



COUNCIL CALENDAR

Date	Time	Meeting
14 December 2021	4.00pm	Ordinary Council Meeting
15 February 2022	4.00pm	Ordinary Council Meeting

16 November 2021 MEETING PROGRAM

1.00pm	Strategic Community Plan Councillor Workshop
3.00pm	Councillor Discussion Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

Contents

1.0	OPENING & WELCOME	3
2.0	ATTENDANCE & APOLOGIES	3
3.0	DECLARATIONS OF INTEREST	3
4.0	ANNOUNCEMENTS.....	3
4.1	APPLICATION FOR LEAVE OF ABSENCE	3
5.0	PUBLIC QUESTION TIME & DEPUTATIONS (15 MIN)	3
6.0	MINUTES OF PREVIOUS MEETINGS	4
6.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL	4
6.1.1	CONFIRMATION OF MINUTES	4
6.1.2	BUSINESS ARISING.....	4
6.2	RECEIVE MINUTES – RAMELIUS RESOURCES AND SHIRE OF NAREMBEEN COMMUNITY BENEFIT FUND ADVISORY COMMITTEE MEETING	4
7.0	STATUS REPORT.....	5
8.0	REPORTS.....	6
8.1	CHIEF EXECUTIVE OFFICER	6
	AGENDA ITEM: 8.1.1 Proposed subdivision/ boundary realignment – Lot 3119,.....	6
	Lot 278 & Lot 2165 Hyden Mount Walker Road, Mount Walker	6
	AGENDA ITEM: 8.1.2 – Policy Review – Administrative Policies	12
8.2	EXECUTIVE MANAGER CORPORATE SERVICES	16
	AGENDA ITEM: 8.2.1 - Council Representation on Committee and Working Groups	16
	AGENDA ITEM: 8.2.2 - December 2021 and 2022 Council Meeting dates	25
	AGENDA ITEM: 8.2.3 - Financial Report period ending 31 October 2021.....	28
	AGENDA ITEM: 8.2.4 - Schedule of Accounts for October 2021	30
8.3	CONFIDENTIAL REPORTS.....	32
	CONFIDENTIAL AGENDA ITEM: 8.3.1- Housing Strategy	32
	CONFIDENTIAL AGENDA ITEM: 8.3.2 – Staff matter – Chief Executive Officer Six Month Review	33
9.0	URGENT BUSINESS AS PERMITTED BY COUNCIL.....	34
10.0	COUNCILLOR’S REPORTS	34
11.0	DATE, TIME & PLACE OF NEXT MEETING.....	35
12.0	CLOSURE	35
13.0	CERTIFICATION OF MEETING MINUTES	35

MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 16 November 2021, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.01pm

2.0 Attendance & Apologies

Attendance

Councillors

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Chris Bray	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Holly Cusack	Member
Cr Warren Milner	Member

Officers

Mr David Blurton	Chief Executive Officer
Ms Tamara Clarkson	Executive Manager Corporate Services
Ms Salma Khan	Corporate Services Officer (Minute taker)
Mrs Sheree Thomas	Economic Development Officer

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

D Blurton declared a financial interest in item 8.3.2 as it relates to his contract of employment.

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembreen Ordinary Meeting held on Tuesday 19 October 2021.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembreen Ordinary Meeting held on Tuesday 19 October 2021 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7286/21

MOTION - Moved Cr. W Milner

Seconded Cr. M Currie

That the minutes of the meeting of the Shire of Narembreen Ordinary Meeting held on Tuesday 19 October 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembreen Ordinary Meeting held Tuesday 19 October 2021.

6.2 Receive Minutes – Ramelius Resources and Shire of Narembreen Community Benefit Fund Advisory Committee Meeting

6.2.1 Receive minutes of the Ramelius Resources and Shire of Narembreen Community Benefit Fund Advisory Committee Meeting held on Monday 1 November 2021.

RECOMMENDATION

That the minutes of the Ramelius Resources and Shire of Narembreen Community Benefit Fund Advisory Committee Meeting held on Monday 1 November 2021 be received and the following action be endorsed:

That Council approve the following grant applications applied for through the Ramelius Resources and Shire of Narembreen Community Benefit Fund:

Club/Group	Project/Event	Amount	Full/Partial Funding
Mt Walker Sports Club	Roll on 2022 Ruckus	\$1,500	Full
Narembreen Bowling Club	Australia Day Men's Four's	\$2,500	Full
Narembreen Community Resource Centre	Community Christmas Pool Party	\$2,800	Partial
Narembreen Community Resource Centre	Main Street Festival	\$5,750	Partial
Narembreen Swimming Club	Wylas Timing System	\$7,410	Partial
TOTAL		\$19,960	

COUNCIL RESOLUTION

MIN 7287/21 MOTION - Moved Cr. M Currie

Seconded Cr. A Hardham

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Monday 1 November 2021 be received and the following action be endorsed:

That Council approve the following grant applications applied for through the Ramelius Resources and Shire of Narembeen Community Benefit Fund:

Club/Group	Project/Event	Amount	Full/Partial Funding
<i>Mt Walker Sports Club</i>	<i>Roll on 2022 Ruckus</i>	<i>\$1,500</i>	<i>Full</i>
<i>Narembeen Bowling Club</i>	<i>Australia Day Men's Four's</i>	<i>\$2,500</i>	<i>Full</i>
<i>Narembeen Community Resource Centre</i>	<i>Community Christmas Pool Party</i>	<i>\$2,800</i>	<i>Partial</i>
<i>Narembeen Community Resource Centre</i>	<i>Main Street Festival</i>	<i>\$5,750</i>	<i>Partial</i>
<i>Narembeen Swimming Club</i>	<i>Wylas Timing System</i>	<i>\$7,410</i>	<i>Partial</i>
TOTAL		\$19,960	

CARRIED 8/0

7.0 Status Report

RECOMMENDATION:

That the Status Report for November 2021 be received.

