Medicare rebate for initial telehealth consultations with specialist doctors.**

**CARRIED**

#### **9.4.3 Women of the Wheatbelt Elected Members (WoWem) Sundowner**

On Friday 15 March 2024, Cr Harris in partnership with other Members of the Great Eastern Country Zone, will host a Sundowner for female councillors in the region, the “Women of the Wheatbelt Elected Members (WoWem) Sundowner” in Merredin. It is estimated there will be 30+ attendees.

The Executive Committee supports a request for Zone consideration of a financial contribution in support of this event.

The organisers are currently awaiting catering quotes and can advise on a suggested contribution closer to the event. In the absence of specific costings, the Executive Committee therefore propose a financial contribution to a maximum of \$1,000 be considered.

#### **Comment:**

Cr Brown thanked Cr Harris for her work, stating this event is a great initiative.

#### **RESOLUTION**

**Moved: Shire of Trayning**  
**Seconded: Shire of Bruce Rock**

**That the Great Eastern Country Zone make a financial contribution up to a maximum of \$1,000 toward the cost of hosting the Women of the Wheatbelt Elected Members (WoWem) Sundowner to be held on 15 March 2024.**

**CARRIED**

## 10. Zone Business

### 10.1 2024 Meeting dates

#### Background:

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings are presented for the Zone's review and acceptance.

*These dates were endorsed by the Executive Committee at their meeting on Tuesday 13 February.*

The Executive Committee dates are 1.5 weeks prior to the Zone meeting. Zone meetings are scheduled to align with State Council meetings.

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2024

Exec Comm Meeting Dates Tuesday	Time	HOST COUNCIL
<b>2 April</b>	Tuesday 8am	Teleconference
<b>4 June</b>	Tuesday 8am	Teleconference
<b>13 August</b>	Tuesday 8am	Teleconference
<b>5 November</b>	Tuesday 8am	Teleconference

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRY ZONE 2024

Zone Meeting Dates	Time	Host Council	State Council meeting Dates 2024	Time to read State Council Agenda
<b>11 April</b>	Thursday 9.30 am	Kellerberrin	Wednesday 1 May	2 weeks and 1 day
<b>13 June</b>	Thursday 9.30 am	Merredin	Wednesday 3 July	1 week and 1 day
<b>22 August</b>	Thursday 9.30 am	Kellerberrin	Regional Meeting 5-6 September	1 week and 1 day
<b>14 November</b>	Thursday 9.30 am	Merredin	Wednesday 4 December	2 week and 1 day

## RESOLUTION

Moved: Shire of Dowerin

Seconded: Shire of Bruce Rock

That the 2024 Great Eastern Country Zone Executive Committee and Zone dates are confirmed as stated above.

**CARRIED**

## 10.2 Great Eastern Country Zone Conference 2025

The Great Eastern Country Zone Conference was held in Merredin on Tuesday 28 February 2023. Themed “Regional Collaboration,” the intent of the Conference was to provide information on current and planned regional collaboration involving Zone Local Governments. A total of 100 people attended, including Local Government Councillors, Senior officers, and three members of Parliament.

A subsequent survey provided a strong response that the conference is a valuable experience, particularly the information and networking opportunity it provides for Council Members that do not attend the Zone.

The Zone is committed to a biennial conference and it would be practical to commence planning for the 2025 conference as soon as possible. The Executive Committee recently discussed establishing a Zone Conference Planning Subcommittee to take the lead on the conference theme, speakers, location and potential innovations.

It is recommended the Subcommittee comprise between 4 and 6 members and it will be supported by WALGA through the Zone Executive Officer. The Zone Conference Planning Subcommittee will also be able to leverage the capability within WALGA’s Marketing and Events team to assist with matters including conference planning and promotion, venue identification and logistics, speaker and MC acquisition.

### RESOLUTION

**Moved: Shire of Westonia**

**Seconded: Shire of Mukinbudin**

**That the Great Eastern Country Zone establish a Zone Conference Planning Subcommittee comprising the following Zone delegates:**

<b>Cr Melanie Brown, Shire of Trayning;</b>	<b>Cr Jannah Stratford, Shire of Koorda :</b>
<b>Cr Ram Rajagopalan, Shire of Bruce Rock;</b>	<b>Cr Gary Shadbolt, Shire of Mukinbudin :</b>
<b>Cr Tony Sasche, Shire of Mount Marshall;</b>	<b>Cr Stephen Strange, Shire of Bruce Rock;</b>
<b>Cr Mark Crees, Shire of Westonia</b>	

**CARRIED**

## 10.3 Road Works during a Total Fire Ban Regulatory Review Update

*By Max Bushell, Senior Policy Advisor, Road Safety and Infrastructure*

### EXECUTIVE SUMMARY

- *The Department of Fire and Emergency Services (DFES) has announced that changes to the Bush Fires Regulations 1954 dealing with grading and bituminising works during a Total Fire Ban have come into effect.*
- *All conditions on conducting road works during a Total Fire Ban have been removed, except for the following three conditions: 24Y, 24ZA, and 24ZB.*
- *Local Governments should still employ robust risk management and assessment strategies when deciding whether to proceed with roadworks during a Total Fire Ban.*

## BACKGROUND

Following consultation with WALGA and Local Governments, Main Roads, and contractors, DFES have removed all conditions on conducting road works during a Total Fire Ban, except for:

- Regulation 24Y: road work remains prescribed for the purposes of section 22B(2) of the Bush Fires Act 1954; meaning business, industry and public authorities (which include Local Governments) can continue to conduct road work during a total fire ban without requiring an exemption.
- Regulation 24ZA: road work must stop during a Total Fire Ban where there is a Catastrophic fire danger rating – with exceptions for essential services.
- Regulation 24ZB: notification is still required via the online notification form which notifies DFES and the Local Government where the works are occurring during a Total Fire Ban. If working within 3kms of DBCA managed land, notification to DBCA is also required.

Local Governments should continue to employ their own thorough risk assessment and risk management practices that consider fire prevention and mitigation when programming road works during a Total Fire Ban.

Additional information can be found on the DFES [website](#). The DFES road work [factsheet](#) may be particularly useful for Local Governments.

## NOTED

### 10.4 Consultation Opportunities

The following consultations are currently open and Zone Local Governments may consider providing a response or formal submission:

#### **Auditor Experience Survey**

WALGA has again partnered with LG Professionals WA to conduct a survey of the sector seeking feedback in relation to the annual audit process.

To this end we have jointly revised the questionnaire based on last year's experiences to ensure we obtain feedback from the sector that will enable us to provide constructive advice to the Office of the Auditor General. The OAG is supportive of this process and welcomes advice from the peak bodies to inform their continued improvement.

Please assist us in this important research exercise by completing the online survey at <https://www.surveymonkey.com/r/6KRF2K9> before close of business on **Friday, 15<sup>th</sup> March.**

Kindly note that only one response is required per organisation.

If you have any queries, please don't hesitate to contact me on either my mobile: 0439 914 349, direct work number 9213 2051 or email: [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

#### **Stop Puppy Farming - Fees and Charges Consultation Paper**

Consultation is now being undertaken by consultants Marsden Jacob Associates on the new and existing fees and charges under the Dog Act 1976 and Cat Act 2011. Local Governments should have received correspondence from them providing a consultation paper and a link to an online survey for submissions in response.

The five-week consultation period opened on Thursday 1 February and responses will inform the development of fees for the following approvals:

1. Dog and cat registration by owners and contributions to the Centralised Registration System (CRS)
2. Dog supply approvals
3. Approvals to breed for dogs
4. Pet shops approvals (only applicable to dogs)

If you have not received a copy of the consultation paper and a link to their survey, please contact Marsden Jacob Associates for at [SPFees@marsdenjacob.com.au](mailto:SPFees@marsdenjacob.com.au)

The consultation closes on **Friday, 8 March.**

### **Cemeteries and Cremations Act Review**

The March 2024 State Council Agenda includes an Item for Decision on this review, this is a timely opportunity to inform the Zone that the consultation period has been extended to 15 March. This provides Local Governments with a renewed opportunity to provide a submission, with information provided below:

The Department of Local Government, Sport and Cultural Industries has commenced a **Review of the Cemeteries Act 1976 and the Cremations Act 1929.**

Local Governments that operate cemeteries or have cremation facilities within their district are encouraged to provide a submission to the DLGSC via the above link. WALGA would appreciate receiving a copy of submissions to inform the development of advocacy. Please send copies of submissions to [governance@walga.asn.au](mailto:governance@walga.asn.au) by Thursday 25 January 2024.

### **NOTED**

#### **10.5 2024 Local Government Honours Program**

*By Meghan Dwyer, Executive Officer Governance*

The annual Local Government Honours Program affords public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Local Government officers to their respective Councils, the WA Local Government sector and the wider community.

There are six awards in the 2024 Program:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Local Government Distinguished Officer Award
6. Young Achievers Award

Nominations will open on **Friday, 8 March 2024** and close at **5:00pm on Friday, 31 May 2024.**

Details on the 2024 Honours Program and Nomination Forms will be available from Friday, 8 March 2024 on the [WALGA website](https://www.walga.asn.au).

For more information contact Meghan Dwyer, Executive Officer Governance, on 9213 2050 or via email at [honours@walga.asn.au](mailto:honours@walga.asn.au).

### **NOTED**

## 11. Zone Reports

### 11.1 Zone Chair President Report

*President Tony Sachse*

As we moved into 2024 and January in particular, GECZ member councils experienced a series of bushfires, mainly due to lightning, followed by a very intense super cell with wide-ranging impacts such that it was designated a Level 2 Amber emergency. There are items relating to this in today's agenda.

The GECZ met for the first-time last week with items relating to current and future meetings as well as discussion on holding a Wheatbelt Zone Conference in 2025. Our guest speaker today is Mr Boyd Brown, Regional General Manager, Telstra Retail & Regional who will present on a range of topics. We also look forward to all our Agency and other reports. By working together in a positive way, we are hopeful many of the concerns we have can be addressed, within the resources available. Good planning and process is also important.

Thanks to the WALGA staff for their contribution in preparing today's agenda, especially James McGovern and Naoimh Doherty. Thanks also to the Shire of Merredin for hosting us today.

### RESOLUTION

**Moved: Shire of Trayning**

**Seconded: Shire of Mukinbudin**

**That the Zone President's Report be received.**

**CARRIED**

### 11.2 Wheatbelt District Emergency Management Committee (DEMC)

*President Tony Sachse*

The last Wheatbelt DEMC met on 19th October 2023. The unconfirmed minutes were attached.

You will probably already be aware but Yvette Grigg, District Emergency Management Advisor, Wheatbelt and Goldfields-Esperance Districts, Department of Fire and Emergency Services finished up in her role on Thursday 25th January, 2024. Yvette has given all of us considerable support over many years. Thank you, Yvette.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis. After the multiple bushfires and the Level 2 Amber Emergency due to the Super Cell in January 2024, Meetings were held twice daily from 17th January 2024 until and including 21st January 2024, and daily from 22nd – 24th January, 2024. A final meeting a debrief of this emergency is scheduled for Tuesday, 20th February, 2024.

Wheatbelt OASG Minutes, Extracts and attachments were distributed to the WALGA GECZ members during the emergency by our executive, so they are not repeated in this report. Of note though are the notes from DFES relating to the use of generators during a Total Fire Ban. A TFB was in place in some Local Governments on Sunday 21st January 2024 during the Emergency. Agencies, Local Governments, Businesses and Individuals were required to consider the reasons for running a generator, and if they did so, that they met the conditions for doing so including having a suitable spark arrestor fitted.

- Regulation 24A(4) Bush Fire Regulations provides that use of an engine, vehicle, plant, equipment or machinery is not prohibited under reg 24A / s 23B Bush Fire Act provided that: o (a) the purpose of that use or operation is the prevention of an immediate and serious risk to the health or safety of a person or livestock; and o (b) all reasonable precautions have been taken to prevent the use or operation from causing a bush fire; and o (c) without limiting paragraph (b), the condition applicable under sub regulation (5) is complied with.
- Based on the above information the use of the generators is to prevent an immediate and serious risk to the health and safety of a person or livestock given the known impacts of the current outage and failure to return normal services within a reasonable period of time may mean for those persons already identified as vulnerable in the community due to pre-existing medical conditions among other things.
- The generator user must ensure that the internal combustion engine that is, or that activates, the engine, vehicle, plant, equipment or machinery being used or operated is mechanically sound and has an exhaust system that — o (a) is clean and free from gas leaks; and o (b) except in the case of a motor vehicle, is fitted with a suitable spark arrester for the engine. • The use of a generator for an essential service becomes relevant if the fire danger is catastrophic, but that does not appear to be the case at the moment.
- The relevant exemption holders should also consult any exemptions they have regarding works they can perform.

## RESOLUTION

**Moved: Shire of Bruce Rock**

**Seconded: Shire of Yilgarn**

**That the Wheatbelt District Emergency Management Committee Report be received.**

**CARRIED**

### 11.3 Regional Health Advocacy Group

Cr Alison Harris was an apology for this meeting.

## RESOLUTION

**Moved: Shire of Bruce Rock**

**Seconded: Shire of Narembeen**

**That the Regional Health Advocacy Report be received.**

**CARRIED**

### 11.4 WALGA RoadWise

Cliff Simpson, Road Safety Advisor, was an apology.

## 12. Western Australian Local Government Association (WALGA) Business

### 12.1 State Councillor Report

Cr Stephen Strange

- Cr Strange gave a verbal report referencing;
- We have a record 14 new Councillors on State Council.
- A new WALGA President and Deputy President will be elected at the March meeting.

- Highlighted the positive actions coming from Policy Teams.
- Following the next State Council meeting, State Council will meet to determine sector's key asks in advance of the March 2025 State election and will develop our advocacy campaign around these priorities, which will be a key focus of our work in 2024.
- Reminder that all Council meetings will be audio recorded from January 2025 onwards. Encouraged Zone Members to take advantage of WALGA's Meeting Procedures workshop training.

Executive Officer Comment:

The Executive Officer reminded Members that there are free workshop training opportunities available through WALGA to prepare for the recording of Council meetings.

**RESOLUTION**

**Moved: Shire of Kellerberrin**

**Seconded: Shire of Wyalkatchem**

**That the State Councillor Report be received.**

**CARRIED**

**12.2 State Council Agenda Items – 6 March 2024**

**Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

The full State Council Agenda can be found via link: [State Council Agenda 6 March 2024 \(walga.asn.au\)](https://www.walga.asn.au)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

**MATTERS FOR DECISION**

**1.1 Separation (Centre) and Edge Line Markings by Local Government on Low Volume Rural Roads**

**Executive Summary**

- The Main Roads WA warrant does not currently allow edge line or separation (centre) line markings on Local Government roads that carry less than certain traffic volume thresholds.
- Local Governments would like to enhance the safety of their roads by installing line markings in instances where only the traffic volume criterion under the warrant is not met.
- A process is proposed in this item whereby Local Governments would pay for the installation and maintenance and Main Roads would perform the necessary inspections to ensure that the markings adhere to the applicable standard.

- Local Governments would not be required to undertake these works, but rather would have the option to install line markings on qualifying roads that do not meet the traffic volume criterion at their own cost.

## WALGA RECOMMENDATION

That WALGA endorse the below Advocacy Position:

- Main Roads Western Australia allow Local Governments to install edge line and separation (centre) line markings on roads that meet all relevant criteria, but do not meet the criterion on traffic volume.
- For this exemption, Local Governments must adhere to the following conditions:
  - The Local Government contact Main Roads via the Regional Network Manager with their intent to undertake line marking on specific roads that do not meet the traffic volume criterion, but meet all the other criteria.
  - The Local Government obtain a Council resolution, committing to fund all installation and maintenance costs.
  - Local Government undertake spotting/surveying.
  - Main Roads to undertake an inspection following the survey/spotting work, confirm the start and finish points for the longitudinal line markings, and record the sections of road with line markings to be maintained by Local Government in the relevant database.
  - Main Roads approve the final layout prior to line marking occurring.
  - Local Government undertake the works.
  - Local Government maintain the works in accordance with Main Roads WA standards.
  - Local Government remove the lines if maintenance works are not performed to the standard.

## 1.2 Recovered Materials Framework Advocacy Position

### Executive Summary

- The [\*Standards for Recycled Organics Applied to Land Policy Statement 2007\*](#) was developed at a time when the main option for landfill diversion of organic material in Western Australia was through mixed waste Alternative Waste Treatment (AWT) facilities.
- The Policy Statement provides principles for the development of standards for recycled organics applied to land, however these principles are potentially broadly applicable to any recovered material applied to land.
- The approach taken is that the principles/approach in the Policy Statement have been reviewed and used to inform the development of the Recovered Materials Framework Advocacy Position.
- The Department of Water and Environmental Regulation is developing a Recovered Materials Framework to cover the application of recovered materials to land.
- The Municipal Waste Advisory Council (MWAC) endorsed the new Advocacy Position in December 2023.

## WALGA RECOMMENDATION

That WALGA:

- Rescind the existing WALGA *Standards for Recycled Organics Applied to Land Policy Statement 2007* and Advocacy Position 7.9:

### Local Government:

- Acknowledges the benefits of applying recycled organics to land, especially as a means of diverting organic material from landfill; and,
- Supports the development of standards for applying recycled organics to land, to ensure a fit for purpose product is developed.

## 2. Endorse a new *Recovered Materials Framework* Advocacy Position as follows:

The use of recovered materials, across a range of applications, is essential in reducing the use of basic raw materials, meeting State Waste Strategy Targets and increasing diversion of waste from landfill. To ensure end users have high confidence in the quality and safety of products derived from recovered materials, consistent, outcomes-based standards and investment certainty are required.

The State Government, in consultation with Local Government and the waste management industry, should take a leadership role in facilitating the use of recovered material by:

1. Developing a regulatory framework which:
  - a. Outlines clear, outcomes-based specifications for individual products which take into consideration the receiving environment and allow for site-specific assessment.
  - b. Minimises risk to human health and the environment from the use of recovered material.
  - c. Establishes robust systems to provide quality assurance and ongoing surveillance throughout the supply chain.
2. Providing guidance and support mechanisms for the successful implementation of the framework.
3. Supporting the development of, and access to, sustainable end markets and long-term offtake agreements through initiatives such as active engagement with potential end users and the inclusion of recovered material content targets in Government procurement and large infrastructure projects.

### 1.3 Review of Cemeteries Act 1986 and Cremation Act 1929 Discussion Paper

#### Executive Summary

- The Department of Local Government, Sport and Cultural Industries released the Review of *Cemeteries Act 1986* and *Cremation Act 1929* Discussion Paper in November 2023 for public submission.
- WALGA was granted an extension to the submission closing period of 16 February 2024 to permit sector involvement in providing feedback from the Zone process and State Council consideration.

#### WALGA RECOMMENDATION

##### That WALGA:

1. Supports the intent of the Review of *Cemeteries Act 1986* and *Cremation Act 1929* Discussion Paper to reduce red tape, modernise legislation and standardise administrative practices; and
2. Advocates that Local Government cemetery managers retain the capacity to impose cemetery fees and charges under Part 6 of the Local Government Act.

