



COUNCIL CALENDAR

Date	Time	Meeting
20 September 2022	4.00pm	Ordinary Council Meeting
18 October 2022	4.00pm	Ordinary Council Meeting

16 August 2022 MEETING PROGRAM

2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 16 August 2022, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm

2.0 Attendance & Apologies

Attendance

Councillors

Cr Kellie Mortimore Shire President, Presiding Person

Cr Chris Bray Member
Cr Trevor Cole Member
Cr Michael Currie Member
Cr Warren Milner Member
Cr Amy Hardham Member
Cr Holly Cusack Member

Officers

David Blurton Chief Executive Officer
Tamara Clarkson Executive Manager Corporate Services
Vanessa Wittstock CRC Coordinator
Salma Khan Corporate Services Officer (Minute Taker)

Apologies

Cr Scott Stirrat Deputy Shire President

Approved leave of absence

Nil

3.0 Declarations of Interest

Cr A Hardham declared an impartiality interest in item 8.1.1 as she is a member of the Narembeen Town Team.

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 19 July 2022.

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 19 July 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7475/22

MOTION - Moved Cr. M Currie

Seconded Cr. W Milner

CARRIED 7/0

7.0 Status Report

RECOMMENDATION / COUNCIL RESOLUTION

That the Status Report for August 2022 be received.

MIN 7476/22

MOTION - Moved Cr. A Hardham

Seconded Cr. T Cole

CARRIED 7/0

8.0 Reports

8.1 Executive Manager Corporate Services

AGENDA ITEM: 8.1.1 Budget Allocation - Christmas Lights

Subject:	Budget Allocation - Christmas Lights
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Not Applicable
Author:	Vanessa Wittstock – CRC Coordinator
Date:	4 August 2022
Attachments:	Narembeen Town Team RAC Connecting Communities Fund Application

PURPOSE

Council to consider an allocation towards purchase of commercial grade Christmas lights.

BACKGROUND

The Narembeen Community Resource Centre in partnership with the Narembeen Town Team has submitted a grant application (attached) with RAC's Connecting Communities Fund for \$10,000.00 to deliver the Narembeen Christmas Street Party. The Narembeen CRC intends to apply for the next round of the Ramelius Resources and Shire of Narembeen Community Benefit Fund.

Activation of the Main Street including transformation of the IGA carpark into a Christmas wonderland including lights, Christmas decorations, market stalls and children's activities will form part of the Narembeen Christmas Street Party event.

The Narembeen CRC and Narembeen Town Team are keen to involve the community in place activation in the four weeks leading up to Christmas. Part one of the wider project will see the community invited to decorate their homes with lights from the first of December and during this time the Narembeen Town Team will use lights to activate sites of significance across the townsite e.g. light poles on the main street, town clock, Shire garden and Lesser Hall gardens.

Following this a Christmas lights bike and walking tour will be held to showcase the lights across the town, hoping to increase visitor numbers to town during December.

Community members will be invited to attend the Christmas Street Party and connect with their community. A member of the community will be invited to 'turn on' the lights for the Christmas Street Party (trees will be lit in the IGA carpark). Community members will be invited to participate in the Christmas Light trail leading up to the event and participate in the bike and walking tour of houses and sites.

CONSULTATION

Executive Manager Corporate Services
Chief Executive Officer
Works Manager

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

The \$10,000 will be included in the Budget Review February 2023 and allocated to the code 1151104 – Community Events.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy, and inclusive community

- Inclusive community activities

Economy: Retain and grow existing businesses, employment and attract new industry

- Support the diverse industry across the Shire

VOTING REQUIREMENTS

As this is an unbudgeted allocation an Absolute Majority decision of Council is required.

COMMENT

Christmas Lights aim to enhance and activate the main street and town centre and therefore create a better-connected space in the town that fosters a sense of belonging, promotes social connectedness, and supports mental health and wellbeing. The inclusion of a budget allocation for lights will allow purchase of commercial grade Christmas lights, that will withstand harsh conditions and last longer than consumer-graded lights and further spread the festive spirit within the Narembeen community.