COUNCIL RESOLUTION

MIN 7288/21 MOTION - Moved Cr. W Milner

Seconded Cr. C Bray

That the Status Report for November 2021 be received.

CARRIED 8/0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 Proposed subdivision/ boundary realignment – Lot 3119, Lot 278 & Lot 2165 Hyden Mount Walker Road, Mount Walker

Subject:	Proposed subdivision/ boundary realignment – Lot 3119, Lot 278 & Lot 2165 Hyden Mount Walker Road, Mount Walker
Applicant:	CLE Town Planning & Design
File Ref:	ADM550
Disclosure of Interest:	Town Planning Innovations
Author:	Liz Bushby, Town Planning Innovations
Date:	4 November 2021
Attachments:	Planning Approval Letter

PURPOSE

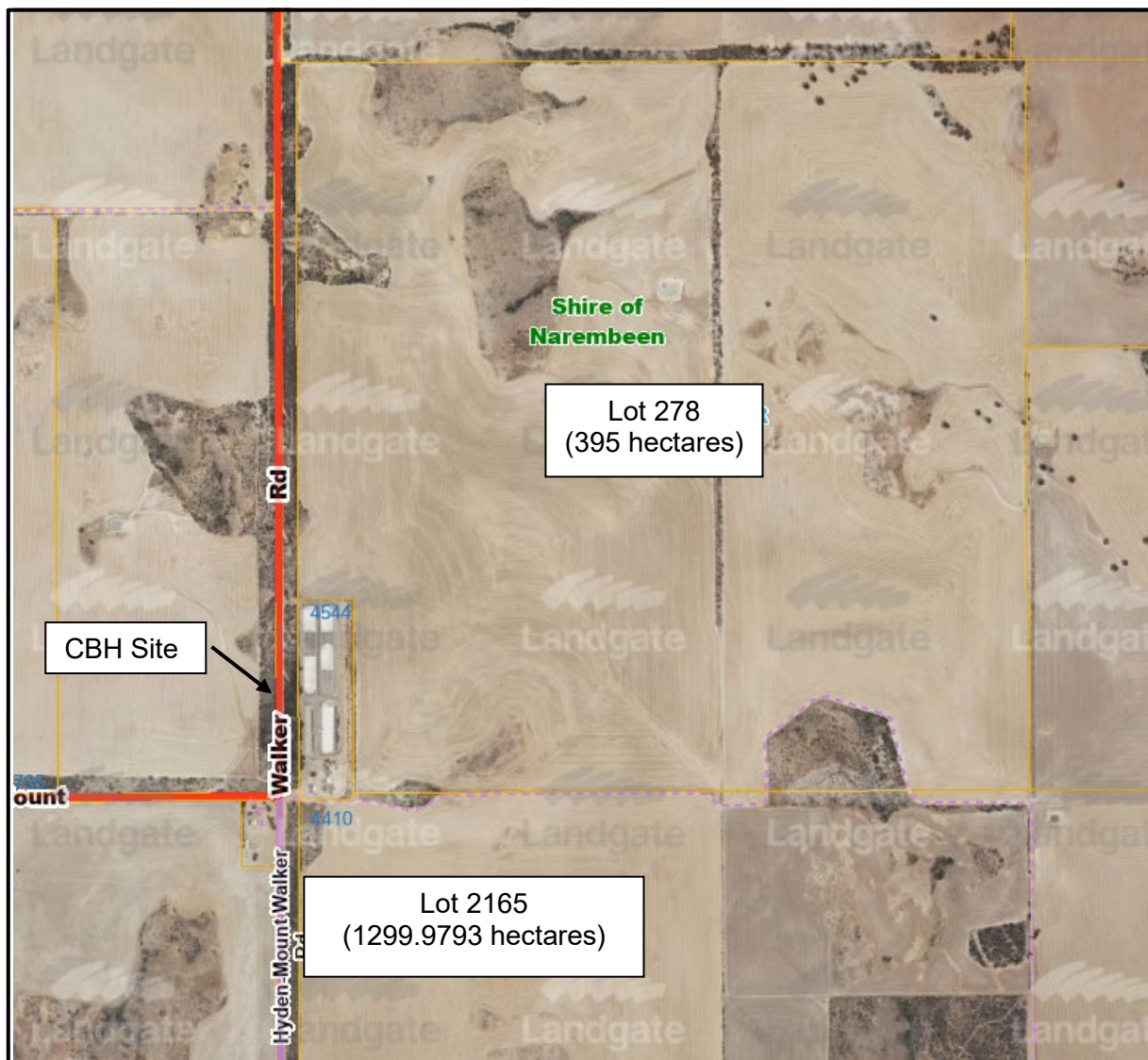
Council to consider a subdivision application proposing to amalgamate a portion of Lot 278 and Lot 2165 with existing Lot 3119. Cooperative Bulk Handling Limited (CBH) owns and has established a Rural Industry on Lot 3119 Hyden Mount Walker Road, Mount Walker.