#### POLICY TEAM AND COMMITTEE REPORTS

- 9.1 Environment Policy Team Report
- 9.2 Governance Policy Team Report
- 9.3 Infrastructure Policy Team Report
- 9.4 People and Place Policy Team Report

**9.5 Municipal Waste Advisory Council (MWAC) Report**

**MATTERS FOR NOTING / INFORMATION**

**10.1** 2024-25 Federal Budget Submission

**10.2** Emergency Management Sector Adaptation Plan (EM-SAP) Local Government Consultation Project

**RESOLUTION**

**Moved: Shire of Nungarin**

**Seconded: Shire of Tammin**

**That the Great Eastern Country Zone:**

- 1. Supports all Matters for Decision as listed above in the March 2024 State Council Agenda; and**
- 2. Notes all Matters for Noting, Policy Team and Committee Reports and Organisational Reports as listed in the March 2024 State Council Agenda.**

**CARRIED**

<b>12.3 WALGA President's Report</b>
--------------------------------------

The WALGA President's Report was attached to the agenda.

**RESOLUTION**

**Moved: Shire of Koorda**

**Seconded: Shire of Wyalkatchem**

**That the Great Eastern Country Zone notes the WALGA President's Report.**

**CARRIED**

**13. Emerging Issues**

**NIL**

**14. Date, Time, and Place of Next Meetings**

The next Executive Committee meeting will be held on Tuesday 2 April, via MS Teams – 8am.

The next Great Eastern Country Zone meeting will be held on Thursday 11 April commencing at 9.30am. This meeting will be hosted by the Shire of Kellerberrin.

**15. Closure**

There being no further business the Chair declared the meeting closed at 12.19pm.

**ATTACHMENT 8.3B**  
**GECZ Meeting Presentation from Telstra**



# WALGA Great Eastern Country Zone

February 2024



# 3G Network Exit



**Dividing our mobile network into 400 geographic clusters**

- **3G/4G infrastructure differences**
- **3G unique coverage**
- **Customer complaints**
- **Network statistics and performance**

**These factors will be addressed cluster by cluster to achieve the same or better 4G coverage by June 2024.**



# 3G Insights for Great Eastern Zone



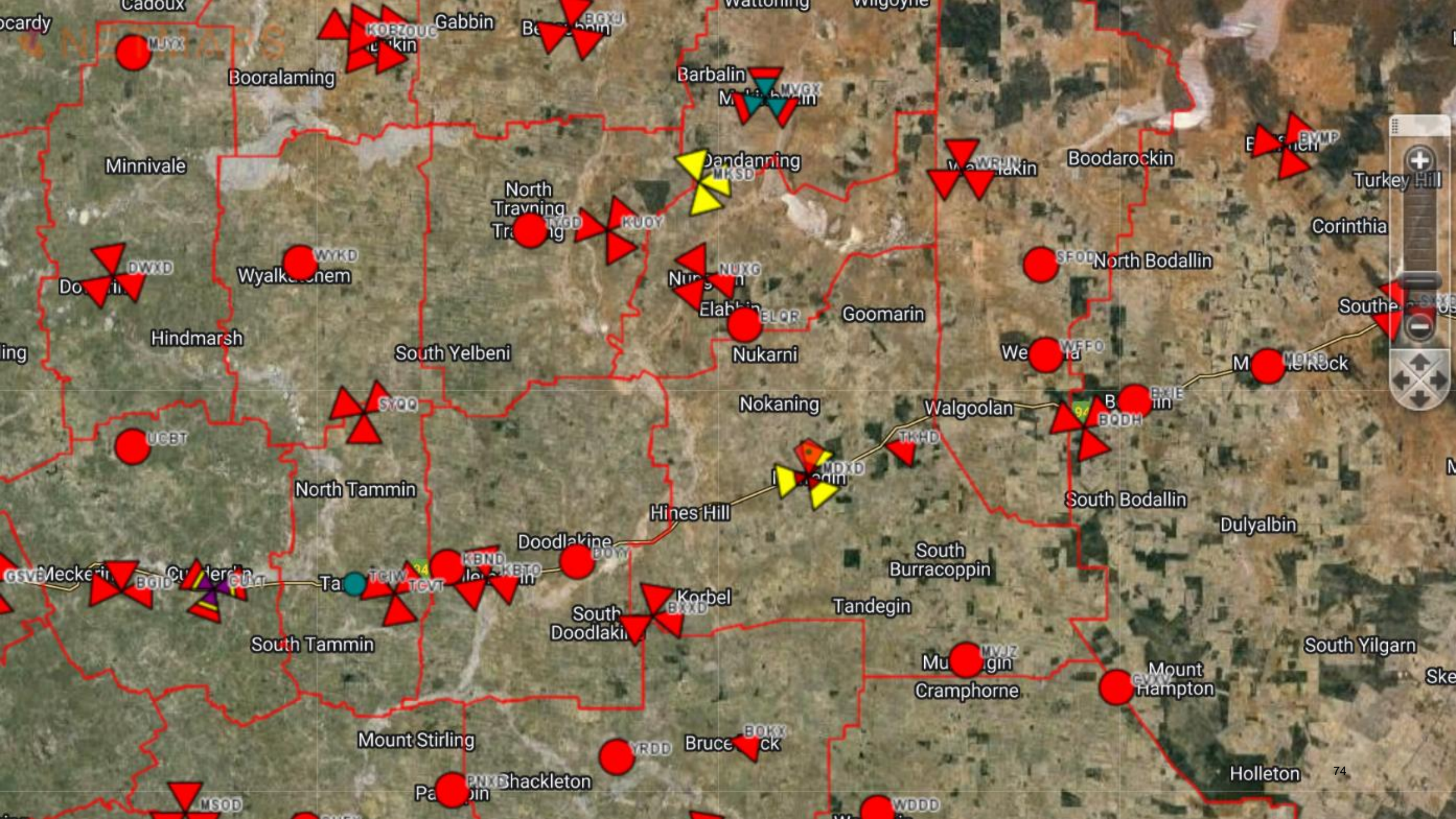
Location	3G Only	4G Switched off	4G No Calling	3G Eftpos
Merredin	40	26	128	16
Kellerberrin	24	8	45	4
Dowerin	13	6	47	
Kondinin	13	11	73	1
Mukinbudin	12	7	41	2
Narembreen	11	15	40	2
Wyalkatchem	11	4	29	
Mount Marshall	9	11	30	
Yilgarn	9	15	99	7
Bruce Rock	8	13	51	
Cunderdin	7	7	55	
Trayning	7	10	10	2
Westonia	7	3	25	
Koorda	3	7	24	
Nungarin	3	3	10	
Tammin	2	2	20	72



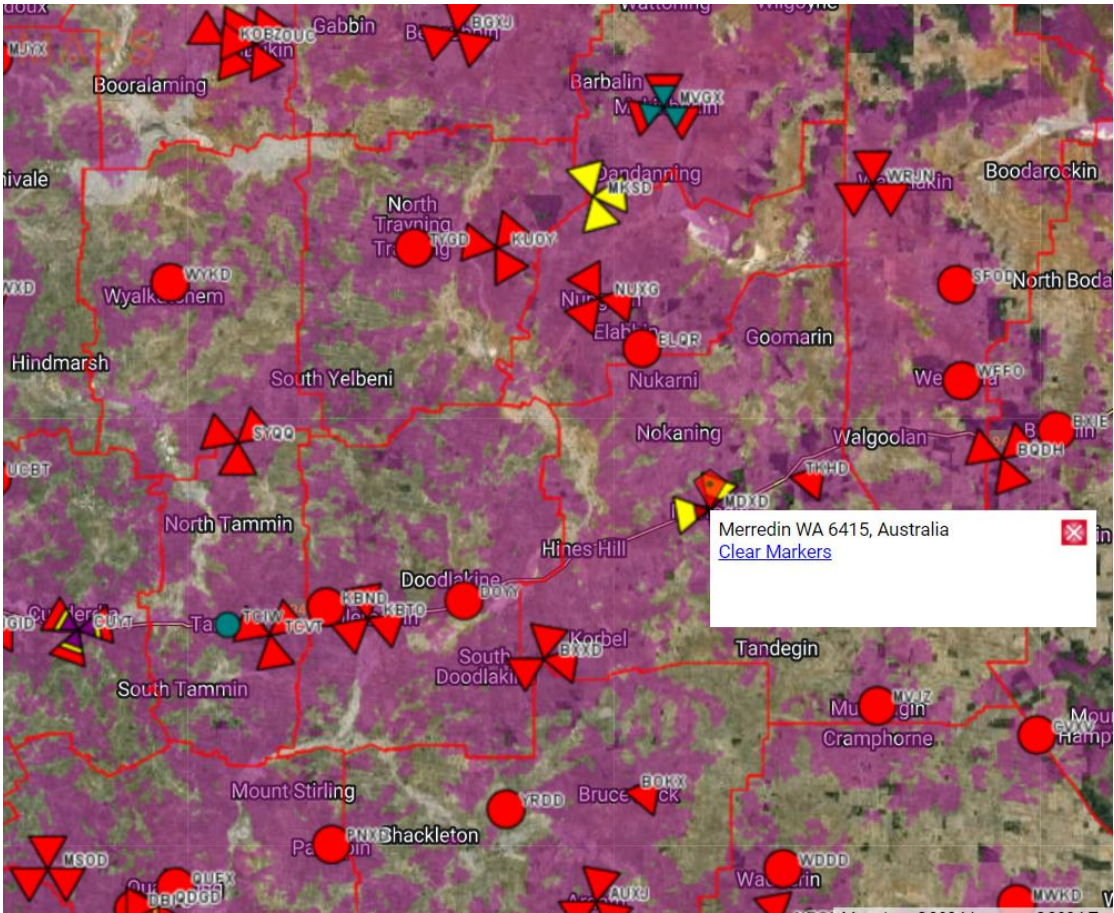
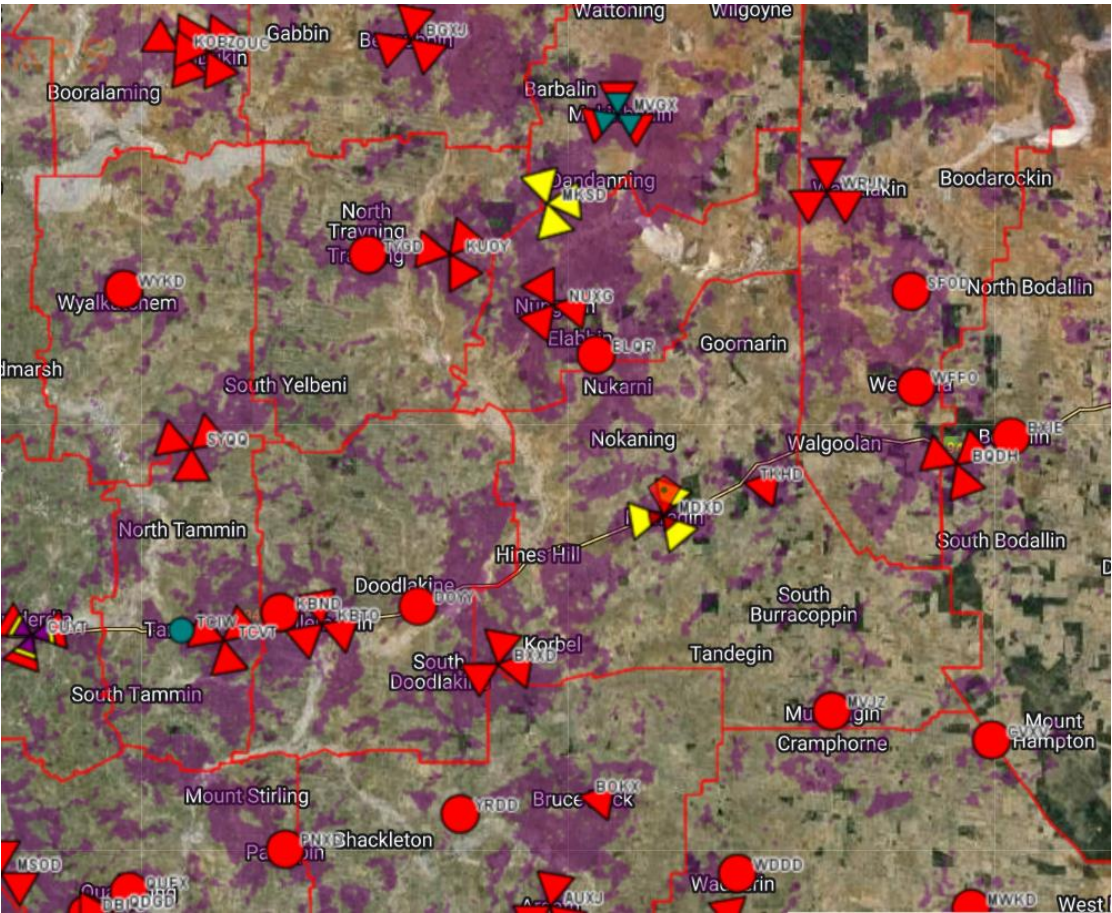
# RCP 3 Submissions



Site Name/Location	LGA	MBSP/RCP	Solution Type
Mayanup	Boyup Brook	RCP	Macro
Noggerup	Boyup Brook	RCP	Macro
Datatine	Dumbleyung	MBSP	Macro
Beaumont North	Esperance	MBSP	Macro
Merivale South East	Esperance	MBSP	Macro
South Glencoe	Katanning	MBSP	Macro
Little Italy	Kulin	MBSP	Macro
Channybearup	Manjimup	RCP	Macro
Palgarup	Manjimup	RCP	Macro
Pemberton South	Manjimup	RCP	Macro
Tandegin	Merredin	RCP	Macro
Biddelia	Nannup	RCP	Macro
Nannup Exchange	Nannup	RCP	Upgrade
Nannup South	Nannup	RCP	Macro
Scott River East	Nannup	MBSP	Macro
Yilliminning	Narrogin	MBSP	Macro
Howatharra East	Northampton	MBSP	Macro
Rocky Gully North	Plantaganet	MBSP	Macro
Woogenellup	Plantaganet	RCP	Macro
Munglinup North	Ravensthorpe	MBSP	Macro
Munglinup North West	Ravensthorpe	MBSP	Macro
Munglinup South East	Ravensthorpe	MBSP	Macro
Yelbeni	Trayning	MBSP	Macro
Logue Brook Dam	Harvey	RCP	Small Cell
Jundaru (Peedamulla)	Ashburton	MBSP	Small Cell
Youngaleena	Ashburton	MBSP	Small Cell
Kurrawang	Coolgardie	RCP	Macro
Jarlmadangah Community	Derby-West Kimberley	MBSP	Small Cell
Marble Bar- Nullagine Fibre	East Pilbara	RCP	
Warralong (Strelley)	East Pilbara	MBSP	Small Cell
BURRALUBA YURA NGURRA	Halls Creek	RCP	Small Cell
Frog Hollow (Wurreranginy) Community	Halls Creek	MBSP	Small Cell
Kupartiya	Halls Creek	MBSP	Small Cell
Ngumpan	Halls Creek	MBSP	Small Cell
Tjuntjuntjara Community	Menzies	MBSP	Small Cell
Etmilyn	Murray	MBSP	Small Cell
Jinparinya (Punju Njamal)	Port Hedland	MBSP	Small Cell
Kennedy Range	Upper Gascoyne	MBSP	Small Cell
Dodnun	Wyndham-East Kimberley	MBSP	Small Cell
Kalumburu	Wyndham-East Kimberley	MBSP	Small Cell
Mandangala Community	Wyndham-East Kimberley	MBSP	Small Cell



# Indoor & Outdoor 4G coverage



# Signal bars



As we complete these upgrades, Some customers may notice some changes to the signal bars on their phone. The fact is, the four to five little indicators on your smartphone that show how much signal you have don't mean a whole lot these days.

Fewer bars doesn't indicate less service, and indeed there are no standards for signal bars. The way signal bars are displayed on your device reflects vendor manufacturing decisions, and almost every device is different.

We will be seeking to educate customers to this fact and that it should not be interpreted as a reduction in coverage.

3G

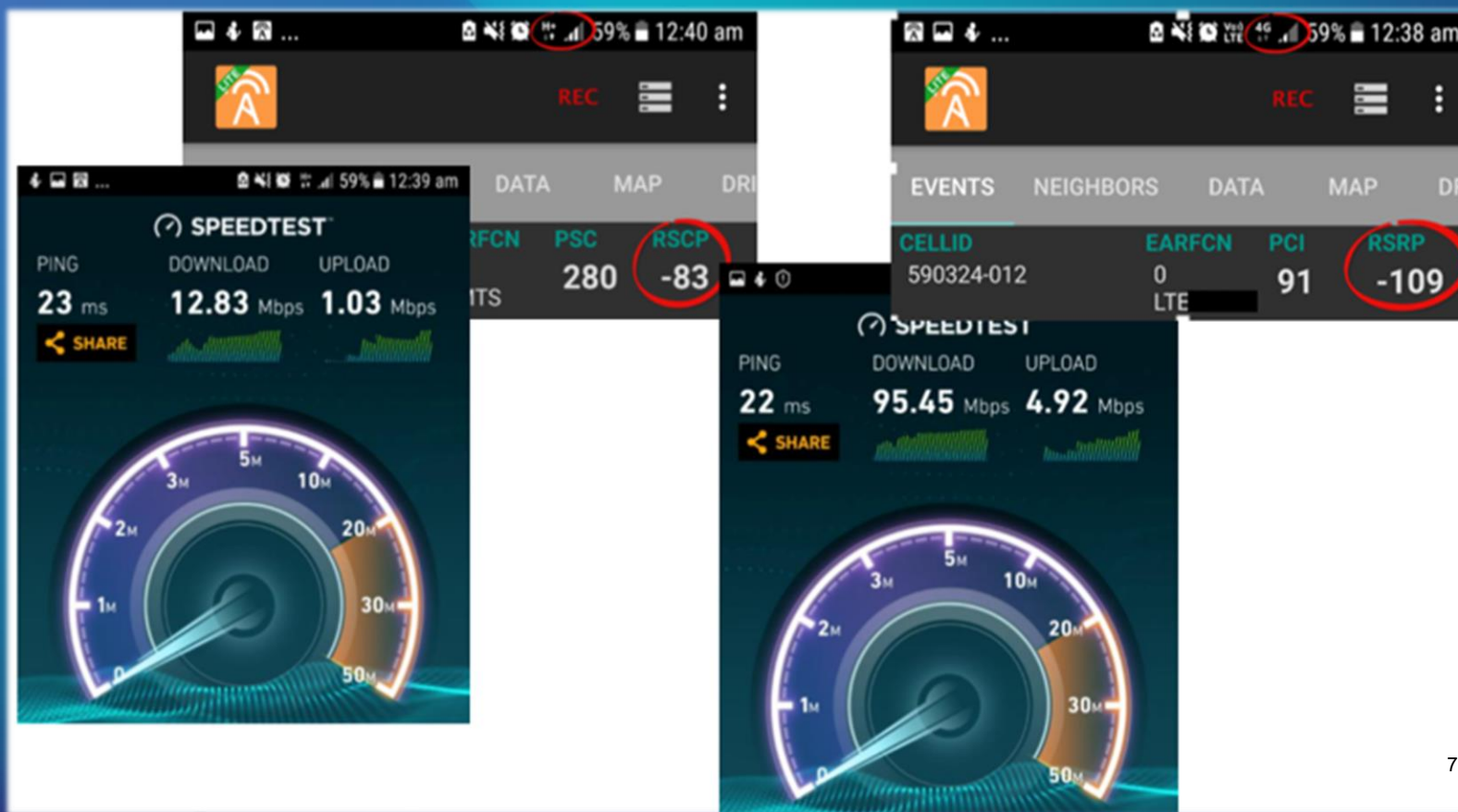
4G

*The screenshots to the right compare 3G / 4G signal bars and service quality for the same device at the one location.*

