



Agenda for the 656th Ordinary Council Meeting

16 October 2019

COUNCIL CALENDAR

Date	Time	Meeting
16 October 2019	2.30pm	Ordinary Meeting of Council
20 November 2019	2.30pm	Ordinary Meeting of Council
18 December 2019	2.30pm	Ordinary Meeting of Council

OCTOBER MEETING PROGRAMME

2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



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DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

As required by Section 5.65 of the Local Government Act 1995, I _____ hereby disclose my interest in the following matters of the agenda papers for the Council meeting dated _____.

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

COUNCILLOR/STAFF SIGNATURE: _____ **DATE:** _____

NOTES:

- For the purposes of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.
NB: It is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom you are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.
- This notice must be given to the Chief Executive Officer prior to the meeting.
- It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
- A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

- PARTICULARS OF DECLARATION GIVEN TO MEETING
- PARTICULARS RECORDED IN MINUTES
- PARTICULARS RECORDED IN REGISTER

CHIEF EXECUTIVE OFFICER: _____ **DATED:** _____

NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 656th Ordinary Meeting of Council has been convened for:

Date: **Wednesday 16 October 2019**

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

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: 9th October 2019

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.

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 16 October 2019, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

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 Wednesday 18 September 2019.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen held Wednesday 18 September 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 18 September 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 18 September 2019.

7.0 Status Report

See Attachment Binder for Status Report

RECOMMENDATION:

That the Status Report for October 2019 be received.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.
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That the Status Report for October 2019 be received.

CARRIED /

8.0 REPORTS

8.1 Environmental Health Officer

No Report

8.2 Narembeen Community Resource Centre Co-ordinator

AGENDA ITEM: 8.2.1 - Narembeen Community Resource Centre Report – October 2019

Subject:	Narembeen Community Resource Centre Report – October 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	7 October 2019
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre report for October 2019.

BACKGROUND

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken during the preceding month and any upcoming events, projects and activities for the following month.

COMMENT

EVENT NEWS

School Holiday Activities

The CRC continues to deliver at least two school holidays activities. These holidays, the CRC held a 'Funny Pizza Face' making competition with 7 children attending and having lots of fun making mini pizza faces and then eating them. A kid's movie afternoon is planned for Thursday 10 October with 8 kids having already RSVP'd to attend.

Seniors Club

We continue to entertain the seniors in our community with a movie afternoon the first Monday of the month. Having the library at the CRC is very helpful as the seniors pick their own movies each month. We are lucky to get new library items from the State Library via a library exchange system each month and seniors also have the opportunity to order specific movies via the State Libraries online borrowing system. The CRC has also been able to make use of some of the old speakers taken from the recreation centre to enhance the sound in the meeting room, making movies more enjoyable and easier to hear for all.

Community Training

A basic workshop on 'How to use Facebook' is to be held at the CRC on October 15th. More than 15 seniors from the Narembeen community plan to attend.

The CRC is looking for some more funding opportunities through Be Connected in order to host more social media workshops as well as one on one sessions to assist seniors with their iPads, phones, emails etc.

Business Training

HR, HC and MC lessons were offered to the community over the past few days. The CRC continues to provide training opportunities for the business community.

In the next few days we will be offering a Grant Writing Workshop as well as a Heavy Vehicle Pilot Licence training course.

Youth Art Expo

Together with the Narembeen District High School the CRC organised an art exhibition which was held on the evening of September 19th.

We had entries from nine children and more than 20 visitors. The art is currently on display at the Pop-up Shop. Jordan Sprigg was invited as the guest speaker and we are hoping he will inspire our youth and enable us to partner with the school to run this as an annual event.

Mental Health Week

WA Mental Health Week runs from the 6th to the 12th of October. In 2019, Mental Health Week focused on how we live, learn, work and play - realising it's a combination of factors which impact our mental wellbeing. The Narembeen CRC participated in WA Mental Health Week and offered two free events to the Narembeen community.

On Tuesday, 8th October we have a 'Walk & Talk' for Mental Health followed by a light breakfast and informal talk. On October 10th (World Mental health Day) we have a Community KONGA® Session at the Town Hall, which will be great fun and exercise for all.

Both of these events are expected to be very well attended and it will be great to see our community's mental health benefit from these activities.

More events in October

In addition to the above we have the following events coming up:

- Grant Writing Workshop - 17th October
- Heavy Vehicle Pilot Licence - 17th - 19th October
- Narembeen Children's Week Event '*The Rainbow trail - journey to health & happiness*' - 23rd October
- Narembeen Market Day - 26th October
- Seniors Movie - 4th November
- Seniors Week Event in Bruce Rock - Lunch with Dame Edna - 12th November
- Story Time – 29th November
- Christmas Fun Day at the Pool – 19th December

GENERAL CRC NEWS

The Narembeen CRC will be starting 'Story Time' for children aged 1-5 at the Narembeen Public Library. A trial is being held in November and December with the plan to hold two story times each month that align with Narembeen Numbats and the Day Care Centre's opening times so they are able to bring children to enjoy the wonderful world of books and stories.

The CRC has been tasked with providing administrative support to the Narembeen Skeleton Weed Local Action Group and specifically the Skeleton Weed Coordinator. Heading into this busy skeleton weed season the team has been busy entering data, preparing farmer packs as well as being involved in the LAG meeting planning and learning how to manage the State Governments requirements for skeleton weed record keeping.

The CRC is currently busy organising the Children's Week Event – '*The Rainbow trail - journey to health & happiness*', which is expected to be quite a large event to be held on the town oval with lots of educational, healthy eating and lifestyle activities for children as well as a bouncy castle and face painting. We are still in urgent need of volunteers for this event. If you know of anyone with a passion for working with children or encouraging a healthy lifestyle or just helping out that might be able to help please let the CRC know.

Due to hot weather in December, the CRC has decided to change the Christmas Street Party to a Christmas Family Fun Day at the pool. A bouncy castle and other children's entertainment has been organised to accompany live music and food vans/stalls. If you have any other suggestions or would like to be more involved in the day please contact the CRC.

CONSULTATION

Community and Economic Development Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

Goal 3: We contribute to a healthy community.