CBH has a temporary planning approval from the Shire for emergency storage (bulkheads) on a portion of adjacent Lot 278 Hyden Mount Walker Road, Mount Walker.

BACKGROUND

Lot 3119 has an approximate area of 8.3 hectares and contains existing bulkheads. In 2019, Council granted approval for a sample hut and weigh bridge to be developed on Lot 3119.

An aerial showing the existing CBH Mount Walker facility and adjacent Lots 278 & 2165 is included below for context.



Aerial Plan

In July 2021, Council considered a preliminary report on CBH's intentions to pursue emergency storage on adjacent Lot 278. Council resolved to grant the Shire Chief Executive Officer with delegated authority to determine any formal application.

The Shire granted temporary planning approval for a bulkhead on part of Lot 278 on the 7 September 2021 – Attachment 1.

The approved site plan showing the bulkhead on Lot 278 is included over page for ease of reference.

COMMENT

- Zoning**

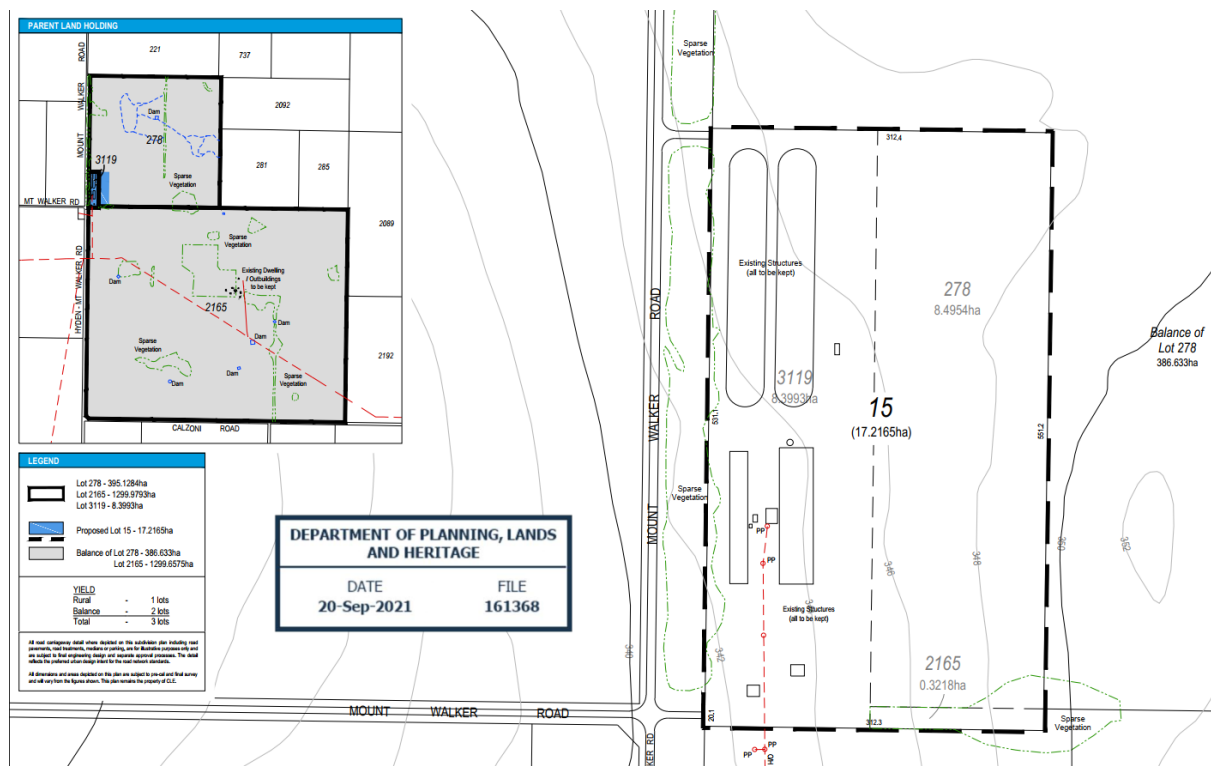
Lot 278 is zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 ('the Scheme').

The objectives of the Farming zone include:

- to ensure the continuation of broad-hectare farming as the principal land use in the District and encourage where appropriate the retention and expansion of agricultural activities; and
- to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.

- Description of proposed subdivision**

A subdivision application has been lodged to the Western Australian Planning Commission (WAPC) seeking approval to realign the boundaries between Lot 3119, Lot 278 and Lot 2165.



The application will result in the area of Lot 3119 being increased from 8.39 hectares to 17.21 hectares. The increase will be achieved by reducing the area of Lot 278 by 8.4954 hectares and reducing the area of Lot 2165 by 0.3218 hectares.

Information was lodged to explain the application as summarised below:

- a) CBH is reviewing, rationalising, and expanding its network of existing grain handling facilities across Western Australia. CBH is focusing on capital enhancement of its top 100 receival sites, where over 90% of the grain is received, stored, and handled for distribution.
- b) This application is part of CBH's network strategy to acquire additional land to expand specific grain storage facilities across the State. Parts of Lot 278 and 2165 will be amalgamated with the existing CBH site in Mount Walker.
- c) The application is consistent with the principles of the WAPC DC 3.4 Policy – Subdivision of Rural land. The balance areas of Lots 278 and 2615 will still be sizeable after the subdivision, and they can continue to be used for extensive agriculture.
- d) The application is the first step in securing land tenure certainty for CBH. In the future CBH will seek approval for a more permanent use.