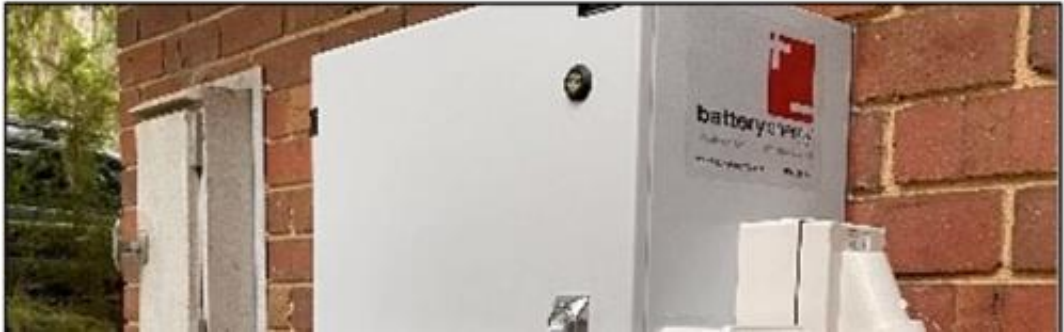
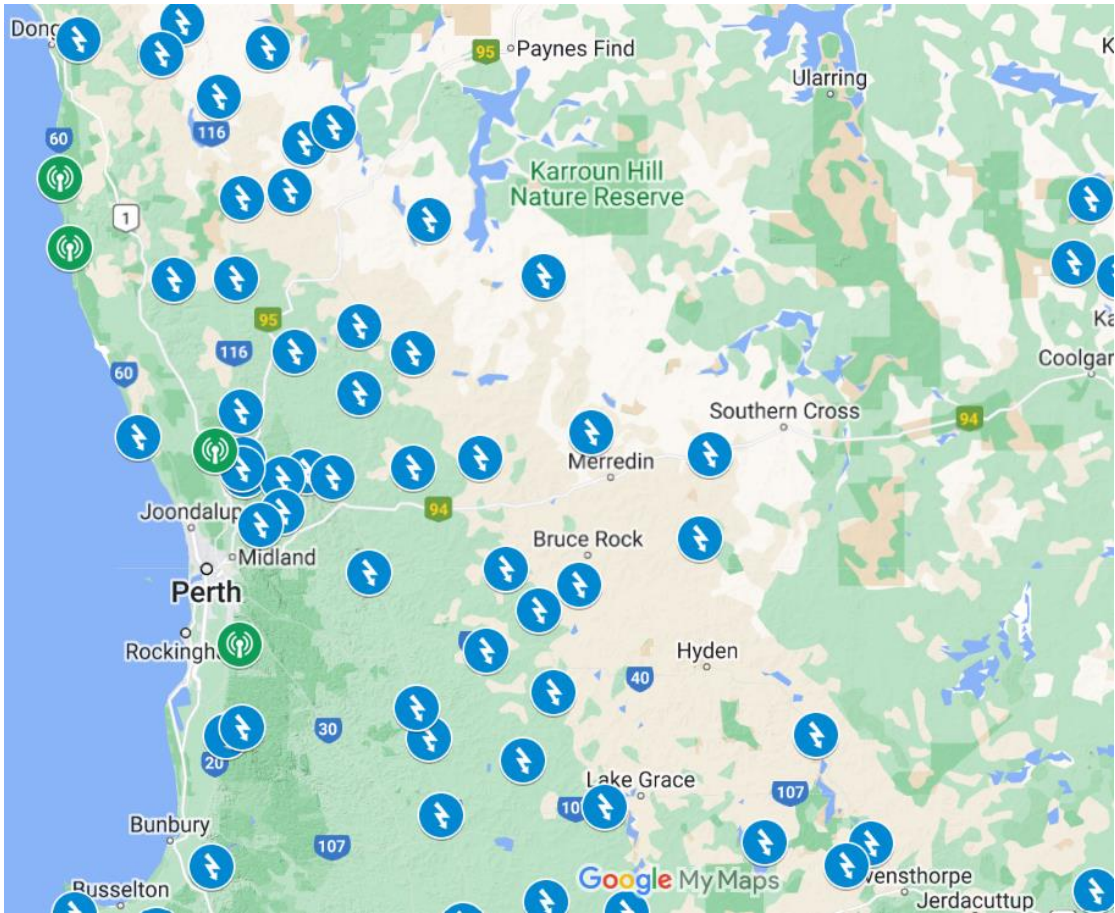
*On 4G the signal has fewer bars but newer technology achieves higher speeds.*

*On 3G the signal has more bars but the older technology can only achieve lower speeds.*

*Thus, it is essentially meaningless to compare signal bars between technologies and devices.*



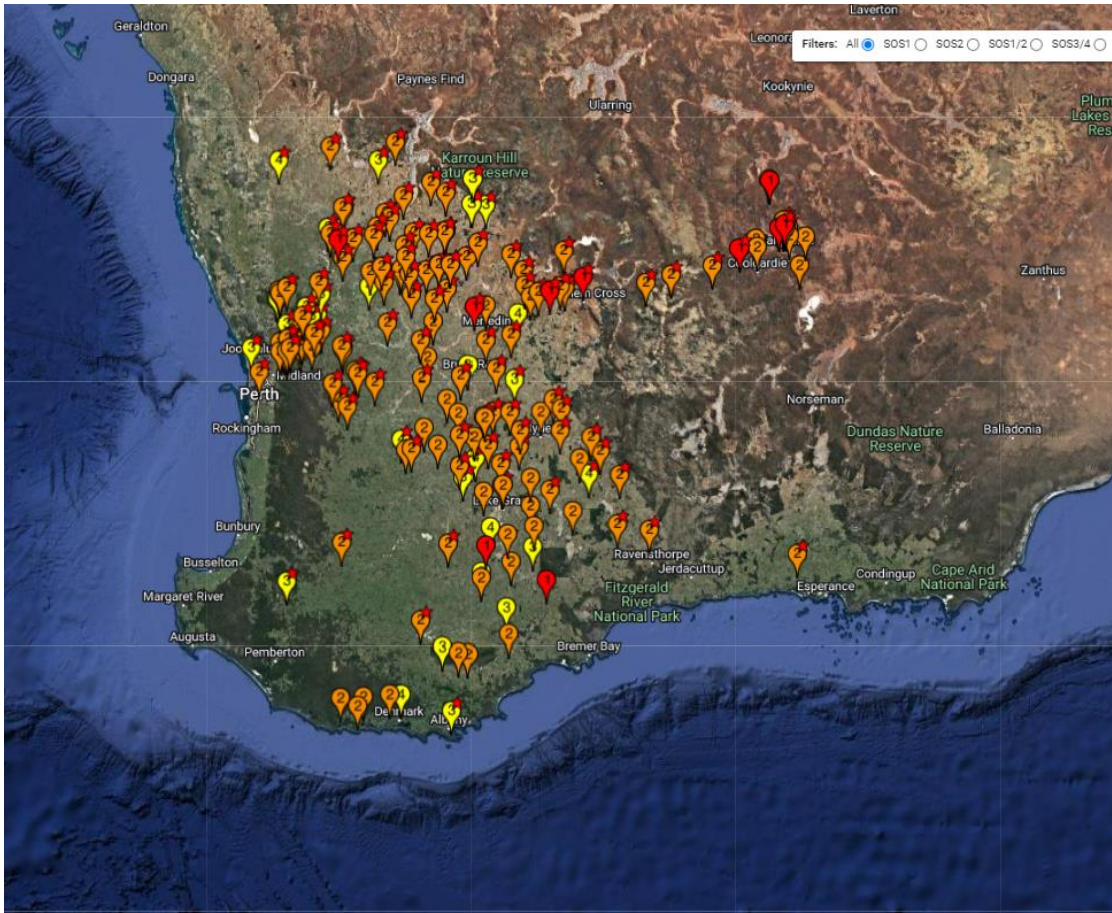
# STAND & ATU



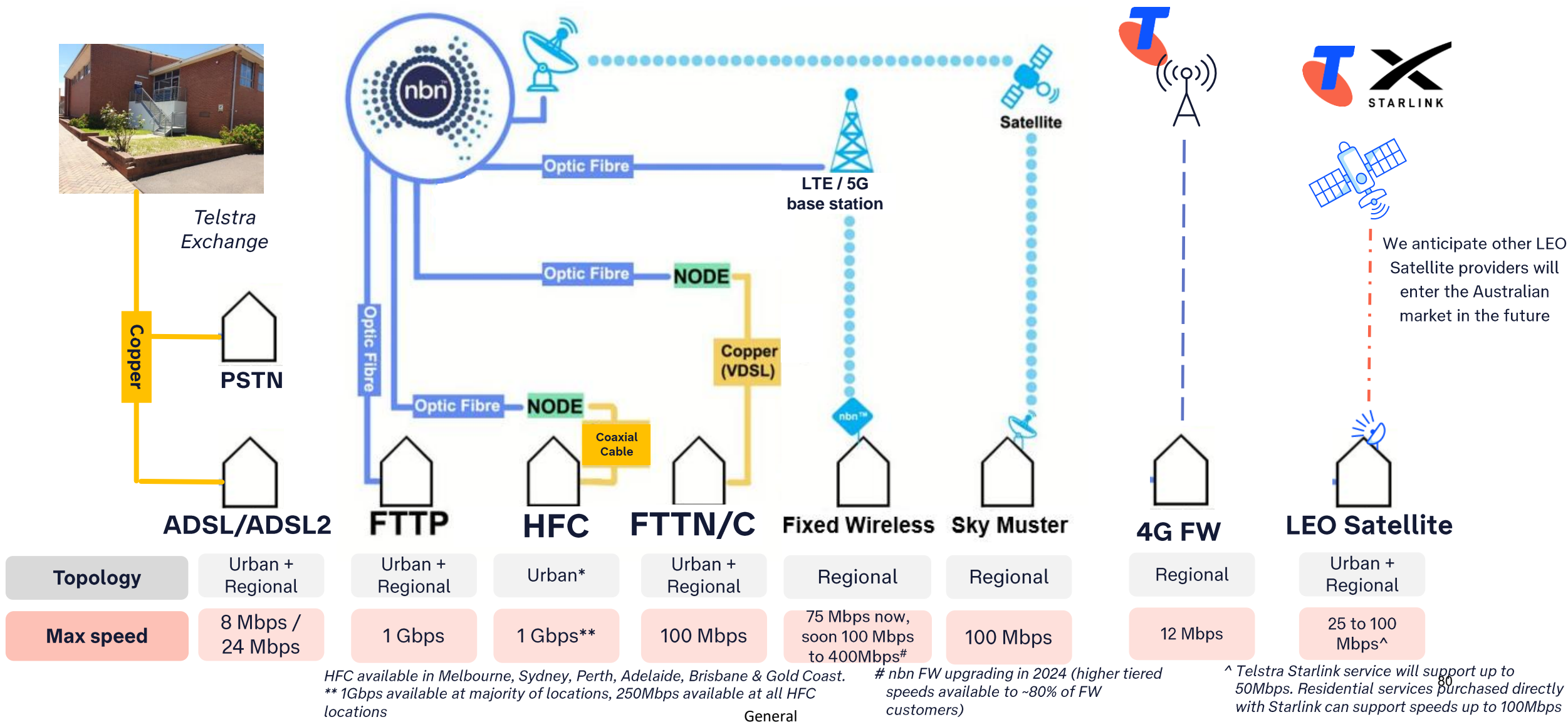
Site Name	Upgrade	Increased back-up power capacity
TRAYNING	Battery upgrade 12hrs + power system upgrade	Provides 9 additional hours in battery back-up reserve, 12 hours back-up in total.
KELLERBERRIN	Battery upgrade 12hrs + power system upgrade	Provides 9 additional hours in battery back-up reserve, 12 hours back-up in total.
MERREDIN	Portable Generator	Portable generator setup deployed at a local Telstra depot that can be quickly deployed within a 150km radius. Each generator setup can provide a minimum of 24 hours capacity between refuelling. The deployment include one 25kVA trailer mounted generator to support a mobile base station and two 3.2kVA



# Jan Storm Event

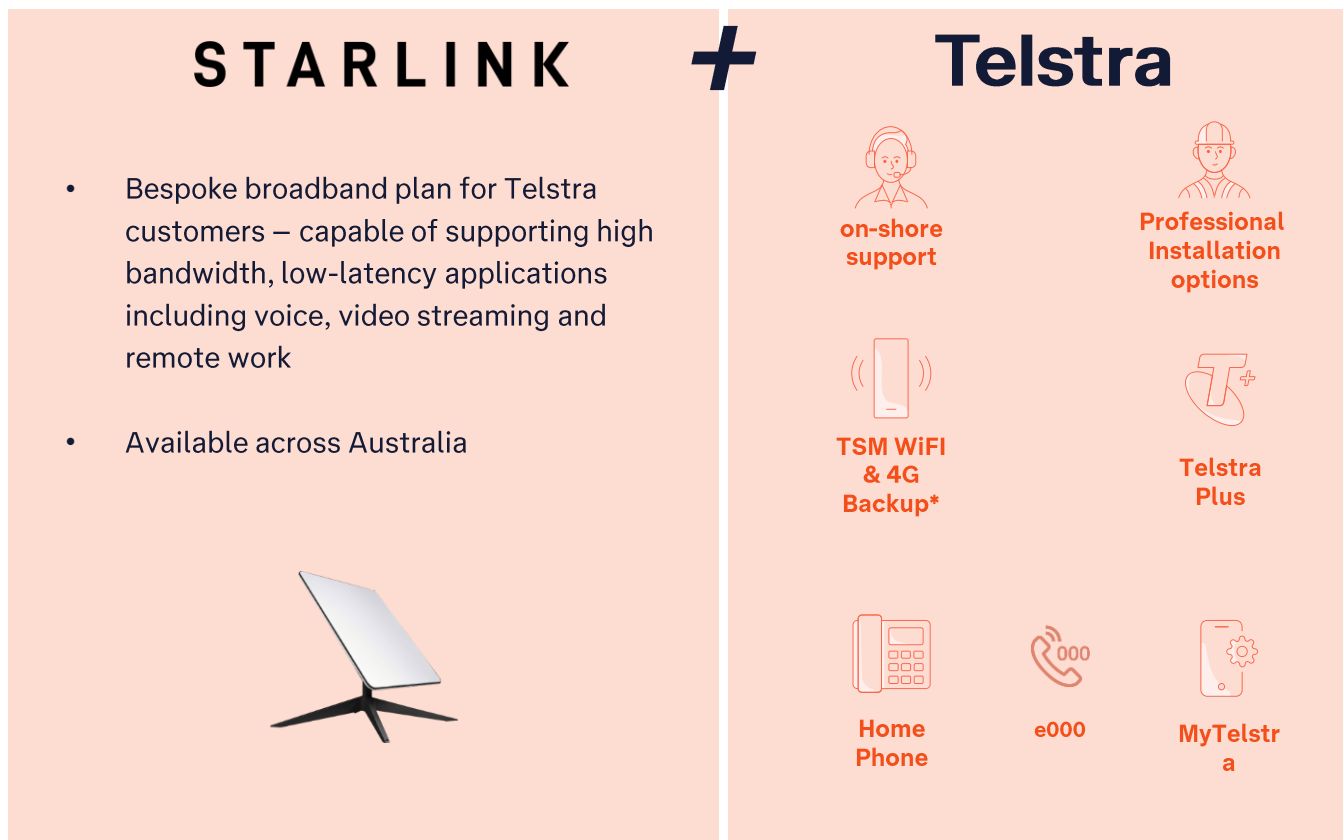


# While copper provided great connectivity in its day, its performance has been overtaken by newer technologies



LAST 8% SERVICES BY LOCAL GOVERNMENT SERVICE AREA							
Service State/Service Locality/LGA Name/LGA Code	CAN/Radio	FTTP	Interim Wireless	NGWL	PSTN	USO SAT	Grand Total
<b>WA</b>	<b>924</b>	<b>3</b>	<b>19</b>	<b>741</b>	<b>26416</b>	<b>295</b>	<b>28398</b>
Bruce Rock			1	7	217		225
Cunderdin				5	62		67
Dowerin			1	2	148		151
Kellerberrin				4	38		42
Kondinin				17	232		249
Koorda					67		67
Merredin	2			6	121		129
Mount Marshall	2			2	104		108
Mukinbudin				5	102		107
Narembreen				11	212		223
Nungarin				1	33		34
Tammin				2	82		84
Trayning				1	68		69
Westonia	1				48		49
Wyalkatchem			1		120		121
Yilgarn	5			1	85		91

# Telstra will become the first provider in the world to re-STARLINK sell Starlink's consumer broadband service



\* Within 4G coverage areas

- By early 2024 Telstra will offer two Starlink-based plans for fixed customers: A broadband and voice offering, and a voice only offering
  - High-speed, unlimited broadband plans and voice-only plans.
- USO-compliant phone capabilities (including support for medical priority assistance) using Telstra Smart Modem
- Full support through Telstra's retail store, call centre and digital channels and technical field force.
- In addition to our agreement to resell consumer broadband services, we have also entered into a resale agreement for Starlink's business/enterprise offerings – which will be available to Telstra customers in Australia and overseas.