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Narembeen Community Resource Centre Report for October 2019 and support the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.2.2 - Narembeen Community Resource Centre Financial and Annual Report 2018/2019

Subject:	Narembeen Community Resource Centre Financial and Annual Report 2018/2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	8 October 2019
Attachments:	CRC Annual Report 2018-2019 and Auditors Report 2018-2019 (see attachment binder)

SUMMARY

Council is to consider and endorse the Narembeen CRC financials and annual report for the 2018/2019 financial year.

BACKGROUND

The Narembeen Community Resource Centre (CRC) provides a copy of the annual report and financial auditors report to council each year.

COMMENT

Annual Report

The Narembeen CRC is required to send an Annual Report to the Department of Primary Industries and Regional Development each year that summarises the structure, expectations and outcomes of the Narembeen CRC. The Annual Report from 1 July 2018 to 30 June 2019 addresses the Narembeen CRC's activities and incorporates information on key deliverables required from the State Government as the main funding source for the Centre.

In 2018-2019 the Narembeen CRC continued to be proactive in delivering a variety of events and activities which aligned with its contract funding requirements. Some of these great events included: John Curtin Weekend, Narembeen Triathlon, Narembeen Christmas Street Party, S.O.C.K Week, Youth Week and the Narembeen Community Market Day.

Although the CRC faced some difficulties in 2018/2019 having to relocate away from the main street of town to the old St John building, we continued to manage the business as efficiently as possible. The newly refurbished Community Precinct is amazing and relocating back in May 2019 made having to operate from a temporary centre well worth it.

Auditor's Report

Given the separate nature of the CRC's finances over the last few years, the Narembeen CRC has subjected its accounting to an independent auditors report. The Shire President is required to provide a secondary signatory to this report to approve that the CRC is able to cover its debts moving forward.

In 2018/2019 the Narembeen CRC had less revenue than anticipated due to the difficulty offering services from its temporary facility. The Narembeen CRC's income for 2018/2019 was just over \$225,000 and expenditure for 2018/2019 was just over \$250,000.

In 2019/2020, the Narembeen CRC's financial management will move under the Shire of Narembeen and we will be able to expand our service delivery with the Shire's office staff taking care of the core financial administrative of the centre. It is expected that moving forward that the Department will be happy to accept the Audit completed on the Shire's finances as more than is required to verify the financial position of the Narembeen CRC and its accounting practices.

CONSULTATION

Community and Economic Development Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Authorise the Shire President to sign the Auditors Report for the Narembeen CRC's 2018/2019 Financial Statements accepting the below statement to be true and correct

“ In the opinion of the Shire of Narembeen:

- i. The accompanying financial statement presents fairly the financial position of the CRC at 30 June 2019 and the results of its operations for the year then ended;*
 - ii. The operations of the CRC have been carried out in accordance with its Constitution; and*
 - iii. At the date of this statement, there are reasonable grounds to believe that the CRC will be able to pay its debts as and when they become due and payable.”*
2. Receive the Narembeen Community Resource Centre Annual Report and accept its contents as being an accurate reflection of the Narembeen CRC's operations during 2018/2019 for submission to the Department of Primary Industries and Regional Development

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.3 Works Manager's Report

AGENDA ITEM: 8.3.1 - Work's Manager's Report October

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins, Works Manager
Date:	9 October 2019
Attachments:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

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

Cowan Road

25,000m³ gravel stock piled in W Cowan's paddock off Cowan Road. Wilson won the quote to push the gravel. Remove excess sand from roadside to achieve 9m construction and water tables. Cowan Road to be completed in stages of 4-5 km sections.

Gravel Carting

60m³ gravel Dixon Road and 20m Garmony Road, cart spread and compact

Rubbish Tip

Remove burnt waste sand from the garden site.

Town Oval

Commence verti-mowing.

Tri Axle Dolly

Pick up Dolly from Bruce Rock Engineering. The Dolly is current in use at Cowan Road.

Completed Fire Breaks

Avoca Farm, horse yards, air strip, and cemetery, old rubbish site, and Dam catchment.

Miscellaneous

- Commence town fogging
- Pick up leaves at school
- Avoca farm roaded catchment
- Grade Back lanes

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

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

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

1.2 We have a long term local gravel sourcing strategy.

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - Grader - Request for Tender - RFT02/2019

Subject:	Grader - Request for Tender RFT 02/2019
Applicant:	Chris Jackson
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Authors:	Arthur Cousins, Works Manager & Chris Jackson, Chief Executive Officer
Date:	2 October 2019
Attachments:	Tender summary and Tender Documents – see attachment binder

SUMMARY

Council to approve a tender for purchase of a Grader to replace NB688 Grader (RFT 2/2019) and approve disposal of an existing grader.

BACKGROUND

Council at the August 2019 ordinary meeting resolved as follows:

That Council:-

1. *Approve the calling of tenders (Motor Grader RFT 2/2019) for the supply and delivery of one current model motor grader as per the presented specifications and required information;*
2. *Approve the disposal of a 2010 model 770G John Deere grader NB688 by trade on purchase of a new machine and/or outright purchase by private submissions.*

COMMENT

The RFT was advertised in the Weekend West on Saturday 31 August 2019 and tenders closed on the 1 October 2019. Four conforming tenders have been received.

- Smith Broughton Midland WA for outright purchase of the 770G John Deere Grader.
- Allused Pty Ltd Kewdale WA for outright purchase of the 770G John Deere Grader.
- Komatsu Australia Welshpool WA
- Westrac Pty Ltd South Guildford WA

The attached tender summary and tender documents are provided.

Both the supply and delivery options (Komatsu and Westrac) have completed and provided the following.

- Full details of the machines offered including full details addressing the required Specification and Scope of Work
- The signed Respondents Offer including discounts, price basis and price schedule
- The Contractor Safety Requirements including details on insurance

Based on price the Westrac offered 12m and 140 Caterpillar Graders are the cheapest option compared to the Komatsu GD555-5 and GD655-7 Graders. The power to weight ratio of the Caterpillar 12M and 140 grader at 136kw-159kw and a weight of 22,045kg is compared to the Komatsu GD655-5 at 118kw-131kw and a weight of 18,520kg. The Komatsu GD655-7 has a higher power ratio of 136kw-151kw with a weight of 19,260kg but is also the most expensive of the four machines offered.

It should be noted that both the Cat 12m and the 140 are the same machine with the 140 being the new badge name for the 12m. Details of this change are listed in the Westrac tender. The Shire of Narembreen currently operates 3 existing Cat Graders.