The WAPC has referred the application to the Shire for a recommendation and comment. TPI recommends that the Shire support the proposal.

The WAPC is the determining authority for all subdivision applications.

CONSULTATION

The Western Australian Planning Commission has referred the application to Western Power, the Water Corporation, the Department of Water and Environmental Regulation, the Department of Mines, Industry, Regulation and Safety, the Department of Biodiversity, Conservation and Attractions (and the Shire).

STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 –

Explained in the body of this report.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

POLICY IMPLICATIONS

There is no applicable Local Planning Policy. The Western Australian Planning Commission has a State Development Control Policy 3.4 on Subdivision of Rural land.

The application is essentially a boundary alignment which is consistent with Policy 3.4 which allows for realignment of lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council support the subdivision application (WAPC Ref: 161368) to realign the boundaries between Lots 3119, Lot 278 and Lot 2165 Hyden Mount Walker Road, Mount Walker.

COUNCIL RESOLUTION

MIN 7289/21 MOTION Moved Cr. S Stirrat

Seconded Cr. T Cole

That Council support the subdivision application (WAPC Ref: 161368) to realign the boundaries between Lots 3119, Lot 278 and Lot 2165 Hyden Mount Walker Road, Mount Walker.

CARRIED 8/0

AGENDA ITEM: 8.1.2 – Policy Review – Administrative Policies

Subject:	Policy Review
Applicant:	NA
File Ref:	ADM541
Disclosure of Interest:	Nil
Author:	David Blurton, Chief Executive Officer
Date:	4 November 2021
Attachments:	Nil

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

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. Given the policy changes recommended in this report are not considered significant and the need for a new policy has been identified by external auditors, staff do not consider it necessary to consult with the community in this instance.

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 a 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 2017-2027

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

The following comment is provided relative to each policy.

4.1.1 Media Releases – rescind this policy. Detail to be captured within the proposed new Council Policy – Media.

4.1.2 Permission to use explosives – it is recommended that this Policy be rescinded as neither the Council nor the CEO are the legislative body responsible for approval of storage or use of explosives. The use of explosives is strictly controlled by the Department of Mines and Petroleum under Dangerous Goods Safety Act 2004 *and* Dangerous Goods Safety (Explosives) Regulations 2007.

4.1.3 Legal Advice – this policy is not considered necessary as seeking legal advice for operational matters is a part of the normal course of business. The Council provides an annual budget allocation for consultants which includes expenditure on legal advice.

4.1.4 Legal representation – recommend adoption with only minor changes including new policy format.

4.1.5 Media Articles – rescind this policy. Staff contribute content for the Fencepost every week to update the community on events, opportunities, and projects.

4.1.8 – Freeman – Guidelines for Appointment - recommend adoption with only minor changes including new policy format.

4.1.9 – Flag Flown - recommend adoption with only minor changes including new policy format.

4.1.15 – Shire of Narembreen Logo – it is recommended that this policy be rescinded it reflects normal administrative procedure.

4.1.16 – Australia Day Celebrations – it is recommended that this policy be rescinded and combined with 4.1.17 and 4.1.18 to create a Significant Community Events Policy.

4.1.17 – Thank a Volunteer celebration – it is recommended that this policy be rescinded and combined with 4.1.16 and 4.1.18 to create a Significant Community Events Policy.

4.1.18 – ANZAC Day ceremonies – it is recommended that this policy be rescinded and combined with 4.1.16 and 4.1.17 to create a Significant Community Events Policy.

4.1.19 – Narembreen District High School – Academic Award - recommend adoption with only minor changes including new policy format.

4.1.20 – Circus Visits - recommend adoption with only minor changes including new policy format.

4.1.22 – Permission to consume alcohol on Council property – recommend rescission as this policy is a delegation to the CEO which is reviewed annually as part of the Delegated Authority process.

4.1.23 – Social Media Promotion – suggest combining with 4.1.1. to create new policy.

One new policy is recommended for adoption based on recommendations from Financial Management Systems Audit undertaken in March 2021.

- Fraud Prevention Policy

OFFICER RECOMMENDATION

That Council.

1. Rescind policies
 - 4.1.1 Media releases
 - 4.1.2 Permission to use explosives
 - 4.1.3 Legal Advice
 - 4.1.5 Media Articles
 - 4.1.15 Shire of Narembreen logo usage and approval
 - 4.1.16 Australia Day Celebrations
 - 4.1.17 Thank a Volunteer Day
 - 4.1.18 ANZAC Day
 - 4.1.22 Alcohol on Council property
 - 4.1.23 Social Media Promotion
2. Adopt the following policies with amendments as identified:
 - 4.1.4 Legal representation
 - 4.1.8 Freeman – guidelines for appointment
 - 4.1.9 Flying of Flags
 - 4.1.19 Narembreen District High School – Academic Award
 - 4.1.20 Circus visits
 - New - Fraud Prevention
 - New - Media
 - New - Significant Community Events

COUNCIL RESOLUTION

MIN 7290/21 **MOTION** - Moved Cr. W Milner Seconded Cr. C Bray

CARRIED 8/0

That Council.