# We have entered into a deal with OneWeb to improve and extend our regional mobile coverage



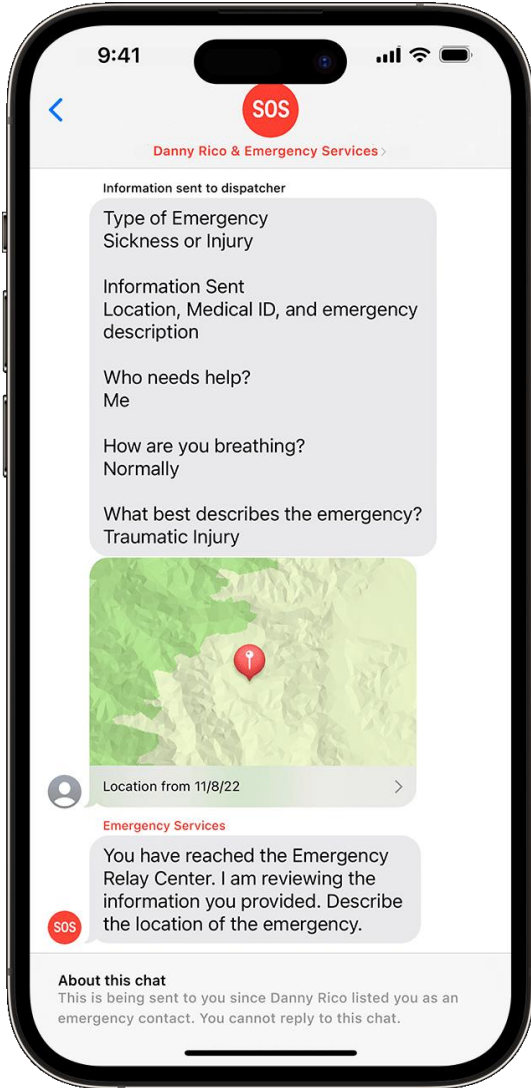
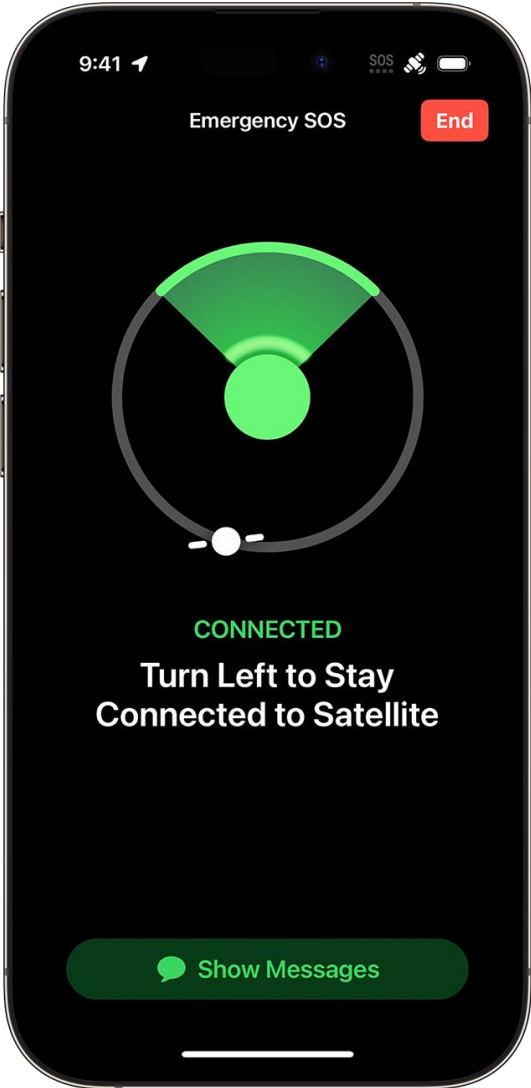
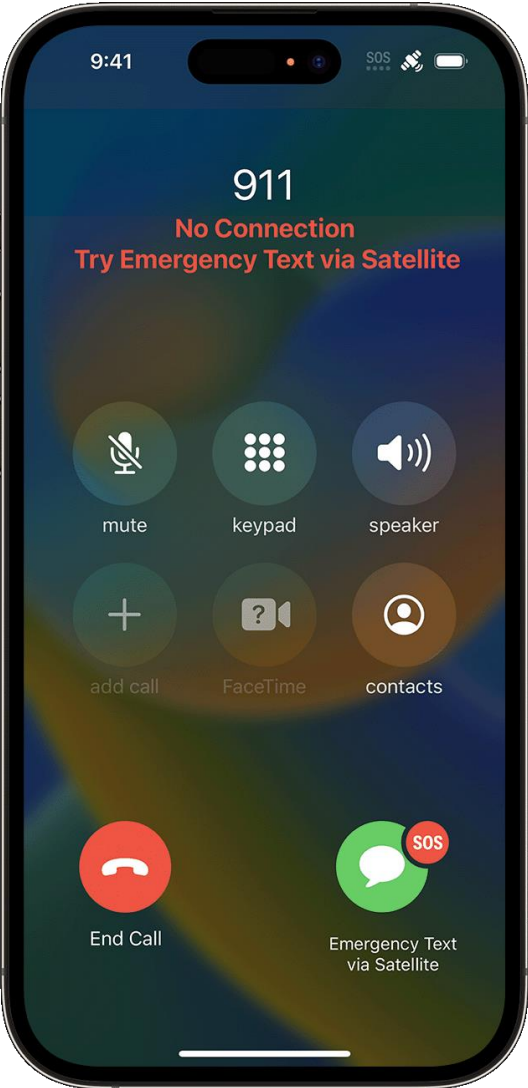
- In June, we finalised a strategic deal with OneWeb for the supply of LEO satellite capacity over the coming years.
- Under this partnership, we aim to move our 250 existing satellite small cells, as well as deploy new small cells onto OneWeb.
- LEO satellite backhaul will significantly improve mobile experience for communities using satellite small cells.
- Our OneWeb satellite capabilities support our ongoing work to extend mobile coverage to rural and remote communities and supports ongoing Federal Government programs like Mobile Blackspot Programs and Regional Connectivity Program.



## LEO Satellites and Direct To mobile Handset (DTH) services

- Recent announcements of DTH are for SMS services only
- DTH for voice and data for mobiles and mobility at least 2 or more years away.
- Current handsets will not provide voice and data services
- Technical hurdles need to be overcome to provide a consistent and good experience

# iPhone 14 Emergency SOS via Satellite



# **ATTACHMENT 8.3C**

## **GECZ Meeting Presentation from Main Roads**

*We're working for  
Western Australia.*



# **Main Roads Great Eastern Country Zone Meeting February 2024**

**Presented By:  
Mohammad Siddiqui**

## General

- **Australian Government funding review**
  - Complete – no impact on Wheatbelt projects
- **Wheatbelt Program of Works 2023/24**
  - Road maintenance - \$22 million (reactionary)
  - Pavement repairs - \$8 million
  - Rehabilitation - \$6.4 million
  - Structure maintenance - \$21 million
  - Minor capital works - \$64.5 million
  - Low-cost shoulder sealing - \$78.1 million

## General

- **Rail crossing signage:**
  - 'Crossing not in Use' changes on Tier 3 network
  - 'Give way to Stop' on other crossings
- **Incident Respond Local Government Memorandum of Understanding**
  - Working with a number of Local Governments in key locations to assist with incident response on State road network
  - Memorandum of understanding is being formalised by Main Roads legal team

## General

- **Direct Delivered Works**
  - Shoulder grading and shoulder sealing programs by the inhouse direct managed team showed a cost reduction compared to rates previously obtained from contractors in the region
  - Local Wheatbelt business spend over target
  - Local aboriginal business spend over target
  - Work is of a better standard and improved safety practices observed

## 2023/24 Works

- Great Eastern Hwy
  - Replacement of Walgoolan Bridge and widening around Moorine Rock bridge – complete except minor works
  - Bodallin section - widen, overlay and seal 15km around Bodallin, realignment through Bodallin, eastbound passing lane and westbound rest area between Bodallin and Moorine Rock – in progress due for completion April 2024
  - Parker Range Rd Intersection – in progress due for completion April 2024

## 2023/24 Works

- Kulin Kondinin Rd
  - Asphalt sealing – Kulin to Kondinin – March to May 2024
- Brookton Hwy
  - Pavement repairs (small sections) – current to end of Feb 2024
  - Hyden – East Bin Rd – Black spot – in procurement
- York Merredin Rd
  - Shoulder sealing – Shackleton to Bruce Rock – in house team – complete
- Bullfinch Rd – Resealing complete

## Future Works

- The region has identified the following areas for repair/upgrades (subject to funding):
  - Great Eastern Highway – Walgoolan to Southern Cross – remaining sections:
    - Section 3 – (between Carrabin and Bodallin) – 4.3km - 2024/25
    - Section 6 – (between Noongar and Moorine Rock) – 12.8km 2024/25
    - Section 8 - (Moorine Rock to Southern Cross) – 24km - 2025/26
  - Shoulder sealing – Goomalling Merredin Rd between Trayning and Merredin
  - Repair and resurface – Great Eastern Hwy – Kellerberrin Townsite



# Thankyou

**ATTACHMENT 8.4A**  
**RoeROC Meeting Minutes 21 March 2024**

# **MINUTES**

**Shire of Corrigin**

**Council Chambers**

**Thursday 21 March 2024**

## **TERMS OF REFERENCE**

### **1.0 NAME**

The Committee shall be known as the Roe Regional Organisation of Councils (Roe ROC).

### **2.0 ROLE OF THE COMMITTEE**

To undertake projects, deliver services and share resources where there are common interests to provide financial benefit to the Member Councils

### **3.0 OBJECTIVES OF THE COMMITTEE**

The objectives of Roe ROC are:

- to enhance and assist in the advancement of the region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,
- To encourage cooperation and resource sharing on a regional basis
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

### **4.0 MEMBERSHIP**

The membership of the Roe ROC is governed by a Memorandum of Understanding with the current term expiring 30 June 2028.

Membership of the Committee shall be:

- President of the member Council.
- Deputy Delegate - one elected member from each member Council
- Chief Executive Officer of the member shire.
- Deputy Officer –one officer from each member Council

### **5.0 HOST COUNCIL**

The indicative host council rotation will be as follows:

March 2015-2018	Shire of Narembeen
March 2018-2020	Shire of Kulin
March 2020-2023	Shire of Kondinin *
March 2023-2025	Shire of Corrigin
March 2025-2027	Shire of Narembeen
March 2027-2029	Shire of Kulin

\* Shire of Kondinin extra year to assist Shire of Corrigin after fire in 2022

#### **Roe ROC Dinner**

Member councils generally organise a dinner each year on a rotational basis which is usually held during Local Government Convention.

2018	Shire of Narembeen
2019	Shire of Kulin
2020	Shire of Corrigin
2021	Shire of Kondinin
2022	Shire of Narembeen
2023	Shire of Kulin
2024	Shire of Corrigin
2025	Shire of Kondinin

### **6.0 PRESIDING MEMBER**

The members of the Roe ROC shall elect a Chairperson, Deputy Chairperson on a rotational basis as decided by Member Councils following the bi-annual local government elections.

### **7.0 CONDUCT OF MEETINGS**

Ordinary meetings of the Committee shall be held on the third Thursday of the month commencing at 1pm generally in March, June, September and November each year or as otherwise determined by the Presiding Member. Written notice shall be given to all Committee members, at least 7 days

prior to the meeting.

The host council will be responsible for administration support and providing lunch for delegates prior to the meeting.

Each meeting should consider, but not be restricted to, the following matters:

**Every meeting**

- Confirmation of financial reports for Roe Environmental Health Scheme and Bendering Waste Facility.

**March Meeting**

- Business Case for potential joint projects for coming year and grant funding.
- Fees and charges for Bendering Tip
- Invitation to Shire of Lake Grace - Roe Health Environmental Health Scheme.

**June Meeting**

- Invitation to Avon Waste as waste contractor.

**September Meeting**

- Update on joint projects

**November Meeting**

- Identify potential joint projects for coming year and grant funding.
- Licences, contracts and agreements due to expire.

**8.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to member Councils only.

**9.0 EXISTING AGREEMENTS AND DOCUMENTS**

**Roe Regional Organisation of Councils Memorandum of Understanding (MOU)**

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen.

Current MOU commenced on 1 July 2023 and expires on 30 June 2028.

**Roe Health Scheme Memorandum of Understanding**

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

**Bendering Waste Facility Land Details** Avon Location 23945 Kondinin-Narembeen Road, Bendering Deposited Plan 151345 CT 1044/171

**Licence to Use Land – Lot 23495 on DP 151345**

Agreement with Notting Nominees Pty Ltd for *Licence to Use Land* expired October 2019 and was not renewed.

**Deed of Easement**

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

**Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002**

**Contract for the Supply of Waste Disposal Goods and Services – Avon Waste**

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bendering Tip Facility.

Waste disposal contract supersedes Regional Waste Site Agreement

**Bendering Landfill Report**

Site selection and geotechnical assessment for proposed regional landfill June 2007

**Bendering Landfill Management Plan**

Completed in July 2022 by Talis Consultants in conjunction with Roe EHO. Replaces previous 20 year plan.

### Strategic Planning Session

Caroline Robinson, 150 Square, facilitated a Strategic Planning Session covering the following topics prior to main meeting.

Welcome and Introduction Purpose of the session	
Where are we now? <ul style="list-style-type: none"> <li>10yr snapshot of Roe ROC LG demographics, industry etc</li> <li>Common challenges and opportunities across LGs (identified through individual Shire SCPs)</li> </ul>	
Roe ROC Purpose <ul style="list-style-type: none"> <li>What is the problem we are trying to solve</li> </ul>	Purpose Statement
Where do we want to go?	3-4 Statement of Strategic Outcomes (aligned to priorities)
What projects do we want to pursue?	Potential projects (to be further explored at a later date)
How are we going to do this? <ul style="list-style-type: none"> <li>Values</li> <li>Structure</li> <li>Resources</li> <li>Communications</li> </ul>	Defined values Meeting structures Representation Resources required

Delegates agreed on benefits of collaboration and that an Executive Officer would assist the group to move ahead with joint projects.

Detailed notes to follow separately

Delegates agreed that more planning was required and agreed to meet again on 19 April

## 1. Opening And Announcements

The Chair, Deputy President S Jacobs opened the meeting at 1:09pm.

## 2. Attendance

Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr S Stirrat	President, Shire of Narembeen
H Cusack	Deputy President, Shire of Narembeen
R McCall	CEO, Shire of Narembeen
Cr B Smoker	Deputy President, Shire of Kulin
T Scadding	Executive Manager of Community Services, Shire of Kulin
Cr K Mouritz	President, Shire of Kondinin
D Burton	CEO, Shire of Kondinin
B Gerrard	Principal Roe EHO
L Pitman	Environmental Health Officer
J Filinski	Executive Support Officer, Shire of Corrigin (Minutes)

## 3. Apologies

A George	CEO, Lake Grace
A Leeson	CEO, Shire of Kulin
Cr G Robins	President, Shire of Kulin
Cr D Hickey	President, Shire of Corrigin

## 4. Guests

Alex MacKenzie – Senior Regional Development Officer – Wheatbelt Development Commission (via Teams) joined at 1:09pm.

## 5. Presentation

Alex MacKenzie provided an overview and analysis of the housing shortage in the wheatbelt region and outlined what the Wheatbelt Development Commission (WDC) is doing to assist.

### WA Regional Property Context

- REIWA estimates current shortfall of approx. 25,000 houses across WA with 6,000 in regional areas
- Housing Australia projected national housing shortfall >175,000 by 2026
- Master Builders estimate >26,000 workers needed in industry over next 2-yrs including >6,000 trades people in regional WA
- Urbis estimates 33% decline in regional WA's residential construction workforce over last 10-years
- Investment in regional residential land development down 93% since 2018
- Urban Development Institute of Australia population growth context – WA currently seeing 8 arrivals for every 2 houses built.
- State land development ~350 lots per annum.

### **Wheatbelt Housing: current situation**

- Estimated unmet housing demand >500 workers (economic opportunity)
- cost of up to \$265,000 per worker)
- Rental supply <1% (1 house per 4 towns)
- Between 2016-2022 <1.5% of land approved for residential subdivision was developed into titled lot
- On average, 300 new houses and 30 lots developed each year with 80% of new supply occurring in just six of the Wheatbelt's 42 LGA (growth focused on the coast and peri-urban areas)
- High costs of land development and construction (relative to underlying land value) with average feasibility gap of \$150,000 per dwelling and >\$70,000 per lot
- Loan to Value Ratios >80%.
- The majority of the region's towns are in a market-failure situation despite high demand. Shire's aggregating housing demand to stimulate investment

Wheatbelt Development Commission can assist Roe ROC shires to develop a needs analysis and business case addressing issues such as:

- Restrictive Planning
- Infrastructure Capacity
- Servicing Limitations
- Feasibility
- Finance Barriers
- Reduce Costs
- Enable Project Ready Land
- Get Regulatory and Planning Settings Right
- Incentivise Investment
- Improve the Value Proposition
- Inform, Advocate and Motivate Decision Making

Estimated cost for each council is likely to be \$8,000 - \$10,000 and WDC may be able to offer a contribution of \$20,000 - \$25,000.

Alex MacKenzie responded to questions from delegates and left the meeting at 1:41pm.

**Action:** R McCall offered to work with WDC to develop a scope and cost estimate for a needs analysis and business case based on a similar approach from other groups in the wheatbelt region.

Roe ROC delegates agreed to meet again in approximately a month time to review the proposal which will allow time for CEOs to discuss plans with their Councils before the next meeting in June.

## **6. Minutes Of Meeting**

### **6.1. Roe ROC Meeting – 16 November 2023**

Minutes of the Roe ROC Meeting held 16 November 2023 (Attachment 5.1).

#### **RESOLUTION**

**Moved: Cr. B Smoker**

**Seconded: Cr. K Mouritz**

*That the Minutes of the Roe ROC Meeting held on 16 November 2023 (Attachment 6.1) be confirmed as a true and correct record.*

**Carried**

[See Status Report at end of agenda for update on previous resolutions.](#)

## 7. Matters For Decision

### 7.1. Financial Report

Financial report for Roe Health Scheme and Bendering Waste Site are provided in Attachment 7.1.

#### RESOLUTION

**Moved: Cr. S Stirrat**

**Seconded: Cr. B Smoker**

*That the financial report for the Roe Health Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 29 February 2024 be received.*

**Carried**

### 7.2. Bendering Waste Site

Avon Waste have provided a draft Operations Plan that is based on the Northam Landfill plan. The plan provides guidance on issues such as site safety, communication and access.

Lock box has been installed at front gate and code issued to Brendon Gerard, EHO.  
New gate keys have been issued to each shire.

Lauren and Karen visited Avon Waste in March 2024 to discuss the waste tonnage spreadsheet and refine information provided to shires on tonnages.

#### Site Works

Thank you to the Shires of Kondinin and Kulin for the site works and carting gravel for the new pit in stage 1. Avon Waste were very pleased with the new cell and commented that it is well beyond expectations and the cost of work was below budget estimates.

The new pit will allow trucks to unload safely even in the wettest of months and is expected to last approximately 12 months

The working group have identified the area shown in red below as suitable for the next cell.



Avon Waste have indicated that construction of this cell in September/October 2024 would be ideal. This new cell as proposed will have more capacity to the new pit beside it and is expected to last for at least another 12 months.

The landfill could continue in a similar way across Stage 1 of the landfill site and would allow the final capping to be done methodically as the old cells are finished.

**Action:** B Gerard, EHO, request quote for Talis to revise the Landfill Management Plan (July 2022) to reflect the decision to stay in Stage 1 for longer and in consultation with Working Group and Avon Waste.

### Separating Inert Waste

Roe ROC delegates supported the Working Group suggestion that the inert waste such as concrete, pipes, building rubble rocks, etc be separated from the general putrescible waste. B Smoker suggested that the inert material could be stockpiled and crushed if enough to make it financially viable or used to make bund walls. *Note: Avon Waste estimated a viably quantity to be approx. 100 tonne.*

**Action:** Working Group, Avon Waste and Talis be consulted to determine the most suitable location for inert waste/ recyclable building rubble.

Area identified by Avon Waste and Working Group in July 2023 shown in orange below. Preference for open ended trench to allow easy access for side tippers.



Meeting discussed other potential locations including hard stand area shown in blue and gravel pit area shown in purple below:



**Weighbridge**

Roe ROC delegates supported the suggestion by B Smoker that the group investigate the cost of getting the weighbridge working and develop a regular maintenance and calibration schedule.

**Action:** L Pitman, EHO, review previous notes to identify issues and obtain costs associated with getting the weighbridge working and bring back to working group for consideration prior to the June meeting for further discussion.