The Plant Committee have discussed the tenders received and have agreed that based on price, the power and weight of the machines on offer and that the Council currently operates a fleet of three existing Cat graders that the tender submitted by Westrac Pty Ltd for the supply of one new Caterpillar 12M Motor Grader at a cost of \$388,000 less trade of one John Deere 770G Motor Grader at \$112,000 giving a total change over price of \$276,000 is recommended to Council.

CONSULTATION

CEO
Works Manager
Plant Committee
Mechanic

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly

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

FINANCIAL IMPLICATIONS

The 2019/2020 budget includes capital expenditure for purchase of a grader and trade/sale income from the trade.

POLICY IMPLICATIONS

Council Policy
Procurement Framework-adopted 17 July 2019

Executive Policy
Purchasing Goods and Services- adopted 28 August 2019
Tender Management – being drafted

STRATEGIC PLAN REFERENCE

Shire of Narembreen Strategic Community Plan 2017 – 2027

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the tender submitted by Westrac Pty Ltd for the supply of one new Caterpillar 12M Motor Grader at a cost of \$388,000 less trade of one John Deere 770G Motor Grader at \$112,000 giving a total change over price of \$276,000 (Motor Grader RFT 02/2019)
2. Approve the disposal of a 2010 model 770G John Deere grader NB688 by trade on purchase of the new machine at a trade value of \$112,000.

Note: All prices listed are excluding GST.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.2 - Ramelius Resources – Traffic Route Proposal

Subject:	Ramelius Resources -Traffic Route Proposal
Applicant:	Ramelius Resources
File Ref:	ADM547
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	8 October 2019
Attachments:	Traffic Route Proposal (see attachment binder)

SUMMARY

Council consideration is requested in relation to a proposal from Ramelius Resources to establish an agreement with the Shire of Narembeen for the haulage of ore from the proposed Tampia Hill Mine site to Edna May at Westonia.

BACKGROUND

Council at its Ordinary Meeting in July 2019 resolved as follows:-

That Council:-

1. Acknowledge receipt of the Shawmac Consulting Civil and Traffic Engineers Tampia Hill to Edna May Mine Haulage Study and Narembeen Town Site Assessment Preferred Option report prepared for Ramelius Resources.
2. Endorse the actions of the Chief Executive Officer in preparing a report to Council with the assistance of Roads West Engineering when further information is received and formal application is made by Ramelius Resources to use the Shire road network for the haulage of ore to Westonia from Tampia Hill.

The current proposal sets out the basis of an agreement between the Shire of Narembeen and Tampia Operations for the trucking of gold ore from the Tampia Hill Mine to the Edna May processing plant. This will support the application made to MRWA for a Performance Based PBS haulage system using triple road trains 42m in length (attached). The planned operation is to haul 750,000t of ore annually which equates to approximately 20 round trips per day. The trucking is on a 24- hour basis. The operation is planned to run for 2-3 years based on the current understanding of the ore body. These road trains are highly regulated and the loading systems are calibrated to prevent over loading. Strict compliance with all regulations is enforced. The vehicles are not permitted to deviate from the agreed route. It is estimated that operations will commence in late 2020.

COMMENT

Roads West Engineering will be in Narembeen on Wednesday 9 October to assist in the preparation of a report on the proposed traffic route and the impact the haulage of the ore will have on the Shire road network. This will include identification of sections of roads that are of concern and provide for a draft user agreement that will include an annual maintenance fee to support the up keep of the roads.

Ramelius Resources Management will be in Narembeen on Tuesday 15 October 2019 and Council will have the opportunity to discuss the proposal direct with them.

CONSULTATION

Roads West Engineering
Main Roads
Shire of Westonia
Shire of Merredin
Arthur Cousins, Works Manager

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The future impact on the Shire road network will be substantial and these impacts will be assessed prior to Council and Main Roads providing any form of approval to use the network.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

1. Growing our community and visitor population
2. Creating and capturing positive economic opportunities
3. Our partnerships and networks return us tangible financial, economic, social and environmental benefits

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Note the current proposal from Ramelius Resources to establish an agreement with the Shire of Narembeen for the haulage of ore from the proposed Tampia Hill Mine to the Edna May processing plant at Westonia.
2. Following receipt of a report by Roads West Engineering, give formal consideration of the Ramelius Resources - Traffic Route Proposal.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.3 - Wheatbelt Secondary Freight Network Program (WSFN) – Formalisation of Commitment

Subject:	Wheatbelt Secondary Freight Network Program (WSFN) – Formalisation of Commitment
Applicant:	WSFN & Shire of Brookton
File Ref:	ADM008
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	9 October 2019
Attachments:	Letter from the Shire of Brookton (see attachment binder)

SUMMARY

Council approval of an addition to the September resolution that would look at consideration of the development of a formal agreement between the 42 local governments that make up the WSFN.

BACKGROUND

Council resolved as follows at the September 2019 Ordinary Council Meeting as follows:-

That Council:-

- 1. Formalise the commitment to the Wheatbelt Secondary Freight Network Program that will enable future projects and funding opportunities to be given serious consideration.*
- 2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:*
 - Program Governance Plan*
 - Program Delivery Plan*
 - Multi Criteria Analysis Methodology.*
- 3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.*
- 4. Acknowledge the important work undertaken by members of the Wheatbelt Secondary Freight Network Steering Committee in progressing the WSFN, the significant funding that has been approved to date and the opportunities that the WSFN provides for the wellbeing and economic benefits that it will bring to Wheatbelt communities.*

Following on from the September round of Council meetings, the next step in the process for the Wheatbelt Secondary Freight Project is the formal approval of the Program Governance Plan, Program Delivery Plan and MCA Methodology by the Wheatbelt North and Wheatbelt South RRG's.

This formal resolution of the RRG, coupled with the support letters from all 42 LG's in the program will form a MOU between WBN & WBS to remain in the WSFN Program. In addition, the Shire of Brookton has requested that the WBS RRG look at entering into a formal agreement between the 42 LG's, to ensure that the long-term future of the project is secured as best as we can.

The standout feature of this project has been the successful collaboration between 42 LG's and any future funding will depend on this collaboration continuing. In addition to this, a formal agreement would set out future prioritisation routes, forward capital works plans and long term financial planning, thus enabling all LG's in the out years to adequately plan for works.

This agreement would be a major selling point to future Federal & State Governments as security that LG is committed long term to the project, and the Region will not be left with incomplete routes due to a change in council, which might see a shift in priorities.