The Works Manager has confirmed that Shire staff can install the lights however hire of a cherry picker may be required, the cost of which will be funded from the existing account.

Community feedback over the years has been that the Narembeen town centre looks sad during the festive season, especially in comparison to other country towns. If funding applications are unsuccessful, the Christmas Street Party event will still go ahead on a smaller scale, without Christmas lights.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council allocate \$10,000 in the 2022/23 budget for the purchase of commercial Christmas Lights.

MIN 7477/22

MOTION - Moved Cr. W Milner

Seconded Cr. C Bray

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.2 Adoption of Community Wellbeing Plan (CWP) 2022 - 2024

Subject:	Adoption of Community Wellbeing Plan 2022 - 2024
Applicant:	Not Applicable
File Ref:	ADM650
Disclosure of Interest:	Not Applicable
Author:	Vanessa Wittstock – CRC Coordinator
Date:	4 August 2022
Attachments:	Community Wellbeing Plan 2022 - 2024

PURPOSE

Council to adopt the Narembeen Community Wellbeing Plan 2022 - 2024.

BACKGROUND

The Narembeen Community Wellbeing Plan (Narembeen CWP) was initially developed in 2018 with input from the Holyoake Wheatbelt Prevention Team as well as key stakeholders and agencies including Narembeen Police, Narembeen St John Ambulance, Narembeen District High School, Narembeen Health Service, WA Country Health Service, SDERA, Wheatbelt Community Alcohol and Drug Service and the Shire of Narembeen.

The Narembeen CWP seeks to build resilience, improve health and wellbeing, and strengthen agency collaboration; in turn reducing the incidence of risky behaviours and potential harms associated with alcohol and other drug use within the community of Narembeen.

The Narembeen Community Wellbeing Plan endeavours to achieve this by:

- Actively supporting partnerships between community and service providers to identify and address local issues.
- Providing a means to coordinate, implement and evaluate an evidence-based, whole of community approach in a timely and appropriate manner.

The Narembeen CWP was developed using best practice principles including planning workshops facilitated by the Wheatbelt Prevention Team with key stakeholders and agencies (held in November and December 2021), analysis of several consultation documents, anecdotal data and reports, and a Community Perception Survey 2021.

Documents that inform the Narembeen Community Wellbeing Plan:

- Shire of Narembeen Community Perception survey 2021
- WACHS – Narembeen Hospital Epidemiology Data 2021
- Shire of Narembeen Age Dependency Ratio
- Shire of Narembeen Public Health Plan

CONSULTATION

Executive Manager Corporate Services
Chief Executive Officer
Holyoake (Wheatbelt Suicide Prevention Coordinator + AOD Prevention Coordinator)
Narembeen Community Wellbeing Plan Committee

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

There is an allocation in the 2022/23 Annual Budget to assist delivery of the CWP outcomes.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not Applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy, and inclusive community

1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire

VOTING REQUIREMENTS

Simple Majority

COMMENT

The Narembeen CWP committee is to be acknowledged for their input towards the development of the Narembeen CWP and moving forward their dedication in working as a group to address the priorities and outcomes contained within the plan.

It is anticipated that the 2022 -2024 Narembeen CWP will continue to attract grant funding for activities, initiatives and events that are identified in the plan.

The Narembeen CWP is intended to be a two-year plan, however the CWP committee acknowledges that there may be cases where strategy and key priority areas will adopt some variations according to emerging trends in the community.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council adopt the Community Wellbeing Plan 2022-2024 as presented.

MIN 7478/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 7/0

4.21pm Vanessa Wittstock left the meeting and did not return.