**Bendering Waste Site Visit- March 2024**

Roe ROC delegates, CEO's, Works Managers and Environmental Health Officers attended a site meeting on 11 March 2024 to view the recent work at the waste site. Visitors to the site agreed the new cell and site works are excellent.

Visitors from North Eastern Wheatbelt ROC also attended. Following the visit, the Executive Officer, Caroline Robinson, thanked the Roe ROC for hosting their group at Bendering and Narembeen.

**7.3. Bendering Tip Fees and Charges**

Delegates to review and recommend fees and charges to be included in 2024/2025 budget workings.

**Table 1 Current and Proposed Fees and Charges:**

<u>Bendering Waste Site</u>			GL	GST Code	2023/24 Fees Ex GST	GST	2023/24 Fees Inc GST	Proposed 2024/25 Fees Inc GST
	Bulk commercial / industrial waste	Per tonne	07850	C	\$ 50.91	\$ 5.09	\$56.00	\$58.00
	Bulk demolition waste	Per tonne	07850	C	\$ 50.91	\$ 5.09	\$56.00	\$58.00
	Wrapped asbestos waste - per cubic metre and part of thereof	Per m3	07850	C	\$ 112.73	\$ 11.27	\$124.00	\$130.00
	Contaminated waste soil	Per m3	07850	C	\$ 112.73	\$ 11.27	\$124.00	\$130.00
	Contaminated asbestos soil	Per m3	07850	C	\$ 46.36	\$ 4.64	\$51.00	\$53.00
	Minimum charge for wrapped asbestos waste	Per m3	07850	C	\$ 46.36	\$ 4.64	\$51.00	\$53.00
	Plus asbestos mobilisation / treatment fee (or cost price plus 30% which ever is greater)	Once only	07850	C	\$ 214.55	\$ 21.45	\$236.00	\$245.00
-	<del>Gravel</del>	<del>Per m3</del>	<del>07850</del>	<del>C</del>	<del>\$ 1.09</del>	<del>\$ 0.11</del>	<del>\$1.20</del>	<del>\$1.10</del>
	Refuse delivery – eg Western Areas - rubbish	Per tonne	07850	C	\$ 55.45	\$ 5.55	\$61.00	\$64.00
	Refuse delivery - skip bins - 3m3	Per bin	07850	C	\$ 20.91	\$ 2.09	\$23.00	\$24.00
	Refuse delivery - skip bins - 4.5m3	Per bin	07850	C	\$ 25.45	\$ 2.55	\$28.00	\$30.00
	Refuse delivery - hook bins - 10m3	Per bin	07850	C	\$ 50.91	\$ 5.09	\$56.00	\$58.00
	Refuse delivery - hook bins - 12m3	Per bin	07850	C	\$ 61.82	\$ 6.18	\$68.00	\$70.00
	Refuse delivery - hook bins - 15m3	Per bin	07850	C	\$ 76.36	\$ 7.64	\$84.00	\$88.00
	Putrescible waste	Per m3	07850	C	\$ 15.45	\$ 1.55	\$17.00	\$18.00
	Admin / supervision fee (min 1hr surcharge)	Per hour	07850	C	\$ 97.27	\$ 9.73	\$107.00	\$115.00

## RESOLUTION

**Moved: Cr. K Mouritz**

**Seconded: Cr. S Stirrat**

*That*

1. *the 2024/2025 Fees and Charges for Bendering Waste Site be increased by the Perth March 2024 CPI (4.1%), rounded to the nearest dollar as proposed in Table 1 above.*
  2. *Any work carried out at the Bendering Waste Site by the Shires of Corrigin Kondinin, Kulin and Narembeen be charged out at the agreed in-house rates for heavy plant (graders/loaders/trucks-semi trailers) at \$130 per hour (ex GST) and light vehicles (utilities/small trucks) at \$75 per hour (ex GST).*
- Carried**

Delegates agreed to the following actions:

- remove the fee for gravel as it would be needed for future cover material for capping cells.
- the Shire of Corrigin may need to adjust the administration/supervision fee when adopting the annual budget to ensure it covers the hourly staff cost.
- remove power poles from the Fees and Charges. Power poles are no longer able to be accepted at Bendering Waste site as per advice from Department Water and Environment Regulation. The poles are generally pine or hardwood and have been treated with copper chrome arsenate or hydrocarbon-based solution and may also have other pesticide treatment applications. Due to the high contaminant levels found within power poles, they are generally classified as a Class IV waste, meaning they can only be disposed of to a Class IV landfill such as Red Hill Waste Management Facility.

## 8. Other Matters

D Burton thanked CEO N Manton as well as EHO's B Gerrard and L Pitman for organising the visit to the Bendering Waste Site recently and noted that the Bendering Waste Site is running better now than it was three years ago.

## 9. Next Meeting

To be held on Friday 19 April 2024 commencing at 9am via Teams.

Following meeting to be held on 20 June 2024 commencing at 1pm at the Shire of Corrigin chambers. Agenda Items by 10 June 2024.

## 10. Closure

The Chair, Deputy President S Jacobs closed the meeting at 2:48pm and thanked everyone for their attendance.

## 11.STATUS REPORT

The following provides a status report as of 21 March 2024

MINUTES REFERENCE/DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate \$5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bendering Tip fees after expenses distributed to shires and can be used for reserves. Bendering Waste Site Management Plan identified a need for each shire to have a reserve of approximately \$83,000 by 2026 to cap stage 1	
1 July 2018	Avon Waste Operations Plan outlining procedures for the management of the RoeROC regional landfill site at Bendering	Ashley Fisher Avon Waste EHO's	Draft prepared to be finalised in conjunction with Management Plan	Originally June 2021 <b>Due Sept 2023</b>
18 June 2020	Public Health Plans	Roe EHO's	Public health plan endorsed Corrigin, Kondinin, Kulin and Narembeen	Corrigin Oct 2022 Kulin Feb 2022 Kondinin April 2022 Narembeen ??
22 July 2021	That the following Strategic Projects be listed as a priority for Roe ROC: A Securing Water resources (CEO) Kulin B Waste Strategies (CEO) Corrigin C Aged Care Services (CEO) Narembeen D Business/Industrial Development (CEO) Kondinin	N Manton	Investigated funding to review Towards Zero Waste Strategy and Operations plan for Bendering Waste Facility	July 2024
November 2021	That Council: 1.Authorise the CEO to carry out the process of sale and disposal of the Komplet Glass Recycling System Glass Crusher on behalf of the members of ROE Roc as required by Section 3.58 (3) of the Local Government Act 1995. 2.Distribute the proceeds of the sale equally between the Roe ROC member Councils being the Shires of Corrigin, Kondinin, Kulin and Narembeen.	D Burton N Manton	Housing proposal tabled Disposed Oct 2023 and funds distributed.	October 2023
28 April 2022	That Roe ROC delegates support the development of an Operations Plan and Policies for improved management of the waste facility and incorporating waste reduction strategies subject to confirmation of costs.	N Manton EHO's Avon Waste	Investigated funding for consultant to complete Operations plan for Bendering Waste Facility	See previous resolution Due Sept 2023
28 April 2022	That the CEO's provide a list of issues with government housing and draft a letter to the Minister of Housing with recommendations for improvements.	D Burton		

## Roe ROC Meeting Minutes – 21 March 2024

<b>21 July 2022</b>	Roe ROC source funds for the purpose of conduction a housing needs analysis for member shires.	D Burton		
<b>21 July 2022</b>	The final Bendering Landfill Management Plan prepared by Talis Consultants for the Roe Regional Organisations of Councils (Roe ROC) be received	N Manton	Resolution passed at Corrigin, Kondinin, Kulin, Narembeen Council	Corrigin 19 July 2022
<b>16 March 2023</b>	That Roe ROC delegate authority to the CEO's to advertise and enter into a lease arrangement for approximately 40 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to a local community group at nil cost	D Burton	Leased KCRC for period 5 years until 2028	May 2023
<b>16 March 2023</b>	1. That the Works Managers, EHO's and CEO's to plan and move gravel from stage 2 (pit 2.1 and 2.10) to stage 1 with the cost split between each council Corrigin, Kulin, Narembeen 22% and the Shire of Kondinin 34% in recognition of the former asbestos pit that was filled in.  2. That each council seek a budget amendment for a contribution towards digging new asbestos pit, general waste pit, construction of stock proof fence and surface water pond in stage 2 of approximately \$10,000 each.	B Gerrard	Completed under budget  New asbestos pit completed and stage 2 fenced.	December 2023
<b>16 March 2023</b>	Delegates confirmed agreement for the Shire of Corrigin to accept the best price offered for glass crusher without needing to come back to delegates	N Manton	Sold Oct 2023	October 2023
<b>16 March 2023</b>	Request the CEO's investigate the feasibility of a full time Work Health and Safety Compliance Officer as a stand alone Roe ROC employee and/or options to outsource to a contractor as a combined contract.	P Sheedy	Shire of Corrigin has employed 1 FTE. Other shires using Contractor	
<b>16 March 2023</b>	Executive Officer / Project Officer for further discussion at June meeting.		Engage project officer for specific projects if required	
<b>15 June 2023</b>	Roe EHO to identify the highest priority tasks within each shire's Public Health Plan. Form a working group to complete tasks.	B Gerard		
<b>15 June 2023</b>	Works Manager to identify sources of rubble for the tip site to prevent trucks getting bogged in the Winter.	Works Managers	Working Group identified Site in stage 1	
<b>15 June 2023</b>	Talis be consulted with a view to reviewing the schedule of capping works as detailed in section 4.9 (Schedule of capping works) with the objective of extending stage 1 beyond 2026	B Gerard	Waiting for quote	March 2024
<b>15 June 2023</b>	That ROEROC 1. Establish a Site Working Group to deal with civil works issues associated with site including planning future cell opening /	Shire's of Corrigin, Kondinin, Kulin,		

## Roe ROC Meeting Minutes – 21 March 2024

	<p>construction works, cover and fill strategy, fencing, internal roads, etc.</p> <ol style="list-style-type: none"> <li>2. Working Group to comprise Roe ROC Shire Works Managers and Roe ROC EHO and Avon Waste (Ashley Fisher or other person as designated by Avon Waste)</li> <li>3. The purpose of the Working Group is to plan and carry out civil works including future cell opening / construction works, cover and fill strategy, fencing, maintenance and construction of internal roads, access for large machinery, maximising raw materials etc.</li> <li>4. Priority action –to develop works strategy and budget in relation to construction of new Stage 2 cells at the site.</li> <li>5. Working group to define technical design limitations associated with cell construction, in particular maximising cell depth, referencing the Tallis Report of July 2022 and Rural Landfill Regulations.</li> <li>6. Working Group to establish “What’s App” messaging group in relation to all communications.</li> <li>7. Working Group to discuss site access with Avon Waste – Bendering Landfill Operations Plan to include agreement that each Roe ROC Works Manager is to have a key to access site for site civil works and emergency access. <ul style="list-style-type: none"> <li>o Access to site to be communicated by working group members (prior to access).</li> <li>o Access to site to be limited to site civil works and maintenance issues. Site access for any other use should be by prior agreement of Avon Waste and Roe ROC CEO's</li> </ul> </li> <li>8. Roe ROC shires to agree to a Schedule of Plant/Labour rates prior to 2023/2024 budget for any works associated with site operations and management. Individual shire time to be invoiced to Roe ROC.</li> <li>9. Recommended 2023/2024 plant rates for all Roe ROC shires for Shire plant that maybe required to work at the site from time to time: <ul style="list-style-type: none"> <li>• Heavy plant (Graders/Loaders/Trucks-Semi trailers) - \$130 per hour (Ex GST)</li> <li>• Light vehicles (utilities/small trucks) - \$75 per hour (Ex GST)</li> </ul> </li> </ol>	Narembeen and Lake Grace		
<b>15 June 2023</b>	Roe ROC delegates endorse the Memorandum of Understanding for period 1 July 2023 to 30 June 2028.	Shire's of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace	Sent to Kulin for signing	Corrigin - Signed Kondinin_____ Kulin_____ Narembeen_____ Lake Grace_____
<b>15 June 2023</b>	Roe ROC delegates endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for period 1 July 2023 to 30 June 2028.	Shire's of Corrigin, Kondinin, Kulin,	Sent to Kulin for Signing	Corrigin - Signed Kondinin_____ Kulin_____

## Roe ROC Meeting Minutes – 21 March 2024

		Narembeen and Lake Grace		Narembeen _____ Lake Grace _____
<b>16 November 2023</b>	Add information to working group terms of reference pertaining to how frequently the group should meet and what constitutes a quorum.	N Manton		
<b>16 November 2023</b>	That Roe ROC recommend to Councils that funds from Bendering Tip Reserve be used to build a bunded cell up to 2m in height plus an additional 1m wind break in the hard stand area of stage 1 to prolong the use of the stage 1 area and make better use of the site.  Endorse the estimated cost of up to \$165,000 to build new bunds to 2m, site works and access track as presented by Working Group meeting in June 2023 using agreed in house plant and labour rates and contractors as required.	CEO's	Completed December 2023	
<b>21 March 2024</b>	Work with WDC to develop a scope and cost estimate for a housing needs analysis and business case based on a similar approach from other groups in the wheatbelt region.	R McCall	To be presented at special meeting.	April 2024
<b>21 March 2024</b>	Working Group, Avon Waste and Talis be consulted to determine the most suitable location for inert waste/ recyclable building rubble based on suggestions shown in blue and purple below.	B Gerard		
<b>21 March 2024</b>	Review previous notes to identify issues and obtain costs associated with getting the weighbridge working and bring back to working group and June meeting for further discussion.	L Pitman		
<b>21 March 2024</b>	The Fees and Charges for 2024/2025 for the Bendering site be increased as per the proposed table (Perth March CPI of 4.1%)  Any work carried out at the Bendering Waste Site by the Shires of Corrigin Kondinin, Kulin and Narembeen be charged out at the agreed in-house rates for heavy plant (graders/loaders/trucks-semi trailers) at \$130 per hour (ex GST) and light vehicles (utilities/small trucks) at \$75 per hour (ex GST) Remove power poles from Fees and Charges  Remove gravel from Fees and Charges  Review administration fee to ensure staff costs are covered and charged at a 1 hour minimum.	N Manton	For adoption with Shire of Corrigin budget	

**ATTACHMENT 8.4B**  
**RoeROC Statements as at 29 February 2024**

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME  
Financial Statement for the period ended 29 February 2024

Account	PARTICULARS	BUDGET 2023/2024	ACTUAL YTD 2023/2024	Corrigin 23.08%	Kulin 15.38%	Narembeen 15.38%	Lake Grace 23.08%	Kondinin 23.08%	TOTAL
31217	Scheme Contribution's repaid to Shire of Corrigin	176,660	106,181	-	16,803	16,803	32,379	27,606	93,591
31218	Miscellaneous Income	-	104	24	16	16	24	24	104
	Proceeds on Sale of Glass Crusher owned by Corrigin, Narembeen, Kondinin & Kulin		19,091	4,773	4,773	4,773		4,773	19,091
	<b>Total Contributions</b>	176,660	125,376	4,797	21,592	21,592	32,403	32,403	112,786
	<b>Total Scheme Income</b>	176,660	125,376	4,797	21,592	21,592	32,403	32,403	112,786
	<b>TOTAL INCOME</b>	176,660	125,376	4,797	21,592	21,592	32,403	32,403	112,786
31201	ROE Health - Admin & Inspection Wages	134,199	87,062	20,094	13,390	13,390	20,094	20,094	87,062
31202	ROE Health - Admin & Inspection Superannuation	20,457	12,581	2,904	1,935	1,935	2,904	2,904	12,581
31203	ROE Health - Admin & Inspection FBT Expense	10,000	11,612	2,680	1,786	1,786	2,680	2,680	11,612
31204	ROE Health - Admin & Inspection Uniform Expense	789	-	-	-	-	-	-	-
31205	ROE Health - Admin & Inspection Training & Conference Expense	3,200	170	39	26	26	39	39	170
31206	ROE Health - Admin & Inspection Telephone Expense	2,136	1,160	268	178	178	268	268	1,160
31207	ROE Health - Admin & Inspection Subscription Expense	1,000	70	16	11	11	16	16	70
31208	ROE Health - Admin & Inspection Analytical Expense	1,200	1,189	275	183	183	274	274	1,189
31209	ROE Health - Admin & Inspection Insurance Expense	9,167	9,239	2,132	1,421	1,421	2,132	2,132	9,239
31210	ROE Health - Admin & Inspection Advertising Expense	-	-	-	-	-	-	-	-
31211	ROE Health - Admin & Inspection Housing Allocation	8,573	5,015	1,157	771	771	1,157	1,157	5,015
31212	ROE Health - Admin & Inspection Vehicle Expense	9,616	8,494	1,961	1,306	1,306	1,961	1,961	8,494
31213	ROE Health - Admin & Inspection Other Expense	1,000	850	196	131	131	196	196	850
31214	ROE Health - Admin & Inspection Admin Allocation	23,207	14,026	3,237	2,157	2,157	3,237	3,237	14,026
31215	ROE Health - Admin & Inspection Office Equipment Expense	5,123	5,290	1,221	814	814	1,221	1,221	5,290
31216	ROE Health - Admin & Inspection Consultant Expense	-	-	-	-	-	-	-	-
	<b>Total - Operating Expenditure</b>	229,667	156,758	36,180	24,109	24,109	36,180	36,180	156,758
	<b>TOTAL EXPENDITURE</b>	229,667	156,758	36,180	24,109	24,109	36,180	36,180	156,758
	Net Scheme Expenditure	229,667	156,758	36,180	24,109	24,109	36,180	36,180	156,758
	LESS: Income	176,660	125,376	4,797	21,592	21,592	32,403	32,403	112,786
	<b>NET POSITION</b>	53,007	31,382	31,383	2,518	2,518	3,777	3,777	43,972
24,109									
COUNCIL REMAINING COST RECOUP									
				Corrigin 23.08%	Kulin 15.38%	Narembeen 15.38%	Lake Grace 23.08%	Kondinin 23.08%	TOTAL REMAINING TO BE INVOICED
				31,383	2,518	2,518	3,777	3,777	43,973
Total Scheme Expense to be billed as at 29 February 2024				31,383	2,518	2,518	3,777	3,777	43,973