Attached for Council's information is the Shire of Brookton's letter to the WBS RRG.

COMMENT

Following a Wheatbelt South Regional Road Group meeting held 3 October 2019 attended by Cr Rhonda Cole, Cr Alan Wright (Roe Voting delegates) and the CEO, the following resolution was put and carried.

That WBS RRG:

- 1. Approve the WSN Program Governance Plan.*
- 2. Endorse the WSN Program Delivery Plan.*
- 3. Approve the WSN Multi Criteria Analysis Methodology*
- 4. Endorse the WSN Steering Committee to commence the development of a formal agreement that will formalise the commitment of the 42 local governments to the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.*

Whilst some concerns were raised about formalising a long term commitment to the WSN the opportunities that this important program will provide for Wheatbelt local governments is significant. The details of any agreement adopted between the parties will need to have a very clear focus and be in accordance any legislative requirements.

CONSULTATION

Wheatbelt Regional Road Groups and Wheatbelt Secondary Freight Network Steering Committee

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Council Strategy

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council approve the addition of the following point as part of the commitment to the Wheatbelt Secondary Freight Network Program as discussed September 2019 Minute No. 6914/19.

- Endorse the WSNF Steering Committee to commence the development of a formal agreement that will formalise the commitment of the 42 local governments to the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.4 – Removal of CA07 – Overview of Alternative Arrangements

Subject:	Removal of CA07 – Overview of Alternative Arrangements
Applicant:	Main Roads WA
File Ref:	ADM547
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	8 October 2019
Attachments:	Nil

SUMMARY

As a result of complaints received from the transport industry and legal advice obtained by Main Roads, the Restricted Access Vehicle (RAV) access condition CA07, requiring the transport operator to obtain a letter of support from the relevant local government, will be removed from all permits and orders.

An alternative arrangement has been developed in consultation with the WA Local Government Association (WALGA), the Ministerial Heavy Vehicle Advisory Panel and the State Solicitor's Office, which will allow local governments to monitor RAV access on their roads and enter into discussions relating to road maintenance agreements with freight generators.

Council are asked to consider this report and provide Main Roads with any feedback prior to the removal of the CA07 condition and the introduction of the new Road Managers' Guide.

BACKGROUND

Main Roads has received numerous complaints from transport operators in relation to some local governments charging individual transport operators a fee in return for allowing them to use Restricted Access Vehicles (RAVs) on local roads. Local governments have administered the charging of these fees via the CA07 condition, which is a condition of access applied by Main Roads via a RAV permit or order.

Where the CA07 condition is applied, the transport operator must obtain a letter of support from the relevant local government to access the particular local road(s). Some local governments have refused to issue a letter of support until the transport operators enter into an agreement to pay a fee for the access. Without the letter of support, the transport operator is unable to meet the condition of access and therefore is not legally able to access the particular local road(s) with RAVs.

The intent of the CA07 condition is to enable local governments to monitor the use of RAVs on particular local roads, not to use it as a mechanism to charge fees for RAV access. Furthermore, it is not the intent of the CA07 condition to delegate Main Roads' authority to approve or decline RAV access.

Main Roads sought legal advice from the State Solicitors Office, which indicated local governments do not have any legal authority to charge a transport operator for access onto public roads. However, Main Roads understands the importance of being able to adequately maintain a road and the issues associated with funding the required maintenance on roads that have not been designed for the level of heavy vehicle traffic using the road.

As such, Main Roads, in consultation with the WA Local Government Association (WALGA), the Ministerial Heavy Vehicle Advisory Panel and the State Solicitor's Office has developed an alternative arrangement to enable local government to enter into reasonable road maintenance agreements with the freight generators (ie the mining company), as opposed to the individual transport operators.

A fundamental element of the alternative arrangement is if the freight generator is not willing to enter a reasonable maintenance agreement, local governments do not have to support RAV access and can seek a reduction in the current level of RAV access. Main Roads will support the local government's position where it can be demonstrated that the road has been damaged or cannot be maintained at its current level due to a significant increase in heavy vehicle traffic.

For those local governments who were using the CA07 condition for its intended purpose, a new access condition, CA88, has been developed, which can be applied in place of CA07 and will enable the local government to monitor RAV access on their local roads.

Key Changes

- The CA07 condition will be removed from all roads.
- The CA88 condition will be available and will be applied upon request from the relevant local government. The CA88 reads, *"All operators must submit the Notification of Freight Task to Road Managers form to the relevant road manager and Main Roads Heavy Vehicle Services, 28 days prior to the commencement of operation on the road. A copy of the completed form and evidence of submission must be carried in the vehicle and produced to WA Police or Main Roads personnel upon request"*.
- The *Notification of Freight Task to Road Managers* form, which will be published on the Main Roads website, will provide local governments with the necessary information to enable effective monitoring of RAV access on their roads.
- Local governments will no longer need to endorse the form. However, where specified as an access condition on a particular local road, the transport operator wanting to utilise RAVs on that local road will be required to send the form to the relevant local government for notification purposes and to Main Roads for compliance purposes.
- A list of Local Government contacts will be published on the Main Roads website to ensure transport operators have access to appropriate and current contact information.
- It will be a requirement for the driver of the RAV to carry and produce evidence to demonstrate the form has been completed and submitted to the local government. If a local government reports a transport operator has not notified of their intent to access, once confirmed, HVS can take appropriate action.
- The *RAV Access Approval Process – Road Managers' Guide* and the *RAV Access Review Process – Road Managers' Guide* have been developed to provide guidance to local governments, particularly with regard to the following:-
 - The responsibilities of key stakeholders in the RAV access assessment process;
 - The different road classifications and the access conditions that are appropriate for each road type;
 - When it may be appropriate for the local governments to approach a freight generator to enter into a reasonable road maintenance agreement and/or to fund road improvement works; and
 - When it may be appropriate to decline, reduce or remove RAV access where it can be demonstrated the road has been damaged or cannot be maintained at its current level, due to a significant increase in heavy vehicle traffic.

COMMENT

On an annual basis the Shire would only receive less than six (6) CA07 applications per year. It would appear clear that most operators using Shire roads that require a letter of approval to be held in the truck as part of the CA07 requirement are not obtaining the approval. The CA88 would appear to be a more streamline process and put the responsibility on the operator to advise the Shire if required.