AGENDA ITEM: 8.1.3 - Disposal of Shire owned land – Lot 68 Cheetham Way, Narembeen

Subject:	Disposal of Shire owned land – Lot 68 Cheetham Way, Narembeen
Applicant:	Syd Parsons, Bermuda Farms Pty Ltd
File Ref:	ADM143
Disclosure of Interest:	Nil
Author:	Tamara Clarkson – Executive Manager Corporate Services
Date:	9 August 2022
Attachments:	Nil

PURPOSE

To provide Council an update on the outcome of the sale process for Lot 68 Cheetham Way, Narembeen.

BACKGROUND

Council considered an offer of \$34,000 for Lot 68 Cheetham Way, Narembeen at the July 2022 Ordinary Meeting of Council. Council authorised the Chief Executive Officer to accept the offer. The proposed sale was advertised in the Fence Post on 10 August 2022.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. Disposing of property

- (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to — (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition — (i) describing the property concerned; and (ii) giving details of the proposed disposition; and (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include — (a) the names of all other parties concerned; and (b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition — (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to — (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or (d) any other disposition that is excluded by regulations from the application of this section.

FINANCIAL IMPLICATIONS

The proceeds of the sale will be included in the February 2023 Mid-Year Budget review.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

Improve the usage of vacant lots on Cheetham Way.

VOTING REQUIREMENTS

Simple majority

COMMENT

The Executive Manager Corporate Services has engaged Documentary Services Pty Ltd, a licensed settlement agent to progress the sale.

OFFICER RECOMMENDATION

Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000.

COUNCIL RESOLUTION

Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000 *subject to no objections being received.*

MIN 7479/22

MOTION - Moved Cr. C Bray

Seconded Cr. M Currie

CARRIED 7/0

AGENDA ITEM: 8.1.4 - Financial Report period ending 31 July 2022

Subject:	Financial Report July 2022
Applicant:	Shire of Narembeen
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Teresa Cousins - Finance Officer
Date:	05 August 2022
Attachments:	Financial Report July 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period 31 July 2022.

BACKGROUND

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

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

- Minor Compliance risk considered low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk considered moderate.
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic Priority 4 Civic Leadership: Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council's closing position at 31 July 2022 amounts to \$4,528,867 with current assets of \$10,139,554 and \$4,135,441 in Reserve funds.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the Shire of Narembreen's Financial Report for 31 July 2022.

MIN 7480/22

MOTION - Moved Cr. W Milner

Seconded Cr. T Cole

CARRIED 7/0

AGENDA ITEM: 8.1.5 - Schedule of Accounts for July 2022

Subject:	Schedule of Accounts for July 2022
Applicant:	Not Applicable
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	02 August 2022
Attachments:	Creditors Payment List – July 2022 Credit Card Payments List 14 May – 14 June 2022

PURPOSE

For Council to review the payments made by the Shire of Narembeen in July 2022.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

FINANCIAL IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 2032

Strategic Priority 4 Civic Leadership: Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of July 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account: \$ 966,081.66

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List - July 2022
2. Receive the Credit Card Payments List 14 May – 14 June 2022

MIN 7481/22 MOTION - Moved Cr. M Currie

Seconded Cr. A Hardham

CARRIED 7/0

8.2 Chief Executive Officer

AGENDA ITEM: 8.2.1 – AGENDA ITEM: Adoption of Draft Corporate Business Plan 2022-2026

Subject:	Adoption of Corporate Business Plan 2022-2026
Applicant:	Not Applicable
File Ref:	ADM172
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	2 August June 2022
Attachments:	Draft Corporate Business Plan 2022-2026

PURPOSE

For Council to consider the adoption of its Draft Corporate Business Plan 2022-2026 (CBP) document.

BACKGROUND

The Council adopted its Strategic Community Plan 2022-2032 (SCP) document at its July 2022 meeting following a process of extensive consultation with the community. While the SCP sets the strategic vision for the future, the CBP translates the Council's priorities from the Strategic Community Plan into operations and deliverables aligned to the annual budget process. It includes specific actions which Council will aim to deliver over the next four years as well as a four-year financial plan which summarises the projects which have been endorsed through Council's suite of existing plans.

CONSULTATION

It is suggested that the plan be adopted in draft to allow a 21-day community consultation period to be undertaken. This will allow Council to consider comments received from the community prior to final adoption.