ROEROC BENDERING TIP  
Financial Statement for the period ended 29 February 2024

Date	PARTICULARS	YTD 2023 / 2024	Corrigin	Kulin	Kondinin	Narembeen	TOTAL
<b>2023 / 2024 INCOME</b>							
24/07/2023	Wrapped asbestos waste Cubic metres: 4 4 @ \$115.00 per cubic metr 26:110	418.18	104.55	104.55	104.55	104.55	418.18
7/08/2023	IGO Forresterania Limited (Western Areas) Bending tip 18.10 tonnes Western Areas rubbish - July 2023 PO: 74085	905.00	226.25	226.25	226.25	226.25	905.00
7/08/2023	Avon Waste Bending tip 12 x 3m3 skip bins - July 2023	218.18	54.55	54.55	54.55	54.55	218.18
7/08/2023	Avon Waste Bending tip 6 x 4.5m3 skip bins - July 2023	136.36	34.09	34.09	34.09	34.09	136.36
7/08/2023	Avon Waste Bending tip 1 x 10m3 hook bin - July 2023	45.45	11.36	11.36	11.36	11.36	45.45
14/08/2023	Wrapped asbestos waste Cubic metres: 4m3 4 @ \$115.00 per cubic metr 26:110	418.18	104.55	104.55	104.55	104.55	418.18
5/09/2023	IGO Forresterania Limited (Western Areas) Bending tip 15.10 tonnes Western Areas rubbish - August 2023	837.36	209.34	209.34	209.34	209.34	837.36
5/09/2023	Avon Waste Bending tip 10 x 3m3 skip bins - August 2023	209.09	52.27	52.27	52.27	52.27	209.09
5/09/2023	Avon Waste Bending tip 6 x 4.5m3 skip bins - August 2023	152.73	38.18	38.18	38.18	38.18	152.73
5/09/2023	Avon Waste Bending tip 1 x 10m3 hook bin - August 2023	50.91	12.73	12.73	12.73	12.73	50.91
3/10/2023	IGO Forresterania Limited (Western Areas) Bending tip 13 tonnes Western Areas rubbish - Septemper 2023	720.91	180.23	180.23	180.23	180.23	720.91
3/10/2023	Avon Waste Bending tip 10 x 3m3 skip bins - September	204.91	51.23	51.23	51.23	51.23	204.91
3/10/2023	Avon Waste Bending tip 4 x 4.5m3 skip bins - September 2023	101.82	25.46	25.46	25.46	25.46	101.82
3/10/2023	Avon Waste Bending tip 1 x 10m3 hook bin - September 2023	50.91	12.73	12.73	12.73	12.73	50.91
16/10/2023	Wrapped asbestos waste Cubic metres: 12m3 12 @ \$124.00 per cubic metr 26:110	1,352.73	338.18	338.18	338.18	338.18	1,352.73
23/10/2023	Wrapped asbestos waste Cubic metres: 1m3 26:110	112.73	28.18	28.18	28.18	28.18	112.73
2/11/2023	IGO Forresterania Limited (Western Areas) Bending tip 14.40 tonnes Western Areas rubbish - October 2023 PO74085	798.55	199.64	199.64	199.64	199.64	798.55
2/11/2023	Avon Waste Bending tip 12 x 3m3 skip bins - October 2023	250.91	62.73	62.73	62.73	62.73	250.91
2/11/2023	Avon Waste Bending tip 7 x 4.5m3 skip bins - October 2023	178.18	44.55	44.55	44.55	44.55	178.18
2/11/2023	Avon Waste Bending tip 1 x 10m3 hook bin - October 2023	50.91	12.73	12.73	12.73	12.73	50.91
8/12/2023	IGO Forresterania Limited (Western Areas) Bending tip 10.56 tonnes Western Areas rubbish - Novemeber 2023	585.60	146.40	146.40	146.40	146.40	585.60
8/12/2023	Avon Waste Bending tip 11 x 3m3 skip bins - November 2023	230.00	57.50	57.50	57.50	57.50	230.00
8/12/2023	Avon Waste Bending tip 5 x 4.5m3 skip bins - November 2023	127.27	31.82	31.82	31.82	31.82	127.27
8/12/2023	Avon Waste Bending tip 1 x 10m3 hook bin - November 2023	50.91	12.73	12.73	12.73	12.73	50.91
11/12/2023	Wrapped asbestos waste Cubic metres: 2.5m3 2.5 @ \$124.00 per cubic metr 26:110	281.82	70.46	70.46	70.46	70.46	281.82
8/01/2024	IGO Forresterania Limited (Western Areas) Bending tip 13.90 tonnes Western Areas rubbish - December 2023	770.82	192.71	192.71	192.71	192.71	770.82
8/01/2024	Avon Waste Bending tip 14 x 3m3 skip bins - December 2023	292.73	73.18	73.18	73.18	73.18	292.73
8/01/2024	Avon Waste Bending tip 16 x 4.5m3 skip bins - December 2023	407.27	101.82	101.82	101.82	101.82	407.27
8/01/2024	Avon Waste Bending tip 1 x 10m3 hook bin - December 2023	50.91	12.73	12.73	12.73	12.73	50.91
6/02/2024	IGO Forresterania Limited (Western Areas) Bending tip 11.10 tonnes Western Areas rubbish - January 2024	615.55	153.89	153.89	153.89	153.89	615.55
6/02/2024	Avon Waste Bending tip 18 x 3m3 skip bins - January 2024	376.36	94.09	94.09	94.09	94.09	376.36
6/02/2024	Avon Waste Bending tip 21 x 4.5m3 skip bins - January 2024	534.55	133.64	133.64	133.64	133.64	534.55
6/02/2024	Avon Waste Bending tip 2 x 10m3 hook bin - January 2024	101.82	25.46	25.46	25.46	25.46	101.82
19/02/2024	Wrapped asbestos waste Cubic metres: 5m2 5 @ \$124.00 per cubic metr 26:110	563.64	140.91	140.91	140.91	140.91	563.64
19/02/2024	Bulk Commercial/Indust Waste Tonnes: 25 tonne 25 @ \$56.00 per per tonne 26:124	1,272.73	318.18	318.18	318.18	318.18	1,272.73
		13,475.98	3,369.00	3,369.00	3,369.00	3,369.00	13,475.98
		13,475.98	3,369.00	3,369.00	3,369.00	3,369.00	13,475.98
<b>2023 / 2024 EXPENSE</b>							
31/07/2023	Avon Waste New locks gate Bending Waste Site	690.91	172.73	172.73	172.73	172.73	690.91
1/12/2023	Shire of Kondinin Reimbursement - Roe Roc Regional Rubbish Site - Insurnace 2022-2023	674.91	168.73	168.73	168.73	168.73	674.91
12/12/2023	Shire of Kondinin New Waste Cells at Bending Tip	13,330.00	3,332.50	3,332.50	3,332.50	3,332.50	13,330.00
15/12/2023	Shire of Kondinin New Waste Cells at Bending Tip	19,890.00	4,972.50	4,972.50	4,972.50	4,972.50	19,890.00
15/12/2023	Shire of Kondinin New Waste Cells at Bending Tip - Water	120.00	30.00	30.00	30.00	30.00	120.00
15/12/2023	Shire of Kondinin New Waste Cells at Bending Tip	910.00	227.50	227.50	227.50	227.50	910.00
21/12/2023	Shire of Kulin New Waste Cells - Bending Tip - Supply Padfoot Roller	1,654.55	413.64	413.64	413.64	413.64	1,654.55
		37,270.37	9,317.59	9,317.59	9,317.59	9,317.59	37,270.37
		37,270.37	9,317.59	9,317.59	9,317.59	9,317.59	37,270.37
Income Received		13,475.98	3,369.00	3,369.00	3,369.00	3,369.00	13,475.98
LESS: Expenditure		37,270.37	9,317.59	9,317.59	9,317.59	9,317.59	37,270.37
		- 23,794.39 -	5,948.60 -	5,948.60 -	5,948.60 -	5,948.60 -	23,794.39
	Summary of Movements	Balance	Corrigin	Kulin	Kondinin	Narembeen	TOTAL
	2014 / 2015 CLOSING FUNDING DEFICIT	- 7,852.12					
	2015 / 2016 CLOSING FUNDING DEFICIT	- 51,913.35					
	2016 / 2017 CLOSING FUNDING SURPLUS (Deficit from 2015/16 reimbursed in 2016/17)	57,308.21					
	2017 / 2018 CLOSING FUNDING SURPLUS	18,700.24					
	2018 / 2019 CLOSING FUNDING SURPLUS	464.46					
	2019 / 2020 CLOSING FUNDING SURPLUS	16,953.65					
	Surplus funds held in Trust reimbursed to Councils on 11 June 2021						
	2014 / 2015 to 2018 / 2019 (\$4,176.86 / Council) & 2019 / 2020 (\$4,238.41 / Council)	- 33,661.09					
	2020 / 2021 CLOSING FUNDING SURPLUS - \$47,652. Funds reimbursed to Councils on 28 June 2021 (\$11,913/Council)	- 47,652.00					
	2021 / 2022 CLOSING FUNDING SURPLUS - \$3,979.60. Funds reimbursed to Councils on 20 Semptember 2022 (\$994.90/Council)	- 3,979.60					
	2022 / 2023 CLOSING FUNDING SURPLUS - \$1,557.40. Funds reimbursed to Councils on 17 August 2023 (\$389.35/Council)	- 1,557.40					
Net Distribution(Recoup) at year ending 30 June 2024			(5,948.60)	(5,948.60)	(5,948.60)	(5,948.60)	(23,794.39)

**ATTACHMENT 8.5A**  
**Community Benefit Fund Advisory**  
**Committee Meeting Minutes - 4 April 2024**



## **MINUTES**

**RAMELIUS RESOURCES &  
SHIRE OF NAREMBEEN**

**COMMUNITY BENEFIT FUND ADVISORY COMMITTEE**

**THURSDAY 4 APRIL 2024, 4.00 PM  
NAREMBEEN CRC**



## Contents

1.0	OPENING & WELCOME .....	3
2.0	ATTENDANCE & APOLOGIES .....	3
3.0	DECLARATIONS OF INTEREST .....	3
4.0	MINUTES OF PREVIOUS MEETINGS .....	3
4.1	CONFIRMATION OF MINUTES .....	3
5.0	FINANCIAL STATEMENT .....	4
6.0	ASSESSMENT OF APPLICATIONS .....	4
7.0	OTHER BUSINESS .....	6
8.0	NEXT MEETING .....	6
9.0	CLOSURE .....	6

# MINUTES

## Ramelius Resources & Shire of Narembeen Community Benefit Fund Advisory Committee Meeting Thursday, 4 April 2024, commencing at 4.00 pm

### 1.0 Opening & Welcome

Cr Scott Stirrat, Shire President welcomed everyone and declared the meeting open at 4.05pm.

### 2.0 Attendance & Apologies

#### Attendance

Cr Scott Stirrat	President Shire of Narembeen via Zoom
Mr Hugh Trivett	Ramelius Resources
Mrs Sheree Thomas	Go Narembeen
Ms Georgia Atkins	CRC Coordinator – Shire of Narembeen (minute taker)
Mrs Rebecca McCall	CEO – Shire of Narembeen

#### Apologies

Nil

### 3.0 Declarations of Interest

Georgia Atkins declared an interest due to CRC's grant application. Due to Georgia not having voting rights, the committee were happy for her to stay in the meeting.

### 4.0 Minutes of Previous Meetings

#### 4.1 Confirmation of Minutes

Confirmation of Minutes from the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 8<sup>th</sup> November 2023.

#### RECOMMENDATION:

*That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 8<sup>th</sup> November 2023 be confirmed as a true and accurate record of the proceedings.*

#### COMMITTEE RESOLUTION

**MIN 7755/24 MOTION** – Moved Sheree Thomas Seconded Hugh Trivett

**CARRIED 3 / 0**

## 5.0 Financial Statement

*A financial statement was provided by Ben Forbes, Executive Manager Corporate Services, available funds for this round totalled \$46,670. Next round, October 2024 will be only the Shire of Narembeen and Go Narembeen Contributions.*

### COMMITTEE RESOLUTION

That the financial statement as presented be accepted.

**MIN 7756/24 MOTION** – Moved Sheree Thomas    Seconded Hugh Trivett

**CARRIED 3 / 0**

## 6.0 Assessment of Applications

The Advisory Committee assessed the following grant applications:

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	\$1,021.40
Narembeen Homes for the Aged	Reticulation Replacement	\$3,500
Narembeen Playgroup	Playgroup Term 2 + 3	\$1,000
Narembeen Recreation Centre	Furniture Replacement & Honour Board	\$15,000
Livingston Medical	Sandpiper Bag	\$6,000
<b>TOTAL</b>		<b>\$31,091.40</b>

### COMMENTS

*The following considerations were made on the following application assessments:*

- Mt Walker Golf Club - previous recipients for funding, the application complies with criteria, funding approved.*
- Narembeen P&C – previous project has not been acquitted due to a delay in liaising with the artist. Application complies with the criteria, the committee commented that it was great to see that the breakfast club would be inclusive and open to all students. Funding approved.*
- Wadderin Wildlife Sanctuary - application complies with the criteria, funding approved.*
- Narembeen CRC – previous recipient, it was mentioned that funding going towards creative artistic workshops is a great idea and a great opportunity for the community, funding approved.*
- Homes for the Aged – Hugh Trivett required clarification on who runs the Homes for the Aged. Scott Stirrat advised that the group is run by volunteers. Funding approved.*

- *Narembeen Playgroup – no quotes were provided as there is no set activities, Playgroup is run by volunteers and have low funding streams. Funding approved by committee.*
- *Narembeen Recreation Centre – it was questioned whose responsibility the replacement of furniture is. Rebecca McCall referred a clause from the lease agreement between the Shire of Narembeen and Narembeen Club Incorporated (body who manage the Recreation Centre):*

*Clause 11. Maintenance and Works  
11.1(d) Obligation to Maintain*

*If it is fair wear and tear, new furniture falls under the Shire. The Recreation Centre had also included an honour board in their application, the Committee agreed that the honour board was an important item to replace. The committee approved the funding for the honour board only, totalling **\$1,925**. Include in correspondence to the Recreation Centre that it is suggested that they contact the CEO, Shire of Narembeen to discuss the replacement of furniture.*

- *Livingston Medical – sandpiper bags are specifically designed to contain essential pre-hospital emergency equipment not carried in a routine first aid-kit. The bag can only be used if you are trained. Dr Michael Livingston is an instructor so can train others. It was agreed that the sandpiper bag will become an asset of the Medical Centre, if the doctor moves on the bag will stay in the community. If there is a slight opportunity it could save someone's life, it is worth it. Funding approved.*

## COMMITTEE RESOLUTION

**MIN 7757/24**

**MOTION –** Moved Hugh Trivett

Seconded: Sheree Thomas

*The Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that the Shire of Narembeen 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 + 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>

*The acquittal date is to be completed before 31 August 2024.*

**CARRIED 3 / 0**

## 7.0 Other Business

- **Contract between Shire of Narembeen and Tampia Operations Pty Ltd**

*Hugh Trivett could not provide an answer at the meeting regarding a financial commitment for Round 7. He would speak to Mark Zeptner and come back to the Committee.*

- **Narembeen Football Club – Update on Previous Round of Funding**

*The Football Club are yet to invoice for the previous round, the Shire are holding the funds. This is due to a gap of about \$35,000 in funding that they still require. Full project cost is approximately \$70,000 and they are actively applying for funding.*

- **GST**

*There was confusion as some applications included GST and some were excluding. If GST registered, the application should be inclusive of GST. Two separate forms, GST and no GST to be actioned by the CRC before the next round.*

- **Acquittals**

*There needs to be a set process with doing an acquittal by a certain date. Rebecca McCall suggested an interim report template be created so that the applicant can provide an update if they have an outstanding grant with reasoning and expected timeframe for the project to be completed. Committee agreed with this recommendation. Rebecca and Georgia will organise a template.*

- **Suggested Round 7 Dates**

- *Applications Open – 1 October 2024*
- *Applications Close – 31 October 2024*
- *Advisory Committee Meet – 13 November 2024*

## 8.0 Next Meeting

The next meeting will be held on Wednesday, 13 November 2024, 4.00pm.

## 9.0 Closure

There being no further business the Chairperson declared the meeting closed at 4.57pm

**ATTACHMENT 11.1A**  
**Freedom of Information Statement 2023-2024**



# Freedom of Information Statement 2023-2024

**Disclaimer:**

This Statement is published by the Shire of Narembeen in accordance with the *Freedom of Information Act 1992*.

**Rebecca McCall**  
**CHIEF EXECUTIVE OFFICER**

## Contents

Mission Statement.....	3
Freedom of Information Legislation.....	3
Structure and Function .....	3
Elected Members .....	3
Role of President.....	3
Role of the Deputy President .....	4
Role of the Council.....	4
Role of Councillors.....	4
Role of the Chief Executive Officer.....	4
Community Participation .....	4
Documents Available for Inspection Under the Local Government Act 1995 .....	5
FOI Applications .....	6
Receipt of FOI Applications .....	6
Freedom of Information Process.....	7
Fees and Charges.....	8
Deposits .....	8
Access Arrangements.....	8
Notice of Decision .....	8
Refusal of Access.....	9

## **Mission Statement**

*Together we create the opportunity to grow.*

## **Freedom of Information Legislation**

The *Freedom of Information Act 1992* (FOI Act) that came into effect on 1 November 1993, created a general right of access to documents held by state and local government agencies. The FOI Act requires agencies to make available, details about the kind of information they hold and enables persons to ensure that personal information held by government agencies about them is "accurate, complete, up to date and not misleading".

It is the aim of the Shire of Narembeen (the Shire) to make information available promptly, at the least possible cost and wherever possible documents will be provided outside the freedom of information (FOI) process.

## **Structure and Function**

The Shire is a body corporate with perpetual succession and a common seal, and with a governing Council.

The Shire's general function is to provide for the good government of persons in the district.

The Shire has both legal and executive powers and may do all things necessary or convenient in performing its functions.

The Shire's legislative functions, executive powers and structure have been outlined, below is a summary only. The *Local Government Act 1995* (LG Act) or other relevant legislation should be consulted for clarification, if required.

## **Elected Members**

The Council of the Shire of Narembeen consists of seven (7) Elected Members including the President and Deputy President.

Cr Scott Stirrat – President

Cr Holly Cusack – Deputy President

Cr Hannah Bald

Cr Chris Bray

Cr Trevor Cole

Cr Michael Currie

Cr Amy Hardham

## **Role of President**

- presides at meetings in accordance with the LG Act;
- provides leadership and guidance to the community in the district;
- carries out civic and ceremonial duties on behalf of the Shire;

- speaks on behalf of the Shire;
- performs such other functions as are given to the mayor by the LG Act or any other written law; and
- liaises with the CEO on the Shire's affairs and the performance of its functions.

## **Role of the Deputy President**

The Deputy President performs the functions of the President when authorised to do so under section 5.34 of the LG Act.

## **Role of the Council**

The Council —

- governs the Shire's affairs; and
- is responsible for the performance of the Shire's functions.

The Council is also to —

- oversee the allocation of the Shire's finances and resources; and
- determine the Shires policies.

## **Role of Councillors**

A Councillor —

- represents the interests of electors, ratepayers and residents of the district;
- provides leadership and guidance to the community in the district;
- facilitates communication between the community and the council;
- participates in the Shire's decision-making processes at council and committee meetings; and
- performs such other functions as are given to a Councillor by the LG Act or any other written law.

## **Role of the Chief Executive Officer**

The Chief Executive Officer's role is to:

- Advise the Council of the functions of the local government;
- Ensure that advice and information is available to the Council so that informed decisions can be made;
- Implement Council decisions; and
- Manage the day-to-day operations of the Shire including staff.

## **Community Participation**

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions, these include:

- Annual General Meeting of Electors
- Committees of Council

- Ordinary Council Meetings
- Petitions
- Special Council Meetings

## **Documents Available for Inspection Under the Local Government Act 1995**

The following documents are examples of documents available for public inspection at the Shire of Narembeen administration office under section 5.94 of the LG Act. Please note limitations apply to some documents arising out of section 5.95 of the LG Act, which generally relate to confidentiality.