The Shire has never sought to use the condition as a tool to introduce a fee for using the road but it would appear that some Council's particularly in the metro area have gone down this path which has now been deemed to not be legal by the State Solicitors Office. Under the proposed new arrangements the Shire will still have the opportunity to enter into user agreements with transport operators such as mining companies to support upgrades and maintenance of the Shire network. Existing agreements that are currently in place across the state will also not be effected unless the CA07 condition has been applied as the means to introduce a user fee.

Council are asked to provide feedback to Main Roads prior to the removal of the CA07 condition and the introduction of the new *Road Managers' Guide*.

Main Roads Heavy Vehicle Services recently attended the Wheatbelt South Regional Road Group and provided information to those present.

CONSULTATION

Regional Road Group

STATUTORY IMPLICATIONS

State Solicitors Office ruling on CA07 conditions and introduction of a new CA88 condition.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Council Strategy

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Main Roads WA is advised that the Shire of Narembeen has no issues with the removal of the CA07 condition and that it be replaced with the new CA88 condition.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Local government Act 1995 Section 5.23 - Meetings generally open to public

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,

It is recommended that that the doors be closed to the public as the matter relates to a contract/lease agreement and the need to consider rent payable on the property.

AGENDA ITEM: 8.4.5 - Tampia Hill Mine – Accommodation Village - Lease

Subject:	Tampia Hill Mine - Accommodation Village - Lease
Applicant:	Chris Jackson
File Ref:	ADM644
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	8 October 2019
Attachments:	Draft Lease and Property Valuation (separate confidential attachment)

SUMMARY

Council to approve an agreement with Explaurum Operations Pty Ltd (Ramelius Resource) for the establishment of an accommodation village on Shire owned land (Avoca Farm).

BACKGROUND

At Councils meeting held 5 November 2018 it was resolved as follows:-

1. *That Council approve of entering into discussions with Explaurum Operations Pty Ltd for possible future use of a portion of Shire of Narembreen owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for a 200 person accommodation village subject to:*
 - a. *Compliance with Section 3.58 (3) & (4) of the Local Government Act 1995 Disposing of property;*
 - b. *Formal planning application being submitted and approved;*
 - c. *Entering into a lease agreement to the satisfaction of both parties;*
 - d. *Conditions being applied as part of both the planning and lease agreement process that deal with important issues but not limited to design and visual amenity, landscaping, road access and carpark treatments together with other camp requirements, pedestrian and bike access from the village to Narembreen, agreed road access paths to and from the village and the mine site and matters relating to winding up of the facility following closure of the mine;*
 - e. *Explaurum and the Shire of Narembreen entering into discussions with Go Narembreen about the loss of viable community cropping land and agreeing upon how the community can be compensated for this loss.*

2. *That the Chief Executive Officer be authorised to sign the Application for Planning Approval.*

At Council's ordinary meeting held 21st November 2018, planning approval was granted subject to a number of conditions. Refer Min 6743/18.

At Council's ordinary meeting held in December 2018 it was resolved as follows:-

Given the notification of the takeover of Explaurum Operations Pty Ltd by Ramelius Resources, Council put this matter on hold and no further action is to be taken until such time that Council is approached by representatives of Ramelius Resources.

Note Ramelius Resources have retained the trading name of Explaurum Operations Pty Ltd for operations of the village and as such the lease will remain in that name.

COMMENT

As reported to Council in September 2019 (CEO Report) discussions on the lease agreement for the proposed village have recommenced at the request of Ramelius based on the original proposed site on Avoca Farm off the Merredin-Narembene Road. Given the proposal to cart the ore to Westonia as opposed to processing on site, the camp would reduce in size to approximately 120.

As per the draft lease, the cost of professional fees (legal) have been billed to Ramelius who have agreed to pay the costs.

CONSULTATION

Civic Legal
Explaurum
LMW

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.

Council members are reminded to be familiar with Division 6 Disclosure of Financial Interests of the Local Government Act 1995 starting at section 5.59 [https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_37178.pdf/\\$FILE/Local%20Government%20Act%201995%20-%20%5B07-k0-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_37178.pdf/$FILE/Local%20Government%20Act%201995%20-%20%5B07-k0-00%5D.pdf?OpenElement)

A letter of approval has previously been received from the Minister for Local Government under section 5.69 Minister for Cr Thomas, Cr Cowan and Cr Lines to fully participate in discussion and decision making dated 5 November 2018. Circumstances may have changed for each of these councillors but the approval remains in place.

FINANCIAL IMPLICATIONS

The lease requires Explaurum Operations to pay the lease legal costs with some of these costs having been paid up to date.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

1. Growing our community and visitor population
2. Creating and capturing positive economic opportunities
3. Our partnerships and networks return us tangible financial, economic, social and environmental benefits

RELATED PARTY TRANSACTIONS

No known parties at this time

OFFICER RECOMMENDATION

That Council:-

1. Approve entering into a lease agreement with Explaurum Operations Pty Ltd as per the attached document for a portion of Shire of Narembreen owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for the Tampia Hill Mine – Accommodation Village
2. In accordance with Section 3.58 (4) of the Local Government Act approve the consideration (rent) of \$_____ to be received by the Shire for disposal of this property.
3. In accordance with Section 3.58 (3) of the Local Government Act 1995 gives local public notice of the proposed disposition.
4. Confirms that the LMW Market Rental assessment dated 10 December 2018 is a true indication of the value at the time of the proposed disposition in accordance with Section 3.58 (4) (c) (ii).
5. Instruct the CEO that following the close of the advertising, present any submissions received and consider a final recommendation for approval at the November 2019 Ordinary Meeting of Council.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.6 – Chief Executive Officer’s Report – October 2019

Subject:	Chief Executive Officer’s Report – October 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson & Sheree Thomas
Date:	9 th October 2019
Attachments:	WALGA Report – State Council and Zone Structure and Process Working Group; DLGSCI Consultation on Proposed Code of Conduct & CEO Standards; Community Resource Funding (2 letters), Go Narembeen Alliance Agreement (see attachment binder)

SUMMARY

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

BACKGROUND

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

COMMENT

Narembeen Townsite RAV Network Changes

Following completion of the construction of the Narembeen Townsite Project (Fricker Road Bypass) Main Roads Heavy Vehicle Services have now confirmed changes to the Narembeen Townsite Road RAV network. These changes will restrict RAV Network 7 (36.5m) road trains using Currall Street which will all be required to take Fricker Road and Latham Road to head North or South of the townsite. Details of the changes are as follows:-

Merredin – Narembeen Rd (4170131) SLK 30.08 to 30.92

- Network downgrade from RAV 7 to RAV 4
- Maximum speed 80km/h
- Not to be used as a through route. For local delivery, pickup and garaging only. Driver must carry documentation as proof of local delivery, pickup or garaging address.