1. *Rescind policies*
 - 4.1.1 *Media releases*
 - 4.1.2 *Permission to use explosives*
 - 4.1.3 *Legal Advice*
 - 4.1.5 *Media Articles*
 - 4.1.15 *Shire of Narembreen logo usage and approval*
 - 4.1.16 *Australia Day Celebrations*
 - 4.1.17 *Thank a Volunteer Day*
 - 4.1.18 *ANZAC Day*
 - 4.1.22 *Alcohol on Council property*
 - 4.1.23 *Social Media Promotion*
 - 4.1.20 *Circus Visits*
2. *Adopt the following policies with amendments as identified:*
 - 4.1.4 *Legal representation*
 - 4.1.8 *Freeman – guidelines for appointment*
 - 4.1.9 *Flying of Flags*
 - 4.1.19 *Narembreen District High School – Academic Award*
 - New - Fraud Prevention*
 - New - Media*
 - New - Significant Community Events*

Reason for the change – Council determined that the Council Policy – Circus Visits is no longer relevant.

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - Council Representation on Committee and Working Groups

Subject:	Council Representation on Committee and Working Groups
Applicant:	NA
File Ref:	ADM146
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	18 October 2021
Attachments:	Nil

PURPOSE

Council to consider appointing representatives to committees and working groups following the 2021 Local Government Election.

BACKGROUND

Council review 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.

The 2019 – 2021 representation is included below.

Committee/Working Group	New Representatives	Proxy
Audit Committee	All Councillors	
Cemetery (Established under the Cemeteries Act)	All Councillors	
Cemetery Working Group	CEO Cr Mortimore Christine Padfield Stephen Padfield Nola Parsons	
Central Agcare	Cr Hardham	Cr Cole
Community Shed	Cr Lines	Cr Milner
Development Assessment Panel- Wheatbelt-Shire of Narembeen (Established under the Town Planning and Development Act)	Cr Cole Cr Wright	Cr Mortimore Cr DeLuis
Eastern Wheatbelt Biosecurity Group	Cr Stirrat	Cr Cole
Eastern Wheatbelt Declared Animal Group	Cr Stirrat	Cr Cole
Go Narembeen	Cr Cole	Cr Lines
Great Eastern Country Zone WALGA – Delegates	Cr Cole Cr Mortimore	Cr Wright
Historical Society	Cr Mortimore	Cr Hardham
Recreation Working Group (Formerly Hockey/Tennis Turf Working Group)	Cr Stirrat Cr Mortimore Stephen Padfield	

	Cr Gina DeLuis	
Local Emergency Management Committee	Cr Lines- Chair	Cr DeLuis
Local Skeleton Weed Advisory	Cr Wright	Cr Cole
Narembreen Aged Homes Management Committee	Cr DeLuis	Cr Mortimore
Narembreen Bushfire Advisory Committee/Volunteer Fire Brigade (established under the Bushfires Act)	CEO Cr Stirrat Murray Dixon	
Plant & Works Working Group	Cr Mortimore Cr Wright Cr Stirrat	Cr Milner
Rural Water Council	Cr Lines	Cr Milner
Roe Regional Organisation of Councils (RoeROC)	Cr Cole Cr Mortimore	Cr Wright
Roe Sub Group RRG	Cr Cole CEO	Cr Wright
Roe Tourism	Bevan Thomas	Cr Hardham
School P & C	Cr Hardham	
St John Ambulance	Cr Mortimore	Cr Milner
Wheatbelt South Regional Road Group	Cr Cole CEO	Cr Wright
Main Street Project Working Group	Cr Hardham Cr Milner	

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.8 – Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

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.

Local Government Act Section 5.11 – Deputy committee members

5.11A. Deputy committee members

(1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.

* Absolute majority required.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence, or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member. [Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or (d) the next ordinary elections day, whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the term of the person's appointment as a committee member expires; or
- (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
- (c) the committee is disbanded; or (d) the next ordinary elections day, whichever happens first.

Bush Fires Act 1954

67. Advisory committees (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

Shire of Narembreen Standing Orders Local Law 2020.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

4.2.17 – Members Sitting Fees and Travel Expenses

4.2.18 – Presidents Representation of Council Great Eastern Zone WALGA

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

Goal Area 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Audit and Risk Management Committee

This committee meets at least twice a year and is held before an Ordinary Meeting of Council. The purpose of this committee is to oversee risk management, internal control, legislative compliance, and external audit processes. This includes acceptance of the auditors statements and management reports.

To fulfil its functions under regulation 16(c) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is to report direct to Council.

Historically, all members of Council sit on this committee.

Cemetery

The conditions set out in the Cemeteries Act 1986 are captured within the Cemeteries Local Law.

There are no records showing when this committee last met, therefore it is proposed to remove this committee from the list.

Cemetery Working Group

As the cemetery upgrade is complete, it is proposed to disband this working group.

Central Agcare Representative

There are no records showing when this committee last met, therefore it is proposed to remove this committee from the list.

Community Shed Representative

The community shed incorporates both the Men's Shed and the community space for Arts and Crafts.

Development Assessment Panel - Wheatbelt

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each Development Assessment Panel comprises five (5) members – three (3) specialist members, including the presiding member and two local government members.

Development Assessment Panels (DAP's) were introduced on 1 July 2011 to determine development applications that met prescribed criteria.

Representation of local interests is a key aspect of the DAPs system. Under *regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011* (the Regulations), Council are requested to nominate as soon as possible following the elections, four elected council members to sit as DAP members for the Shire of Narembeen.

Note training is required.

WALGA Great Eastern Country Zone

The Zone meeting provides for Council input on local government issues at a regional level. The representation of this committee is the Shire President and Deputy. A proxy is required.