- Any Code of Conduct
- A regulation prescribing rules of conduct of council members referred to in Section 5.104 of the LG Act
- A register of complaints referred to in Section 5.121 of the LG Act
- Any register of financial interests
- Annual Report
- Annual budget
- Schedule of fees and charges
- A plan adopted for the future of the district made in accordance with Section 5.56 of the LG Act being the Strategic Community Plan; the Corporation Business Plan; and the 10 Year Financial Plan
- Proposed local Laws of which the Shire has given State-wide public notice under section 3.12(3) of the LG Act
- Local Law made by the local government in accordance with section 3.12 of the LG Act
- A regulation made by the Governor under Section 9.60 of the Local Government Act 1995 that operates as it were a local law of the Shire
- Any subsidiary legislation made or adopted by the Shire under any written law other than under the Local Government Act 1995
- Any written law having a provision in respect of which the Shire has a power or duty to enforce
- Any rates record
- Confirmed minutes of council or committee meetings
- Minutes of electors' meetings
- Any notice, papers and agenda relating to any council or committee meeting and reports and other documents that have been tables at a council or committee meeting; or produced by the Shire in a committee for presentation at a council meeting and which have been presented at the meeting
- Any report of a review of a local law prepared under section 3.16(3) of the LG Act
- Any business plan prepared under section 3.59 of the LG Act
- A register of owners and occupiers under section 4.32(6) of the LG Act and electoral rolls
- A contract under section 5.39 of the LG Act
- Such other information relating to the Shire required by a provision of the LG Act or as may be prescribed

The Shire maintains comprehensive records of its dealings. These records generally relate to various properties and locations within the Shire. The Shire ensures that accurate records are centrally maintained.

## FOI Applications

The Freedom of Information Act 1992 specifies that an application must –

- Be in writing;
- Give enough information to enable the requested documents to be identified;
- Give an address in Australia to which notices may be sent;
- Give any other information or regulations that will assist the Shire to locate the required document; and
- Be lodged at the Shire administration office with an application fee of the prescribed amount.

The Shire may request proof of your identity. If you are seeking access to a document(s) on behalf of another person, the Shire will require authorisation in writing. Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.

The FOI Act may be downloaded from the State Law Publisher or is available for purchase from the State Government Bookshop, 815 Hay Street, Perth. Telephone: (08) 9222 8216 or visit their website at <https://www.slp.wa.gov.au/Index.html>.

## Receipt of FOI Applications

FOI applications, payments, correspondence and general inquiries may be directed to:

Chief Executive Officer

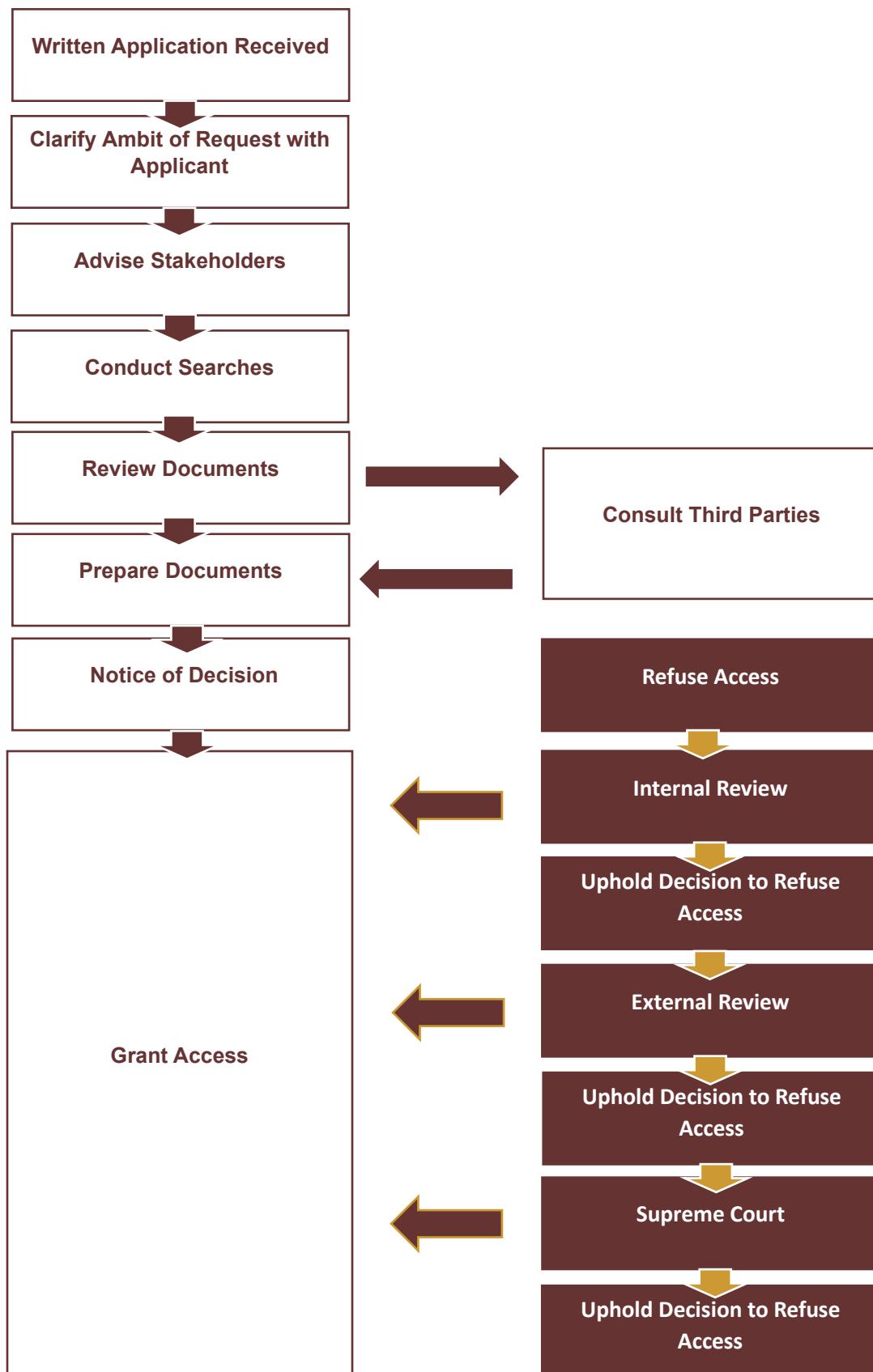
1 Longhurst Street

Narembeen, WA, 6369

Telephone: 08 9064 7308

Email: [ceo@narembeen.wa.gov.au](mailto:ceo@narembeen.wa.gov.au)

## Freedom of Information Process



## Fees and Charges

A scale of fees and charges set under the [Freedom of Information Regulations 1993](#). Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows;

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00
Photocopying staff time (per hour, or pro rata)	\$30.00
Per photocopy	\$0.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

No reduction is applicable to the application fee.

## Deposits

- The application fee is payable in full with the application
- Advance deposit may be required of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

For further information about fees and charges, refer to the Shire of Narembreen 2023/2024 List of Fees and Charges.

## Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document.

## Notice of Decision

As soon as possible but in any case, within 45 days you will be provided with a notice of decision, which will include details such as –

- the date which the decision was made;
- the name and the designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- information on the right to review and the procedures to be followed to exercise those rights.

## **Refusal of Access**

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an internal review. Applications should be made in writing within 30 days of receiving the notice of decision. You will be notified of the outcome of the review within 15 days. If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

**ATTACHMENT 11.2A**  
**Code of Conduct for Council Members,**  
**Committee Members and Candidates**

# Code of Conduct

**Council and Committee Members and Candidates**

**April 2024**

## Contents

Purpose .....	3
Personal integrity .....	3
Relationship with others .....	3
Accountability.....	3
Personal integrity .....	3
Relationship with others .....	4
Council or committee meetings .....	4
Complaint about alleged breach.....	4
Dealing with complaint .....	5
Dismissal of complaint .....	5
Withdrawal of complaint .....	6
Other provisions about complaints .....	6
Misuse of local government resources .....	6
Securing personal advantage or disadvantaging others .....	6
Prohibition against involvement in administration .....	6
Relationship with local government employees .....	6
Disclosure of information.....	7
Disclosure of interests.....	8
Compliance with plan requirement .....	8

## Purpose

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

This code applies to Council members, Committee members and Candidates of the Shire of Narembeen.

## Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence;
- (b) act with honesty and integrity;
- (c) act lawfully;
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the Shire of Narembeen.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members;
- (b) participate in decision-making in an honest, fair, impartial and timely manner;
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## Relationship with others

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information;
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness;
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

## **Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way;
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant Policy;
- (c) must not use offensive or derogatory language when referring to another person;
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person;
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading;
- (c) must not repeatedly disrupt the meeting;
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings;
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **Complaint about alleged breach**

(1) A person may make a complaint, alleging a breach of a requirement set out in this code.

(2) A complaint must be made —

- (a) in writing in the form approved by the local government;
- (b) to the CEO; and
- (c) within 1 month after the occurrence of the alleged breach.

## Dealing with complaint

- (1) After considering a complaint, Council must, unless it dismisses the complaint under clause I or the complaint is withdrawn under clause J, make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, Council must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If Council makes a finding that the alleged breach has occurred, then Council may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), Council should consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action that Council considers appropriate.
- (7) If Council makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

## Dismissal of complaint

- (1) Council may dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If Council dismisses a complaint, then Council must give the complainant and the person to whom the complaint relates written notice of its decision and the reasons for its decision.

## **Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before Council makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to the CEO.

## **Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by Council unless the candidate has been elected as a Council member.
- (2) The procedure for dealing with complaints may be determined by Council to the extent that it is not provided for in this Code.

## **Misuse of local government resources**

- (1) In this clause —

**Council resources** includes —

- (a) Council property; and
  - (b) Services provided, or paid for, by Council.
- (2) A Council member must not, directly or indirectly, use Council resources for an electoral purpose or other purpose unless authorised under the Act, or by Council or the CEO, to use the resources for that purpose.

## **Securing personal advantage or disadvantaging others**

- (1) A Council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for themselves or any other person; or
  - (b) to cause detriment to the local government or any other person.

## **Prohibition against involvement in administration**

- (1) A Council member must not undertake a task that contributes to the administration of the local government unless authorised the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a Council member does as part of the deliberations at a council or committee meeting.

## **Relationship with local government employees**

- (1) A council member or candidate must not —

- (a) direct or attempt to direct Shire of Narembreen employees to do or not to do anything in their capacity as an employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a Shire of Narembreen employees in their capacity as an employee; or
  - (c) act in an abusive or threatening manner towards Shire of Narembreen employees.
- (2) Subclause (1)(a) does not apply to anything that a Council member does as part of the deliberations at a council or committee meeting.
- (3) If a Council member or candidate, in their capacity as a Council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a Shire of Narembreen employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a Shire of Narembreen employee.

## Disclosure of information

- (1) In this clause —

**closed meeting** means a Council or committee meeting, or a part of a Council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non-confidential document.

- (3) Subclause (2) does not prevent a council member from disclosing information —

- (a) at a closed meeting;
- (b) to the extent specified by the council and subject to such other conditions as the council determines;
- (c) that is already in the public domain;
- (d) to an officer of the Department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## Disclosure of interests

(1) In this clause —

***interest*** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of their interest;
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know:
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then;
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if;
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## Compliance with plan requirement

If a plan under clause H(4)(b) in relation to a council member includes a requirement referred to in clause H(6), the council member must comply with the requirement.



# Code of Conduct

## Council and Committee Members and Candidates

I, \_\_\_\_\_ in my position as \_\_\_\_\_

with the Shire of Narembeen declare that I have read and understood the Code of Conduct for Council Members, Committee Members and Candidates.

**Signed:**

**Date:**

**ATTACHMENT 11.3A**  
**IPR Quarterly Progress Report – March 2024**

# Corporate Business Plan Quarterly Progress Report – March 2024

ACTION LEGEND		PROGRESS LEGEND	
Develop	D	Limited progress or strategy unable to be delivered	○
Implement	I	Project yet to commence or some issues identified impact delivery	○
Continue/Maintain	C/M	Good progress on delivering strategy or strategy completed	○

## 1. COMMUNITY: Happy, safe, healthy and inclusive community

STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
1.1	Together with key stakeholders identify and deliver opportunities for young people across the Shire	a. Develop and Implement a Youth Plan	D	I	C/M	C/M	Scheduled to commence youth consultation in 4 <sup>th</sup> quarter	○
		b. Maintain a strong supportive relationship with the Narembeen District High School to encourage youth development	C/M	C/M	C/M	C/M	Waivered swimming pool entry fee for in-term swimming lessons and swimming carnival; Waivered swimming pool entry fee for Swim Club Carnival; Hosted triathlon; Council representation and attendance on Narembeen Community Wellbeing Committee	○
1.2	Facilitate and advocate for quality health services, health facilities and programs in the Shire	a. Continued support for the retention of the ambulance service, hospital, general practitioner and police service	C/M	C/M	C/M	C/M	Construction of new residence for the Doctor progressing; Ambulance annual dinner representation	○
		b. Co-ordinate regular schedule of seniors programs and events by the Shire	C/M	C/M	C/M	C/M	Hosted weekly Morning Coffee Club; Senior Movies; Senior Games support and representation	○
		c. Develop and Implement Aged Friendly Community Plan		D	I	C/M	Aged Friendly Community Plan was developed in 2016; Monitoring of identified strategies and tasks to be developed; Review to be scheduled	○
		d. Implement the Public Health Plan and Community Wellbeing Plan		I	C/M	C/M	Monitoring of strategies identified in the Public Health Plan 2022-2026 reviewed; Water sampling was conducted; Community Wellbeing Plan quarterly CWP Committee meeting held and initiatives progressing	○
1.3		a. Develop and implement annual community development operational plan	I	D	I	D	2024/25 operational plan to be developed in 4 <sup>th</sup> quarter.	○

	Inclusive community activities, events, and initiatives	and ensure it is aligned with IPR Suite of Plans.						
		b. Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	C/M	C/M	C/M	C/M	Story Time; Art workshop hosted; Committee formed and meeting held to prepare for Shire Centenary committee meeting held	○
		c. Implement the conservation plan Old Church Museum and Town Hall (State Heritage listed)	I	I			Engaged contractor to address rising damp at the Old Board Building	○
1.4	Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits	a. Progressive achievement of the Sport and Recreation Facilities Plan	D	D	I	I	Consultation completed with the sporting clubs to review Sport and Recreation Facilities Plan; Engaged consultation to carry out Indoor Court Facility Feasibility Study	○
		b. Undertake review of green spaces / reserves to maximise usage and identify optimum service levels for ovals and reserves.			D	I	Review of green spaces scheduled for 2024/2025	○
		c. Support and promote local heritage education and maintenance of heritage facilities	D	I	C/M	C/M	Spotters Cottage scheduled maintenance completed; planning development of caravan parking and heritage display commenced	○
1.5	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	a. Investigate and quantify volunteer contributions across our Shire			D	I	Action deferred until 2025/2026	○
		b. Deliver initiatives to support volunteer organisations		D	I	C/M	Indirect deliverables include the support of the Fence Post; Direct deliverables include the support and Town Teams and the Bin 2 Bin Marathon.	○
		c. Offer the Community Grant Scheme with Go Narembeen and Ramelius Resources	C/M	C/M	C/M		Narembeen Community Benefit Fund – recipients implementing support activity and/or project	○
1.6	Support emergency services planning, risk mitigation, response and recovery	a. Active leadership and participation in Emergency Management	I	C/M	C/M	C/M	LEMC general meeting; LGGS annual funding application submitted	○
		b. Update the Animal Welfare Plan	D	I			Animal Welfare Plan adopted	○
		c. Undertake review of Bush Fire Brigade management and operation	D	I			Development of Bushfire Framework to commenced	○

## 2. ECONOMY: Retain and grow existing businesses, employment and attract new industry

STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
2.1	Support the diverse industry across the Shire.	a. Townsite intersection improvements completed	I				Lighting component of project outstanding (waiting for contractors to return)	○
		b. Continue to improve townsite attractiveness in collaboration with business and community groups	D	I	C/M	C/M	Planning for landscaping and wayfinding projects not progressed due to lack of staff capacity	○
		c. Develop and Implement Economic Development Plan			D	I	Action deferred until 2024/2025 – 4 <sup>th</sup> quarter	○
		d. Undertake industrial land subdivision	D	I			Due to lack of staff capacity and other organisational priorities, the project has not progressed	○
		e. Facilitate expansion of telecommunications networks across the Shire and advocate for reduced number of black spots	D	I	CM	CM	Starlink at the Administration Office installed; Starlink installation at the CRC and Recreation Centre pending;	○
		f. New Action  Facilitate the implementation of telecommunication backup systems to address extended power outages				D	Engaged contractor to install a generation at the Recreation Centre; Disaster Ready Fund application submitted for the installation of a generator at the CRC precinct.	○
		g. Review town planning scheme				D	Action deferred until 2025/2026	○
		h. Work with Go Narembeen to deliver positive economic outcomes	C/M	C/M	C/M	C/M	Continue to collaborate in the Narembeen Community Benefit Fund	○
		i. Promote commercial spaces to maximise utilisation		D	I	C/M	Limited promotion of Pop-Up shop; 2024-2025 promotional campaigns to be developed in 4 <sup>th</sup> quarter	○
		j. Implement a Marketing Plan that promotes Narembeen lifestyle and opportunities			D	I	Marketing Plan 2024-2025 to be developed in 4 <sup>th</sup> quarter	○

2.2	Safe and efficient transport network enables economic growth	a. RAV Network assessment is completed	I	C/M	C/M	C/M	Assessment has not progressed due to other organisational priorities	○
		b. Maintain and upgrade infrastructure assets in line with plans	D	D	D	D	Consultant engaged to review the Asset Management Plan; Building Maintenance Program 2024-2025 scheduled to be developed in 4 <sup>th</sup> quarter	○
		c. Review 10 Year Road Plan		D	I		Review of 10-Year Road Program scheduled for 4 <sup>th</sup> quarter	○
2.3	Coordinated planning and promotion of the visitor and tourist experience	a. Promote and develop tourism opportunities in partnership with Roe Tourism and Go Narembeen	D	I	C/M	C/M	Attended Roe Tourism meeting; Planning for town centre wayfinding underway; Tourism Marketing Plan 2024-2025 development scheduled for 4th quarter	○
		b. Finalise lease of Wadderin Wildlife Sanctuary	I				Preparation of lease underway	○
		c. Support the development of the Wadderin Wildlife Sanctuary as a tourism product in collaboration with Wadderin Wildlife Sanctuary Inc	C/M	C/M	C/M	C/M	Attended WWS meeting; Lease to include financial support of \$4,000 per annum to cover insurance premiums	○
2.4	Retain and grow our local skills base	a. Develop and Implement Housing Strategy	D	I	C/M	C/M	Draft discussion paper completed by previous management – CEO recommends deferring development of strategy until 2024/2025; Attended CEACA AGM and general meeting	○
		b. Offer apprenticeships and traineeships in our workforce	D	I	C/M	C/M	New trainee commenced work with the Shire	○
		c. Advocate for a reliable and consistent childcare service that meets the needs of the community	D	I			Formal investigations not commenced	○