Currall St (4170132) SLK 0.00 to 0.70

- Network downgrade from RAV 7 to RAV 4
- Maximum speed 50km/h
- Not to be used as a through route. For local delivery, pickup and garaging only. Driver must carry documentation as proof of local delivery, pickup or garaging address.

Latham Rd (4170133) SLK 0.00 to 0.38

- Added to RAV networks 7, N7.3, TD4, TDN1.3
- No conditions

I have requested that if anyone requires further information or assistance to contact me or alternatively the HVS Route Assessment team on 138 486 or hvsrouteassessments@mainroads.wa.gov.au

Details of the Road Tables can be located at
<https://www.mainroads.wa.gov.au/UsingRoads/HVS/Permits/notices/Pages/pmtc.aspx>

The Mapping Tool can be located at
<https://mrwebapps.mainroads.wa.gov.au/hvsnetworkmap>

WALGA - Final Report – State Council and Zone Structure and Process Working Group (see attachment)

Council feedback is required on the Final Report from WALGA's State Council and Zone Structure and Process Working Group in relation to the development of an alternative model to the existing State Council structure for State Council. The report provides a very good overview of WALGA and feedback is encouraged to be provided by the deadline of 25 October 2019.

DLGSCI Consultation on proposed Code of Conduct and CEO Standards (see attachment)

Council feedback is required on the Department of Local Government Sport and Cultural Industries (DLGSCI) consultation on the proposed Code of Conduct and CEO Standards documents to assist in the development of a WALGA submission by Friday, 25 October.

The Local Government Legislation Amendment Act 2019 will introduce new requirements in relation to Codes of Conduct (Sections 5.102A, 5.103 and 5.104) and CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released two papers for consultation (see attachment binder)

1. Mandatory Code of Conduct for Council Members, Committee Members and Candidates
2. Standards and Guidelines For Local Government CEO Recruitment and Selection, Performance Review and Termination

Community Resource Centre Funding (see attachments)

A letter was received from Hon Alannah MacTiernan MLC in relation to the McGowan Government's commitment to maintaining the Community Resource Centre program funding. The letter acknowledges that the CRC network has been through significant change in recent years and that consolidation and review would now be required.

The Shire responded with a letter to the Hon Alannah MacTiernan MLC supporting the State Government's long term approach to the future funding of CRC's and acknowledged the forward thinking approach to the upcoming review process in determining that the findings could further determine the strength and strategic direction of CRC's within Western Australia.

Both letters are attached for Council's information.

Go Narembeen Alliance Agreement (see attachment binder)

At the recent Go Narembeen Committee Meeting held on 24th September 2019, the Go Narembeen Committee agreed to sign the Alliance Agreement between the Shire of Narembeen and Go Narembeen. The document was updated by the CEO to reflect two priority projects – Industrial Land and the Caravan Park. The document is important as it formalises the relationship and existing cooperation and collaboration between the two parties who are working towards common goals for the betterment of the district. The Shire looks forward to working with Go Narembeen on these future projects.

Successful Lotterywest Funding – Narembeen Club/Recreation Centre

Congratulations to the Narembeen Club/Recreation Centre who were recently successful in receiving a Lotterywest grant valued at \$13,990 for Narembeen's Heat & Dust Summer Carnival – Narembeen's Calendar of Summer Entertainment. Sheree Thomas, Shire of Narembeen CEDO provided a written reference to Lotterywest for this fantastic initiative.

The Narembeen Club committee should be commended on their approach to supporting and fostering ideas which will provide cultural opportunities through a variety of events for our rural community. The entertainment that will be provided provides an avenue for rural people to attend events that would not have otherwise been possible, the Narembeen Club have ensured that the events cover a broad cross-section of the community.

The Narembeen Club Committee continues to be pro-active in the community, in what has been a bit of an up and down season for our community, it is events such as these that bring communities together. I wish them all the best with the Heat & Dust Summer Carnival.

Narembeen District High School – Country Week Achievements

For Council's information the Shire President, Cr Rhonda Cole requested that letters be written to our local members highlighting the success of Narembeen District High School in the recent District High School Country Week held in Perth in September.

The results were outstanding and included:-

Girls Netball

Division A – 1st Place (undefeated)

Division C – 1st Place

Mixed Hockey

4th Place

Boys Basketball

Division C – 2nd Place

Sportsmanship Award

Boys Basketball

Active Achiever Awards

Nikau Brown & Amber Kuhne-Munroe

Narembeen District High School sets the bar high and continues to achieve at a high level both on and off the field. It is heart-warming to see such fabulous sporting results from Narembeen DHS. As a Shire, we are so proud of our school, its students and in particular the teachers who put in the effort to obtain such a high level of sporting achievement.

Wheatbelt South Regional Road Group

The 2020/2021 RRG funding submission has been sent to Main Roads as follows.

Kondinin Narembeen Road

Total Project cost Estimate \$510,988

1/3 Shire \$170,333

2/3 RRG \$340,655

Work Description

Upgrade road from a 3.7m seal (Road Type 5) to a 7m seal (Road Type 5). These improvements include intersections on the Billericay East and West Roads, a rail crossing and a major curve which winds in and over the rail crossing (SLK068-0.88). This work will complete the upgrade of the Kondinin Narembreen Road to the Shire boundary with Kondinin.

Health Funding Announcement – Narembreen Hospital

We were recently advised by the Hon Mia Davies MLA that the Narembreen Hospital had secured \$175,000 to create a new triage room. Congratulations to Health Services Manager – MRs Wendy Hooper and her team for securing this funding.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
11 th October 2019	Community Precinct Official Opening
15 th October 2019	Ramelius – Tampia Project Presentation
17 th October 2019	Narembreen Volunteer Bush Fire Brigade AGM
21 st October 2019	Roe Tourism AGO – Hyden CRC
6 th – 8 th November 2019	LG Professionals Conference - Perth

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Narembreen Strategic Community Plan 2017 – 2027

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report October 2019

Subject:	Executive Manager Corporate Services Report October 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	09 October 2019
Attachments:	Nil

SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted since the last Council meeting and endorse any actions as appropriate.