STATUTORY IMPLICATIONS

Section 5.56 (1) of the Local Government Act 1995 requires all local governments to plan for the future. This plan for the future is provided by the Integrated Planning and Reporting Framework (IPRF).

The CBP represents the highest level of strategic planning undertaken by local governments. It is a legislative requirement as part of the Integrated Planning and Reporting Framework under the Local Government Act 1995. Its purpose is:

- Ensuring the community is involved in the setting of a long term vision;
- Providing Council with a clear understanding of the community's wellbeing, priorities, aspirations, needs and wants; and
- Setting out Council's priorities in relation to implementing its strategies.

FINANCIAL IMPLICATIONS

Financial implications are highlighted in the plan and a series of ratio measures have been included in the document for Council to consider (note 12). These ratios are used by the Department of Local Government and Communities as measures of local government sustainability.

The plan includes 2 self-supporting loans being raised in 2024/25 to fund delivery of netball court cover and a multipurpose hockey/tennis facility as per the Council's endorsed Sports facility plan. Other significant changes over the life of the plan include a reduction in road maintenance contributions received from Ramelius in 23/24 and onwards at the completion of mining activities and development of the LIA subdivision in 23/24 and 24/25.

POLICY IMPLICATIONS

Not Applicable

RISK MANAGEMENT IMPLICATIONS

Adoption of the plan eliminates the risk of noncompliance with the Local government Act and ensures clear direction on how the Council will achieve its vision.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

Civic Leadership – Well governed and efficiently managed local government.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The CBP will be a key guiding strategic document, forming part of the Integrated Planning and Reporting Framework. Following the community engagement period, the report will be represented to Council at its September 2022 meeting.

It is suggested that during the 21-day consultation period copies are made available to public, website, Facebook page, sporting and community organisations to solicit the best response.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the Draft Corporate Business Plan 2022-2026 document and advertise for a public consultation period of 21 days.

MIN 7482/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 7/0

4.32 pm T Clarkson exited the meeting

4.33 pm T Clarkson returned to the meeting

AGENDA ITEM: 8.2.2 - Council Policy Review

Subject:	Policy review
Applicant:	Not Applicable
File Ref:	ADM541
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	3 August 2022
Attachments:	1. Local Planning Policy – Outbuilding control (new) 2. Council Policy - Procurement Framework 3. Executive Policy – Purchasing Goods and Services 4. Executive Policy - Tender Management 5. Council Policy – Strategic Policy Framework 6. Council Policy – Debt Management 7. Policy 3.1.1 - Budget adoption

PURPOSE

To review several Council policies of an administrative nature.

BACKGROUND

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

CONSULTATION

Executive Manager Corporate Services
Works Manager

As per the Council's Strategic Policy framework document, the Council may consider a consultation process with the broader community when it considers new policies or significant changes to existing policies.

It is recommended that Council consult with its proposed Outbuilding Policy and Procurement Framework only as changes to other policies are considered relatively minor and operational in nature.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

RISK MANAGEMENT IMPLICATIONS

Council not reviewing its policies within nominated timeframes – Low risk.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2023-32

Civic Leadership - Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple Majority

COMMENT

The following comment is provided relative to each policy.

Local Planning Policy – Outbuilding Control.

Council has previously resolved to develop a policy for the control of outbuildings at its meeting 16 March 2021 (718/21). The policy has been developed based on other rural Council's policies and allows for larger and taller sheds to be built on residential and town centre land than the standard planning regulations (deemed provisions) allow for. The table included in the policy sets some parameters for what Council considers acceptable in terms of outbuilding size based on the size of the lot and materials used. Adoption of the policy will ensure consistency in decision making relating to outbuildings and reflect rural lifestyle rather than the deemed provisions which are applied based on zoning category across the state regardless of lot size, location and amenity.

Council Policy – Procurement Framework

A recommendation of the recent Interim Audit was for Council to update its suite of procurement policies. The Council has a strategic policy framework which defines 3 layers of policy being Council, Executive and Procedural.