3. ENVIRONMENT: Care and protection of the environment								
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
3.1	Maintain a high standard of environmental health and waste services	a. Participate in the ROE Environmental Health Scheme	C/M	C/M	C/M	C/M	Continued participation	○
		b. Investigate waste minimisation and education strategies through ROEROC		D	I	C/M	Not yet commenced	○
		c. Effective management of Bendering Regional Waste Site and Naremben Transfer Station site	C/M	C/M	C/M	C/M	Progressing finalisation of the Bendering Waste Facility Operational Plan	○
3.2	Conservation of our natural environment	a. Effective management of invasive species programs to the community	D	I	C/M	C/M	Attended Eastern Wheatbelt Biosecurity meeting; Promoted Red Card campaign	○
		b. Support the conservation and activation of the Wadderin Wildlife Sanctuary	C/M	C/M	C/M	C/M	Attended WWS meeting; Lease to include financial support of \$4,000 per annum to cover insurance premiums	○

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government								
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
4.1	Forward planning and implementation of plans to achieve strategic priorities	a. Continue to implement and monitor the Integrated Planning and Reporting milestones.	C/M	C/M	C/M	C/M	CBP Quarterly Report – December 2023 adopted; Annual CBP review completed	○
		b. Review of Asset Management Plan and Long-Term Financial Plan		D	I	C/M	Consultant engaged to review the Asset Management Plan	○

		c. Active participation in ROEROC, GECZ and regional groupings		D	I	C/M	Attended scheduled GECZ, ROEROC and Regional Road Group meetings	○
		d. Develop, implement and review the community engagement policy / framework	C/M	C/M	C/M	C/M	Scheduled to develop by 4 <sup>th</sup> quarter	○
		e. Develop and implement Workforce Plan	C/M	C/M	C/M	C/M	Review of 2014-2023 Workforce Plan schedule for 4 <sup>th</sup> quarter	○
4.2	Compliant and resourced Local Government	a. Continue to meet compliance with statutory and regulatory requirements	D	I	C/M	C/M	Financial Management Review and Regulation 19 Audit completed, reports to be finalised and presented to Council	○
		b. Review financial and asset management policies and practices	C/M	C/M	C/M	C/M	Procurement framework review underway	○
		c. Undertake community satisfaction surveying to assess a range of performance measures	C/M	C/M	C/M	C/M	Community survey conducted in 2021 as part of SCP review – survey scheduled for 4 <sup>th</sup> quarter	○
		d. Ensure asset valuations are undertaken in line with relevant Accounting Standards	C/M	C/M	C/M	C/M	Roads & Other Infrastructure 2022/2023 - Land & Buildings 2021/2022	○
		e. Review of Workplace Health and Safety processes and procedures to ensure compliance and minimise risk	C/M	C/M	C/M	C/M	WHS policy reviewed December 2023	○

# **ATTACHMENT 13.2A**

## **NRC Coolroom Repairs**



# MERREDIN REFRIGERATION & AIR CONDITIONING

Licence: AU09988

**Quote**

PO Box 588  
11 Caridi Cl  
Merredin WA 6415  
P: (08) 9041 1391  
E: office@mdnrac.com

1/02/2024

**Quotation No:** 00019790

**Purchase Order No:** JC 12598

A.B.N. 13 074 633 613

**Bill To:**

NAREMBEEN CLUB  
narembreenclubinc@narembreenclub.org.au  
PO BOX 35  
NAREMBEEN WA 6369

**Ship To:**

narembreenclubinc@narembreenclub.org.au  
PO BOX 35  
NAREMBEEN WA 6369

**Terms**

30 DAYS ONLY

QTY	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED	CODE
1	LABOUR: LIAM	\$120.00	HR		\$120.00	GST
150	TRAVEL	\$1.85	KM		\$277.50	GST
	MAIN BAR COOL ROOM - NOT WORKING AFTER STORMS	\$0.01				N-T
	CTS 19/1/24 found compressor trying to start and drawing 45 amps on each phase. Tested compressor windings and found unit fused due to the recent storms and power outages					
1	BITZER 3PH COMPRESSOR 4PES-12Y	\$8,299.32	EA		\$8,299.32	GST
1	BITZER POLYOLESTOR OIL	\$82.43	EA		\$82.43	GST
1	RECLAIM CHARGE	\$20.00	EA		\$20.00	GST
2	WELD	\$20.00	EA		\$40.00	GST
2	VAC PUMP	\$25.00	EA		\$50.00	GST
2	DRY NITROGEN PURGE	\$20.00	EA		\$40.00	GST
12	*R404A	\$62.00	KG		\$744.00	GST
1	3P 7KW 240V 18A CONTACTOR	\$111.79	EA		\$111.79	GST
1	12-18 A OVERLOAD RELAY	\$75.00	EA		\$75.00	GST
8	LABOUR: COREY	\$120.00	HR		\$960.00	GST
8	LABOUR: LIAM	\$120.00	HR		\$960.00	GST
150	TRAVEL TWO PERSONS	\$2.18	KM		\$327.00	GST
4	HIRE OF MOBILE COOLROOM/FREEZE	\$150.00	EA		\$600.00	GST
	Quotation to supply and install new compressor	\$0.01				N-T

**QUOTATION IS VALID FOR  
30 DAYS ONLY**

**50% DEPOSIT OR A  
PURCHASE ORDER WILL  
BE REQUIRED AT  
ACCEPTANCE OF  
QUOTATION**

Code	Rate	GST	Sale Amount
GST	10%	\$1,300.70	\$13,007.04
N-T	0%	\$0.00	\$0.00

Sale Amt.:	\$12,707.04
Freight:	\$300.00 GST
GST:	\$1,300.70
Total Amt.:	\$14,307.74

**Total:**

**\$14,307.74**





Tax invoice

Purchase order no  
JC 11460

Invoice number  
00019991

Issue date  
28/02/2024

Due date  
06/03/2024

NAREMBEEN CLUB  
PO BOX 35  
NAREMBEEN WA 6369

Item ID	Description	Units	Unit price (\$) excluding tax	Disc. (%)	Tax	Amount (\$) excluding tax
TD4FES5MP2 73	ENTHALPY TD SEMI COND UNIT 3PH	EA	1	11,863.06	0.00 GST	11,863.06
EBM110A335 0	MED TEMP EVAP	EA	1	3,670.88	15.38 GST	3,106.14
AF68Z3415	DANFOSS TX VALVE TES 2 R404A	EA	1	129.89	22.79 GST	100.29
AF682009	DANFOSS 06 ORIFICE TES 2	EA	1	35.71	30.16 GST	24.94
32L1217	1/2ODS EVR10 SOLENOID VALVE	EA	1	148.92	21.43 GST	117.01
AF18F6702	SOLENOID COIL 11W 240V	EA	1	57.55	13.12 GST	50.00
AFCPT18410	ARDENT 1-1/8 P TRAP	EA	1	62.27	20.01 GST	49.81
118HDR20G	28.6 X 0.91 COPPER TUBE	EA	3	127.81	0.00 GST	383.43
12HDR	1/2 COPPER TUBE R410A	EA	3	49.83	0.00 GST	149.49
AFM19028	2M X 19MM X 28MM AEROFLEX	EA	9	16.42	0.00 GST	147.78
PRESSFIT	PRESS FITTINGS	EA	16	42.35	0.00 GST	677.52
13	CRANE HIRE	EA	1	1,084.00	0.00 GST	1,084.00
RDRY	DRY NITROGEN PURGE	EA	2	20.00	0.00 GST	40.00
VAC	VAC PUMP	EA	1	25.00	0.00 GST	25.00
R404A	*R404A	KG	21	62.00	0.00 GST	1,302.00
ELECSUPPLI ES	ELECTRICAL SUPPLIES	EA	1	250.00	0.00 GST	250.00
LL	LABOUR: LIAM	HR	8	120.00	16.67 GST	800.00
LS	LABOUR: CLAYTON	HR	8	120.00	16.67 GST	800.00
TR1	TRAVEL TWO PERSONS	KM	150	2.18	0.00 GST	327.00
LC	LABOUR: COREY	HR	7	120.00	16.67 GST	700.00
LS	LABOUR: CLAYTON	HR	7	120.00	16.67 GST	700.00
TR1	TRAVEL TWO PERSONS	KM	150	2.18	0.00 GST	327.00

Item ID	Description	Units	Unit price (\$) <i>excluding tax</i>	Disc. (%)	Tax	Amount (\$) <i>excluding tax</i>
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MAIN BAR COOL ROOM - HIGH TEMPS  
 CTS 14/2/24 reclaimed refrigerant out of system. removed old evaporator. Installed new evaporator ran new copper pipes then put on a pressure test.  
 RTS 15/2/24 fitted new condenser into place then put unit back on pressure test and wired system. Put unit onto vac pump and added in Refrigerant and tested all ok.

<b>Notes</b>  Please note:- Merredin Refrigeration & Air Conditioning Bank Details have changed – please refer to invoice or call office and update accordingly.	Subtotal <i>(exc. tax)</i>	\$23,024.47
	Freight <i>(exc. tax GST)</i>	\$400.00
	Tax	\$2,342.45
	<b>Total Amount <i>(inc. tax)</i></b>	<b>\$25,766.92</b>
	Total paid	\$0.00
	<b>Balance due</b>	<b>\$25,766.92</b>

**View your invoice online**  
[Click here to view](#)

**How to pay**      Due date: 06/03/2024

**View your invoice online**

Scan the QR code or click the link above to view this invoice online.



**Bank deposit via EFT**

<b>Bank</b>	COMMONWEALTH BANK OF AUSTRALIA
<b>Name</b>	MERREDIN REFRIGERATION
<b>BSB</b>	066518
<b>AC#</b>	10173607
<b>Ref#</b>	00019991

**Narembeen Recreation Centre – Coolroom Repair**  
**LGIS Claim Assessment**  
**Email Extract 26 March 2024**

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Based on the information available and the lack of a power incident report or other evidence supporting an external cause, this loss presents consistently with a more common and typical cause of failure, namely the inherent electrical breakdown of the compressor and subsequent damage to the connected contactor and overload due to the applied fault current.

Based on the above, this loss has been categorised as an electrical breakdown.

**CLAIM & ADJUSTMENT**

The total claimed amount for this loss arrives at **\$23,424.47** (ex GST) as per invoice No. 00019991 provided by Merredin Refrigeration, which comprises of their charges to condemn the existing equipment and install a completed new refrigeration system.

We acknowledge under these circumstances that a replacement refrigeration system may be considered the best solution to ensure the maximum long-term benefit for the insured due to the age and condition of the equipment. However, liability under the policy is limited to the more economical cost of replacing the damaged components and does not extend to capital replacement on this basis.

Based on the above, we have finalised our assessment based on the repair quotation No. 00019790 provided by Merredin Refrigeration totalling **\$13,007.04** (ex GST) as being the most economical option put forward for reinstatement of the insurable loss.

The claimed charges to repair the damaged refrigeration system appears fair and reasonable and consistent with the industry standards, based on our research for this type of semi-hermetic compressor and the proposed scope of works.

We acknowledge that these semi-hermetic compressors can ultimately be rebuilt. However, the costs to recondition the compressor is considered closely comparable to the cost of replacement when taking into consideration the additional labour and freight costs and potential business losses due to the extended downtime. Accordingly, we consider the replacement compressor to be an economical solution for reinstatement.

As the repair quotation presented by the repairer does not appear to include any unrelated or excluded items, this cost can be accepted as presented with no adjustment required.

MBD	<u>\$13,007.04</u>
<i>Less Excess</i>	<u>\$100.00</u>
<b>Net Claimable Amount (ex GST)</b>	<b>\$12,907.04</b>

Based on assessor's advice since the damage was due to electrical breakdown (machinery breakdown) the mrrp applicable is \$100.

Our settlement offer for the claim is \$12,907.04 ex gst

## **ATTACHMENT 15.2A**

### **Current Gravel Policies**



<b>POLICY SECTION:</b> Roads / Transport / engineering <b>POLICY NUMBER:</b> 10.1.3 <b>POLICY TITLE:</b> LAND RESUMPTION FOR GRAVEL
---

## **POLICY**

If landowners are unwilling to allow Council access for gravel reserves, that it be Council policy to resume the land to enable the gravel to be obtained.

## **Retained**

## **OBJECTIVES**

## **SCOPE**

## **PRINCIPLES**

## **GUIDELINES**

## **POLICY REQUIREMENTS**

## **DELEGATED AUTHORITY**

## **REVIEW**

EMCS

## **HISTORY**

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



<b>POLICY SECTION:</b>	<b>Roads / Transport / engineering</b>
<b>POLICY NUMBER:</b>	<b>10.1.4</b>
<b>POLICY TITLE:</b>	<b>GRAVEL SUPPLIES – ROAD RESERVES</b>

## **POLICY**

It is Council's policy that where possible gravel for road building not be obtained from road reserves.

## **OBJECTIVES**

## **SCOPE**

## **PRINCIPLES**

## **GUIDELINES**

## **POLICY REQUIREMENTS**

## **DELEGATED AUTHORITY**

## **REVIEW**

EMCS

## **HISTORY**

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



<b>POLICY SECTION:</b>	<b>Roads / Transport / engineering</b>
<b>POLICY NUMBER:</b>	<b>10.1.19</b>
<b>POLICY TITLE:</b>	<b>GRAVEL ROYALTIES</b>

## **POLICY**

When Gravel is obtained by mutual agreement between the land owner and the Shire of Narembeen Council will pay a rate per cubic metre as set and included in Councils Annual Budget based on an assessment of the current market rate.

All budgeted road projects including maintenance requiring gravel supplies will include a budget amount for the cost of gravel.

That the rate paid for Gravel Supplies be amended as from the 16<sup>th</sup> October 2013 from 0.40 cents per cubic metre to \$1.00 per cubic metre.

## **OBJECTIVES**

## **SCOPE**

## **PRINCIPLES**

## **GUIDELINES**

## **POLICY REQUIREMENTS**

## **DELEGATED AUTHORITY**

## **REVIEW**

EMCS

## **HISTORY**

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17

**ATTACHMENT 15.2B**  
**Draft Gravel, Sand and Pit Rehabilitation Policy,**  
**and Agreement Document**

# Council Policy

## Gravel, Sand and Pit Rehabilitation



### POLICY OBJECTIVES

To ensure that at all times the Shire has sufficient materials and arrangements in place to meet the needs of road maintenance and construction programs. This will be achieved by:

1. Ensuring access to an adequate supply of high-quality road building materials;
2. Ensuring that an effective rehabilitation program is in place; and
3. Ensuring that all facets of these transactions are transparent and compliant with relevant legislation.

### POLICY SCOPE

This policy applies to all Shire of Narembeen staff involved in the identification and procurement of sand and gravel supplies.

### POLICY DETAIL

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure -
  - a. Request permission to search for materials from the landowner.
  - b. Calculate the approximate requirement for the project(s) or yearly requirement of material from the proposed pit, and the expected life of the pit.
  - c. If suitable material is located, a written agreement is to be reached with the landowner regarding compensation for the materials removed.
  - d. Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the Landowner.
  - e. Should agreement for the removal of materials not be reached with the landowner and the Chief Executive Officer and Executive Manager Infrastructure Services considers the acquisition of these materials is in the best interests of the public, the Chief Executive Officer will provide such notices and take such actions as prescribed by the Local Government Act 1995, Section 3.27 (1) to secure the materials.
  - f. If materials are extracted without the landowner's consent, then the rates of royalty that would have been applicable and remedial actions to the land that would have been taken, will apply as if the landowner had given their permission.
2. Royalty Compensation shall be agreed in writing using the Council's Materials Purchasing Agreement and in accordance with the relevant legislation and Council Policies.

Rates of payment for materials, including GST are:

- Gravel without rehabilitation \$ per m<sup>3</sup> compacted
- Gravel with rehabilitation compacted \$ per m<sup>3</sup>
- Sand \$ per m<sup>3</sup>

# Council Policy

## Gravel, Sand and Pit Rehabilitation



3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include -
- Deep ripping
  - Levelling
  - Stockpiling of original topsoil and spreading after extraction is completed
  - Utilise any overburden and vegetation that has been stockpiled at the pit from roadside clearing.

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### DEFINITIONS

Nil

### RELATED LEGISLATION

*Local Government Act 1995*

- Section 3.27
- Schedule 3.2 and 3.22

### RELATED POLICIES

Strategic Community Plan  
Procurement Framework

### DELEGATED AUTHORITY

Not applicable

### REVIEW DATE

March 2025

### HISTORY

Document Control	
Policy Number	
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	8 April 2024
Last Review Date	
Next Review Date	This policy will be reviewed annually in line with fees and charges review

# Material Purchasing Agreement



## DETAILS OF SELLER (Legal Property Owner)

Surname			
Other Names			
Residential Address			
Postal Address			
Telephone No		Email Address	
Registered for GST	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ABN

## ADDRESS WHERE MATERIAL IS TO BE EXTRACTED

Lot Number		Street/Road	
Material to be extracted			

## EXTRACTION DETAILS

Financial Year to commence		Estimated Financial Year for completion	
Estimated amount of material to be extracted (m <sup>3</sup> )	m <sup>3</sup>	Estimated area of land where extraction is to occur (ha)	ha/s
Estimated depth of cut: m	m		
Payment rate – m <sup>3</sup> (Including GST)	<input type="checkbox"/> \$ (With Rehabilitation) <input type="checkbox"/> \$ (No Rehabilitation)	(See over for definition)	

By signing below, you are acknowledging that you are the legal owner of the above-mentioned property and are in agreeance with the conditions of the agreement, detailed on the back of this form, between you and the Shire of Narembeen.

Property Owner

Signature ..... Date .....

Executive Manager Infrastructure Services, Shire of Narembeen

Signature ..... Date .....

Executive Manager Corporate Services, Shire of Narembeen

Signature ..... Date .....

The signing on behalf of the Shire equally binds the Shire to the terms and conditions of Issue.

## CONDITIONS OF AGREEMENT

- The Shire of Narembeen will pay the above-mentioned landholder a royalty amount of \$\_\_\_\_\_ including GST per cubic metre of material removed from the property if the Shire is required to rehabilitate the land from where the gravel has been extracted.
- Where no rehabilitation is required, the Shire will pay a royalty amount of \$\_\_\_\_\_ including GST per cubic metre of material removed from the property.
- The Shire will assess the site, install pegs to the outer extent of the excavation and nominate a depth of cut for the purpose of ascertaining the correct volume to be extracted.
- If the Shire is required to rehabilitate the land, the Shire will do so within 12 months of the final material being removed from the property.
- At all times the Shire's plant and machinery, as well as any contractor employed by the Shire, is to be allowed access to the stockpiled material for removal.
- Once the material has been paid for, it becomes the property of the Shire. The stockpiled material will remain the property of the Shire in full. If the property where the material is stockpiled is to be transferred to another party, the Shire reserves the right to recover all costs associated with the extraction of the remaining stockpiled material from the property owner, should the new landowner deny the Shire access to the stockpiled material.
- The stockpiled material is not to be used for private use or monetary gain.
- The Shire will repair any damage to tracks, fences and gates associated with the extraction of the material.

## DEFINITION OF REHABILITATION

Rehabilitation works will involve the re-contouring of the site from where the material was extracted. This is achieved by mechanically ripping the floor of the pit, followed by spreading the stockpiled topsoil and any unused material.