BACKGROUND

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

COMMENT

Finance

The Shire's auditors have reviewed the first draft financials for 2018/2019 and the Shire has subsequently responded to their requested variations and submitted a second draft of our financials. We aim to have the financial statements and audit report completed for endorsement at the November 2019 Council Meeting.

The Shire's Finance Officer is attending the Annual IT Vision Conference from the 9-11th October. Many of the discussion items at this conference revolve around how we can better use our finance system to operate more efficiently and improve our cost analysis. This will be a good networking event also and provide opportunities for the Shire to learn from other Local Governments facing similar challenges to us.

The Shire has identified an error in the 2019/2020 printed rates notices issued to rate payers. This error does not impact the payment amounts or dates but refers to the notice being for the 2018/2019 Financial Year which is incorrect. All notices have been amended but given 80% of people have already paid their rates the Shire is going to inform the community by way of giving local public notice of the mistake and requesting anybody that requires an updated notice contact the Shire for a re-print. This seems the most logical and cost effective method of re-issuing notices without undertaking a full mail out and potentially confusing people who have already paid and have no need for an updated notice. Ratepayers who have made zero payments to date will be automatically issued a new rates notice.

Aquatic Centre

The Aquatic Centre clean up and gardening is well underway and with the current weather the start of the swimming season is sure to be welcomed by all. New opening hours and conditions of entry signage will be introduced to bring the outdated signs currently on show in line with the new branding.

Purchasing

The Shire's authorised officers for purchasing goods and services have now received extensive training to better perform their roles. Moving forward it is envisaged that the Shire will be moving to the electronic purchase order system over the next couple of months.

Sport and Recreation Strategy

An initial open discussion is set to be held prior to this October Council Meeting.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.2 - Shire Office and Community Resource Centre Office Closure over the 2019/2020 Christmas/New Year Holiday Period

Subject:	Shire Office and Community Resource Centre Office Closure over the 2019/2020 Christmas/New Year Holiday Period
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	7 October 2019
Attachments:	Nil

BACKGROUND

In previous years the Shire of Narembeen and the Narembeen Community Resource Centre offices have closed for a period between Christmas and New Year. In the 2018/2019 period the Offices closed from 4:30pm on Friday 21 December 2018 and re-opened on Wednesday 2 January 2019 - this closure did not present any difficulties to the Shire's operations and no major community concerns were raised.

COMMENT

The following Shire and Community Resource Centre office opening and closing dates are proposed:

Open – Friday 20 December 2019 – Closing 4:30pm (Licencing closing 4:15pm as normal)

Closed - Weekend

Closed – Monday 23 December 2019

Closed – Tuesday 24 December 2019

Closed – Wednesday 25 December 2019 (Public Holiday)

Closed – Thursday 26 December 2019 (Public Holiday)

Closed – Friday 27 December 2019 (Public Servants Public Holiday)

Closed – Weekend

Closed – Monday 30 December 2019

Closed – Tuesday 31 December 2019

Closed – Wednesday 1 January 2020 (Public Holiday)

Re-opening – 8.30 am (Shire)/ 9 am (CRC) Thursday 2 January 2020

Staff will be required to take RDOs, time in lieu, annual leave or leave without pay for the work days not covered by public holidays during this period.

The CEO will ensure that arrangements are in place and employees are available to undertake essential tasks during this period and provide an adequate response in the event of an emergency within the Shire.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Employees will access leave entitlements for the additional days leave during this period.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That:-

1. The Shire of Narembeen and the Narembeen Community Resource Centre offices be closed to the public over the 2019/2020 Christmas/New Year period, commencing at 4.30pm on Friday 20 December 2019 and ending when the offices re-open to the public at their usual opening times Thursday 2 January 2020.
2. The office closure be advertised in the Fencepost, on the Shire website and on appropriate notice boards.
3. The Chief Executive Officer is directed to ensure arrangements are in place and employees are available to undertake required tasks during this period or in the event of an emergency within the Shire.

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. 2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3 - 2020 Council Meeting Dates and Times

Subject:	2020 Council Meeting Dates and Times
Applicant:	Shire of Narembreen
File Ref:	ADM195
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	21 September 2018
Attachments:	Nil

SUMMARY

Council is requested to consider Ordinary Council Meeting dates and times for 2020.

BACKGROUND

Council is required by statutory processes to consider and adopt the Ordinary Council and Committee meeting dates for 2020 including venue, time and place and the advertising of this information by way of local public notice.

For 2019, no January meeting was held and Ordinary Council Meetings were held on the third Wednesday of every month commencing at 2:30pm.

COMMENT

It is suggested, in line with Council Policy 4.2.13, that Council holds its Ordinary Council Meetings for 2020 on the third Wednesday of every month, commencing at 2.30pm. Except for January where it is proposed that no meeting be held.

The below table summarises the Ordinary Council Meeting Dates for 2020:

Month	Meeting Date
January	No Meeting
February	Wednesday 19 th
March	Wednesday 18 th
April	Wednesday 15 th
May	Wednesday 20 th
June	Wednesday 17 th
July	Wednesday 15 th
August	Wednesday 19 th
September	Wednesday 16 th
October	Wednesday 21 st
November	Wednesday 18 th
December	Wednesday 16 th

CONSULTATION

Nil

STATUTORY IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 (as amended)

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

The ordinary meeting of Council will be held on the third Wednesday of each month commencing at 2.30pm, unless varied by Council for a specific purpose from time to time. Council meetings will not be held in January of each year, unless a Special meeting is arranged.

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Resolves to hold its Ordinary Council Meetings for 2020 on the third Wednesday of every month, with the exception of the month of January, with meetings commencing at 2.30pm and to be held at the Council Chambers, 1 Longhurst Street Narembene.
2. Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2020 Ordinary Council Meetings, prior to the December 2019 Council Meeting.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.4 - Financial Report - September 2019

Subject:	Financial Report - September 2019
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	08 October 2019
Attachments:	September 2019 Financial Report, Bank Reconciliation for September 2019 (see attachment binder)

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

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

COMMENT

Council's closing position at 30 September 2019 amounts to a surplus position, \$3,439,745, with unrestricted cash of \$3,055,328 and \$2,604,854 in reserve funds.