The major change recommended for this policy is the insertion of the table which summarises purchasing and quotation requirements at different consideration value thresholds, which was previously included in the Executive level policy. As advised by WALGA and the OAG, this reflects industry best practice and is more appropriate than staff defining purchasing requirements in an Executive level policy.

Changes have been made to the table include the following;

- Increasing verbal quote requirement from \$999 to \$1500 to reflect inflation and adding the words "a purchase order is considered evidence of the verbal quote received" in response to audit issue raised.
- Increasing one written quote requirement from \$1,000 to \$4,999 to \$1,500 to \$7,499 to reflect rising costs of goods and services.
- Increasing third category requiring at least one written quote from \$5,000 to \$24,999 to \$7,500 to \$29,999
- Changing fourth category from \$25,000 to \$49,999 to \$30,000 to \$49,999
- Changing fifth category from \$50,000 to \$149,999 to \$50,000 to \$249,999
- Changing final category requiring tender process for \$150,000 + to \$250,000 + as per audit recommendation and change in regulations. These changes include addition of WALGA eQuote system and change in minimum assessment panel from one manager and two employees to one manager and one employee.

A change in purchasing threshold for the CEO from \$150,000 to \$250,000 is also requested to enable projects to proceed without the need for Council approval and minor wording changes to the Council working group section to reflect current practices.

Exemption to the quoting process have been inserted into the policy from the Executive Policy for consistency purposes.

Executive Policy – Purchasing Goods and Services

This policy is provided for Council's information rather than approval as it relates to processes, training, and other procurement matters of an operational nature.

Executive Policy – Tender Management

This policy is provided for Council's information rather than approval as it relates to tender process, procurement methods, contract development, and other procurement matters of an operational nature. Staff have added a section from the WALGA template relating to establishing pre-qualified panels as this may prove beneficial to award a select number of suppliers for goods and services rather than nominating a successful tenderer as the Act permits. Advice received indicates that this is not possible without specific wording embedded in Council Policy.

Council Policy – Strategic Policy Framework; Debt Management

These policies are due for review and no changes are recommended.

Council Policy – Budget Adoption

Staff consider that the objective of this policy can be achieved through the establishment of CEO Key performance indicators for CEO, hence it is recommended to rescind this policy.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

1. in accordance with its Strategic Framework Policy, advertise its intention to modify the following policies;
 - a. Outbuilding Control
 - b. Procurement Framework
2. Note modifications to the following Executive Policies
 - a. Purchasing Goods and Services
 - b. Tender Management
3. Adopt the following policies without change
 - a. Strategic Policy Framework
 - b. Debt Management
4. Rescind the following policy
 - a. 3.1.1 Budget adoption policy

MIN 7483/22

MOTION - Moved Cr. W Milner

Seconded Cr. M Currie

CARRIED 7/0

9.0 Confidential Reports

Nil

10.0 Urgent business as permitted by Council

Nil

11.0 Councillor's Reports

Cr K Mortimore

Attended

- Roe Roc meeting
- Meeting with Architect for Administration Building modifications
- Community Wellbeing meeting
- Historical Society meeting
- Retired Councillor dinner

Cr H Cusack

Attended

- Narembeen Club meeting
- Retired Councillor dinner

Cr T Cole

Attended

- Retired Councillor dinner

Cr C Bray

Attended

- Community Wellbeing meeting
- Farmers Group meeting
- Retired Councillor dinner

Cr A Hardham

Attended

- Retired Councillor dinner
- Roe Tourism meeting

Cr M Currie

Attended

- Nil

Cr W Milner

Attended

- Retired Councillor Dinner

12.0 Date, time & place of next meeting

Tuesday 20 September 2022, 4.00pm at the Shire of Narembeen Council Chambers.

13.0 Closure

There being no further business the Chair declared the meeting closed at 5.02pm.

14.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 16 August 2022, as show on pages 1 to 22 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date