Eastern Wheatbelt Biosecurity Group Representative

The objects of the association are to limit the impacts of pest animals and pest plant species within Eastern Wheatbelt communities by initiating, promoting and fostering the control of pests on all classes of land in the area, and encouraging landholders, land managers and other persons to adopt sound pest management practices on all classes of land throughout the area.

Eastern Wheatbelt Declared Animal Group Representative

There are no records showing when this committee last met, therefore it is proposed to remove this committee from the list.

Go Narembeen Representative

Go Narembeen is Narembeen's Progress Association.

Historical Society Representative

The Narembeen Historical Society works to preserve, collect, research and interpret historical information and items.

Recreation Working Group Representative

To provide advice and guidance on sport and recreation relevant to Shire of Narembeen while representing the community's needs and aspirations in line with the Sport and Recreation Plan.

Local Emergency Management Advisory Committee (LEMAC)

The purpose of the LEMAC is to provide advice and assist in the establishment, development, review and testing of local emergency management arrangements and to carry out emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

This group meets quarterly.

Skeleton Weed Local Action Group

The Local Action Group assists its members in meeting all lawful obligations under the *Biosecurity and Agriculture Management Act 2007* and associated Regulations 2011, by identifying and treating the invasive weed, Skeleton Weed.

Narembeen Aged Homes Management Committee Representative

Narembeen Aged Homes Inc provides housing and support services to the elderly in Narembeen.

Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade

Advise Council on all matters relating to bushfire control including the management of bush fire brigades and coordination of prevention, preparation, and response strategies.

This group meets quarterly.

Plant Replacement Advisory Committee

Together with staff representatives, discuss and make recommendations to Council for plant required by the Shire of Narembeen.

Rural Water Council Representative

There are no records showing when this committee last met, therefore it is proposed to remove this committee from the list.

Roe Regional Organisation of Councils (RoeROC) Representative

RoeROC is a group of four regional councils consisting of Narembeen, Corrigin, Kondinin and Kulin. The group share health services and management of the Waste Management facility in Bendering.

The representation of this committee is the Shire President and Deputy. A proxy is required.

Roe Sub Group Regional Road Group Representative

Sub group of the Wheatbelt South Regional Road Group focussed specifically on roads within the region.

Roe Tourism

Roe Tourism is a not for profit incorporated community tourism group incorporating six Shires of the Roe district – Corrigin, Kulin, Kondinin, Lake Grace, Narembeen and Bruce Rock. Roe Tourism is a tourism marketing body for the well-recognised Pathways to Wave Rock self-drive route, which includes the iconic and internally recognised Wave Rock.

School P&C Representative

Representation on the P&C continues to strengthen our relationship with the school.

St John Ambulance Representative

St John volunteers provide first aid services, training, and equipment for our local community.

Wheatbelt South Regional Road Group Representative

The Shire President has historically represented Shire on this group with a focus on our regional road network.

Main Street Project Working Group

Council representative will work with Shire staff to progress this project.

OFFICER RECOMMENDATION

That Council:

1. Disband Cemetery Working Group
2. Appoint the following Councillors to the committees and working groups as below

Committee/Working Group	Representatives	Proxy
Audit and Risk Management Committee	All Councillors	
Central Agcare		
Community Shed		
Development Assessment Panel - Wheatbelt		
Eastern Wheatbelt Biosecurity Group		
Go Narembeen		
Great Eastern Country Zone WALGA	Cr Mortimore Cr Stirrat	
Historical Society		
Recreation Working Group		
Local Emergency Management Committee		
Local Skeleton Weed Advisory		
Narembeen Aged Homes Management Committee		

Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade	CEO Murray Dixon	
Plant Replacement Advisory Committee		
Roe Regional Organisation of Councils (RoeROC)	Cr Mortimore Cr Stirrat	
Roe Sub Group RRG		
Roe Tourism		
School P & C		
St John Ambulance		
Wheatbelt South Regional Road Group		
Main Street Project Working Group		

COUNCIL RESOLUTION

MIN 7291/21

MOTION – Moved Cr. M Currie

Seconded Cr. W Milner

That Council:

1. Disband Cemetery Working Group
2. Appoint the following Councillors to the committees and working groups as below

<i>Committee/Working Group</i>	<i>Representatives</i>	<i>Proxy</i>
<i>Audit and Risk Management Committee</i>	<i>All Councillors</i>	
<i>Central Agcare</i>	<i>Cr Hardham</i>	<i>Cr Currie</i>
<i>Community Shed</i>	<i>Cr Milner</i>	<i>Cr Bray</i>
<i>Development Assessment Panel - Wheatbelt</i>	<i>Cr Cusack Cr Stirrat</i>	<i>Cr Milner Cr Bray</i>
<i>Eastern Wheatbelt Biosecurity Group</i>	<i>Cr Stirrat</i>	<i>Cr Cole</i>
<i>Go Narembeen</i>	<i>Cr Currie</i>	<i>Cr Hardham</i>
<i>Great Eastern Country Zone WALGA</i>	<i>Cr Mortimore Cr Stirrat</i>	<i>Cr Milner</i>
<i>Historical Society</i>	<i>Cr Bray</i>	<i>Cr Mortimore</i>
<i>Recreation Working Group</i>	<i>Cr Stirrat Cr Mortimore</i>	<i>Cr Currie</i>
<i>Local Emergency Management Committee</i>	<i>Cr Mortimore</i>	<i>Cr Bray</i>
<i>Local Skeleton Weed Advisory</i>	<i>Cr Currie</i>	<i>Cr Cole</i>
<i>Narembeen Aged Homes Management Committee</i>	<i>Cr Hardham</i>	<i>Cr Cusack</i>
<i>Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade</i>	<i>CEO Murray Dixon Cr Cole</i>	<i>Cr Stirrat</i>
<i>Plant Replacement Advisory Committee</i>	<i>Cr Currie Cr Mortimore Cr Milner</i>	<i>Cr Cole</i>
<i>Roe Regional Organisation of Councils (RoeROC)</i>	<i>Cr Mortimore Cr Stirrat</i>	<i>Cr Milner</i>

<i>Roe Sub Group RRG</i>	<i>Cr Stirrat</i>	<i>Cr Cusack</i>
<i>Roe Tourism</i>	<i>Cr Hardham</i>	<i>Cr Bray</i>
<i>School P & C</i>	<i>Cr Cusack</i>	<i>Cr Currie</i>
<i>St John Ambulance</i>	<i>Cr Mortimore</i>	<i>Cr Milner</i>
<i>Wheatbelt South Regional Road Group</i>	<i>Cr Stirrat</i>	<i>Cr Cusack</i>
<i>Main Street Project Working Group</i>	<i>Cr Hardham</i> <i>Cr Milner</i>	<i>Cr Bray</i>
<i>Rural Water Council</i>	<i>Cr Bray</i>	<i>Cr Cusack</i>
<i>Shire of Narembreen and Ramelius Resources Community Benefit Fund</i>	<i>Cr Mortimore</i>	<i>Cr Stirrat</i>

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Reason for Change – Council consider representation on the Rural Water Council important and request the inclusion of the Shire of Narembreen and Ramelius Resources Community Benefit Fund to ensure it is captured moving forward.

AGENDA ITEM: 8.2.2 - December 2021 and 2022 Council Meeting dates

Subject:	December 2021 and 2022 Council Meeting Dates
Applicant:	Shire of Narembreen
File Ref:	ADM195
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	1 November 2021
Attachments:	Nil

PURPOSE

To consider the Ordinary Council meeting dates for December 2021 and 2022.

BACKGROUND

Council is required to consider and adopt the Ordinary Council meeting dates including venue, time and place and the advertising of this information by way of local public notice.

Council resolved at the February 2021 meeting to hold Ordinary Council meetings on the third Tuesday of the month.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - g) the giving of public notice of the date and agenda for council or committee meetings

Local Government (Administration) Regulations 1996

Regulation 12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 4.2.13 - Meetings – When held

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 3. We contribute to a healthy community.

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

VOTING REQUIREMENTS

Simple majority

COMMENT

The December 2021 meeting is scheduled for 21 December 2021. It is proposed to change the date to Tuesday 14 December 2021 at 4.00pm.

This allows for the minutes to be finalised before the end of the year and any outstanding issues to be followed up before the Christmas shut down. This will also allow staff to take leave during the first week of school holidays in the week leading up to Christmas.

The suggested dates for 2022 are:

15 February 2022
15 March 2022
19 April 2022
17 May 2022
21 June 2022
19 July 2022
16 August 2022
20 September 2022
18 October 2022
15 November 2022
13 December 2022*

*it is proposed to hold the December meeting one week earlier to allow for finalisation of the minutes and respond to issues.

OFFICER RECOMMENDATION

That Council:

1. Hold the December 2021 meeting on Tuesday 14 December at 4.00pm and directs the Chief Executive Officer to give public notice of the date, time and place.
2. Resolves to hold its Ordinary Council Meetings for 2022 on the third Tuesday of every month, with meetings commencing at 4.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembreen, except for January.
3. Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2022 Ordinary Council Meetings.
4. Amends the current Policy 4.2.13 – Meetings When Held to reflect the updated meeting day and start time of 4.00pm.

COUNCIL RESOLUTION

MIN 7292/21

MOTION - Moved Cr. C Bray

Seconded Cr. A Hardham

That Council:

1. *Hold the December 2021 meeting on Tuesday 14 December at 4.00pm and directs the Chief Executive Officer to give public notice of the date, time and place.*
2. *Resolves to hold its Ordinary Council Meetings for 2022 on the third Tuesday of every month, with meetings commencing at 4.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembreen, except for January.*
3. *Hold the December 2022 meeting on Tuesday 13 December at 4.00pm.*
4. *Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2022 Ordinary Council Meetings.*
5. *Amends the current Policy 4.2.13 – Meetings When Held to reflect the updated meeting day and start time of 4.00pm.*

CARRIED 8/0

Reason for change – to provide clarification regarding December 2022 meeting date.

AGENDA ITEM: 8.2.3 - Financial Report period ending 31 October 2021

Subject:	Financial Report October 2021
Applicant:	Shire of Narembeen
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Teresa Cousins, Senior Finance Officer
Date:	4 November 2021
Attachments:	October 2021 Financial Report

PURPOSE

The monthly statement of Financial Activity discloses the Shires financial activities for the period ending 31 October 2021.

BACKGROUND

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

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council's closing position at 31 October 2021 amounts to \$3,602,073 with current assets of \$8,441,539 and \$2,813,325 in reserve funds

The figures contained as at 30 June 2021, will not be finalised until the annual report and an audit is completed.

OFFICER RECOMMENDATION

That Council receive the Shire of Narembreen's Financial Report for the month of October 2021.

COUNCIL RESOLUTION

MIN 7293/21 MOTION - Moved Cr. M Currie

Seconded Cr. W Milner

That Council receive the Shire of Narembreen's Financial Report for the month of October 2021.

CARRIED 8/0

AGENDA ITEM: 8.2.4 - Schedule of Accounts for October 2021

Subject:	Schedule of Accounts for October 2021
Applicant:	NA
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	5 November 2021
Attachments:	Creditors Payment List - October 2021, Credit Card Payments List 14 September – 13 October 2021

PURPOSE

For Council to review the payments made by the Shire of Narembreen in October 2021.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.
3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

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

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of October 2021 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 718,602.44
Trust Account: \$ 3,240.00

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for October 2021
2. Receive the Credit Card Payment List for 14 September – 13 October 2021

COUNCIL RESOLUTION

MIN 7294/21 MOTION - Moved Cr. A Hardham Seconded Cr. C Bray

That Council:

3. *Receive the Creditors Payment List for October 2021*
4. *Receive the Credit Card Payment List for 14 September – 13 October 2021*

CARRIED 8 /0

RECOMMENDATION

That Council close the meeting to public, under Section 5.23 (2) (e)(ii) and (xx) of the *Local Government Act 1995*, so that it can discuss Item 8.3.1 which relates to a matter of commercial value and Item 8.3.2 which relates to a staff matter.

COUNCIL RESOLUTION

MIN 7295/21 MOTION - Moved Cr. A Hardham Seconded Cr. C Bray

That Council close the meeting to public, under Section 5.23 (b) of the Local Government Act 1995, so that it can discuss Item 8.3.1 which relates to a contractual matter.

CARRIED 8/0

4.47pm Members of the public exited the meeting

8.3 Confidential Reports

CONFIDENTIAL AGENDA ITEM: 8.3.1- Housing Strategy

Subject:	Housing Strategy
Applicant:	NA
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	4 November 2021
Attachments:	Nil

In accordance with Section 5.23 (2) (e)(ii) it is recommended that the meeting be closed to the public to discuss a matter relating to commercial value.

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to:

1. Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the *Local Government Act 1995*, and
2. Commence tender process for purchase of two suitable houses for Lot 69 and 70 Cheetham Way.

COUNCIL RESOLUTION

MIN 7296/21 **MOTION** - Moved Cr. S Stirrat Seconded Cr. C Bray

That Council authorise the Chief Executive Officer to:

1. *Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the Local Government Act 1995, and*
2. *Form a working group consisting of Councillors Cusack, Hardham and Milner to consider long term strategy for housing.*

CARRIED 8/0

Reason for Change – Council wish to investigate the needs further before purchasing property.

5.09pm T Clarkson left the meeting

5.10pm T Clarkson returned to the meeting

5.13pm D Blurton, T Clarkson, S Khan and S Thomas left the meeting.

CONFIDENTIAL AGENDA ITEM: 8.3.2 – Staff matter – Chief Executive Officer Six Month Review

Subject:	Chief Executive Officer Six Month Review
Applicant:	NA
File Ref:	Employee File
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	4 November 2021
Attachments:	Nil

In accordance with Section 5.23 (2) (a) it is recommended that the meeting be closed to the public to discuss the employment of the Chief Executive Officer.

RECOMMENDATION

That Council

1. advise the CEO of the successful completion of the initial six month probation period in accordance with section 2.3 of the CEO employment contract,
2. increase superannuation contributions in the CEO contract from 9.5% to 10% to reflect national superannuation guarantee changes from 1 July 2021.

COUNCIL RESOLUTION

MIN 7297/21 MOTION - Moved Cr. A Hardham Seconded Cr. W Milner

That Council

1. *advise the CEO of the successful completion of the initial six month probation period in accordance with section 2.3 of the CEO employment contract,*
2. *increase superannuation contributions in the CEO contract from 9.5% to 10% to reflect national superannuation guarantee changes from 1 July 2021.*
3. *advise the CEO in writing.*

CARRIED 8/0

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN 7298/21 MOTION - Moved Cr. S Stirrat Seconded Cr. A Hardham

That Council re-open the meeting to public.

CARRIED 8/0

5.26pm D Blurton, T Clarkson, S Khan and S Thomas returned to the meeting.

9.0 Urgent business as permitted by Council
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Nil

10.0 Councillor's Reports

Cr K Mortimore

Attended

- CEO Review
- Community Benefit Fund meeting
- Fencepost AGM
- St John meeting
- Community Wellbeing Plan meeting
- Opening of new Remembrance Park in Bruce Rock
- Historical Society meeting
- St Johns Service Dinner
- Webinar on Local Government Reform

Cr S Stirrat

Attended

- RAV Meeting

Cr H Cusack

Attended

- Nil

Cr T Cole

Attended

- Backhoe Delivery at Depot

Cr C Bray

Attended

- Mens Shed – Woodwork project
- Community Wellbeing Plan meeting
- Backhoe Delivery at Depot

Cr A Hardham

Attended

- School Board
- Community Wellbeing Plan meeting
- Main Street Activation meeting

Cr M Currie

Attended

- Skeleton Weed AGM
- Go Narembreen meeting

Cr W Milner

Attended

- Roe Roc Meeting – Kondinin
- Glass crusher – Resolved to sell as it's not being used anymore

11.0 Date, time & place of next meeting

Tuesday 14 December 2021, 4.00pm at the Shire of Narembreen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.38pm.

13.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 16 November 2021, as show on pages 1 to 38 are confirmed as a true and correct record of the meeting.

Cr Kellie Mortimore
SHIRE PRESIDENT

Date