WANDRRA update

- Main Roads WANDRRA claim 23 submitted \$789,016 and received 13 August 2019
- Main Roads WANDRRA claim 24 submitted \$124,227
- Main Roads WANDRRA claim 25 submitted \$115,238
- Main Roads WANDRRA claim 26 submitted \$19,968

CONSULTATION

Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembreen's Financial Report for the month of September 2019.
2. Receive the bank reconciliation for the month of September 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.5 - September 2019 - Schedule of Accounts

Subject:	September 2019 Schedule of Accounts
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	7 October 2019
Attachments:	September 2019 Creditors Payment List – see attachment binder

SUMMARY

For Council to review the payments made by the Shire of Narembeen in September 2019.

BACKGROUND

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

COMMENT

A schedule of accounts paid during the month of September 2019 is attached to this report and the total amounts paid from the municipal and trust funds are as follows:

Municipal Account Payments:	\$ 422,776.14
Trust Account Payments:	\$ 61.65

The following payments greater than \$15,000.00 were made during the month of September 2019:

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT12499	06/09/2019	Department of Fire and Emergency Services (FESA)	1 st Quarter ESL Payment	15,523.20
EFT12501	06/09/2019	Hasta Manana Pty Ltd T/A Artificial Lawn Supplies	Mt Walker Tennis Court synthetic surface payment 2	35,417.25
EFT12520	13/09/2019	Busselton City Construction Pty Ltd	Lesser Hall Project PO 25964	45,079.10
EFT12523	13/09/2019	Fuel Distributors of Western Australia	Depot Fuel Delivery Aug 2019	27,079.80
EFT12533	13/09/2019	Narembeen Hardware and Ag Supplies - Building A/C	Miscellaneous Hardware Supplies - July 2019	19,886.65
EFT12556	19/09/2019	Phoenix Landscaping Services Pty Ltd	Cemetery - entry statement and fencing PO 25969	59,356.00
EFT12566	26/09/2019	Bruce Rock Engineering	Triaxle Dolly, Pit Inspection & Tare Weight Cert	29,580.00
DD10261.1	27/09/2019	Fuel Distributors of Western Australia	22000L Fuel @ 1.38662	30,505.64

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

STRATEGIC PLAN REFERENCE

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Creditors Payment List for September 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.6 - October 2019 Budget Review

Subject:	October 2019 Budget Review
Applicant:	Shire of Narembeen
File Ref:	ADM121
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	8 October 2019
Attachments:	Impact of proposed budget amendments October 2019 – see attachment binder

SUMMARY

For Council to discuss, consider and adopt items, resulting in an amendment to the 2019/2020 annual budget.

BACKGROUND

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to carry out between the 1 January and 31 March each year, a review of its annual budget for that year. In the past this has been the only budget review conducted by the Shire.

With the adoption of the 2019/2020 annual budget the Shire decided to conduct three budget reviews during the financial year, with the second review in February 2020 acting as the full formal annual budget review to be submitted to the Department of Local Government Council in line with legislation.

COMMENT

The 30 September 2019 end of month financial statements show no major operational disparities of concern and no known major end of year operational budget variances are expected at this time. As such this budget review is focussed on the Shire's capital works schedule. Operational income and expenditure will be further analysed in the second budget review based on the Shire's financial position as at 31 January 2020.

The proposed amendments to the capital works schedule (asset acquisitions and disposals) and the impact it will have on the Shire's cash and end of year surplus deficit position is summarised in the attached document.

Below is a more detailed overview of the reasoning behind some of the more significant capital works amendments:

Roads Board Building Renovation

This project has already incurred extra cost through extra unbudgeted electrical work that had to be completed to allow the project to continue. Moving forward it will also require extra expenditure on general restoration work and new blinds. Overall this project is expected to cost \$30,000 more than budgeted.

Vehicle Replacement

A couple of changes are needed to the Shire's vehicle replacement budget. The Shire has under-budgeted the replacement cost of the CEO's vehicle and it is expected that the purchase of a new vehicle for the CEO is likely to cost close to \$75,000. As well as this the expected trade in value of the CEO's current vehicle is expected to be much lower than originally anticipated with valuations coming closer to \$20,000 rather than the \$35,000 originally budgeted.

In the 2019/2020 capital works schedule the changeover of the Skeleton Weed Vehicle was missed. The Shire budgeted operationally for the changeover cost, based on its current kilometres and maximising trade in value, as such \$15,000 has been provided by the Department of Primary Industries and Regional Development to fund the changeover. As such the purchase of a new vehicle at approximately \$60,000 and the sale/trade in of the old vehicle to be included in the Shire's capital works budget.

ICT Hardware

The Shire budgeted to replace the printer at the CRC and has now received three quotes for this to take place, the highest quote received is still under budget and although no purchasing decision has been made to date it seems prudent to realign the budget with this quote, as such a minor budget reduction of \$4,500 is proposed.

The Shire has budgeted to replace a variety of ICT hardware and part of this hardware was the computer at the Dentist. This computer is very old and is at the very end of its useful life and support period by Microsoft. However the inclusion of this computer in the overall hardware budget was based on it being a standard personal computer workstation, however further analysis has identified that this machine is actually a workstation and business server combined into the one machine. As such the replacement cost of this machine alone is expected to be closer to \$6500-8000. As such it is proposed to separate this item from other ICT Hardware and allocate it a job number and budget so that it can be appropriately capitalised.

Road Projects

The Shire has identified that it will have access to a greater amount of Roads to Recovery funds and Blackspot funds than anticipated at the time of undertaking the initial budget adoption.

It is proposed to include \$80,000 in this year's budget for pushing up gravel along Soldiers Road with a further \$500,000 of expenditure on this road in the 2020/2021 financial year. This entire Soldiers Road project is expected to cover 50km from Coverley Road to Sloss Road intersections, aiming to reconstruct, reshape and reform the road, improve drainage and lay a new gravel sheet. This will be fully funded Roads to Recovery project.

The Townsite Intersection Blackspot project has received full federal funding based on an original project scope that has increased the expected expenditure to \$625,000. Through Federal funding this project is now 100% funded, whereas the annual budget was expecting a Shire contribution of \$136,000.

Community Precinct Doors

Since the completion of the Community Precinct Extension, the Shire along with the CRC and Medical Centre has received numerous complaints about the weight of the new doors. This has led to customers being unable to open the doors without assistance and in some cases being pushed by the door as it closed. Given the significant investment in this precinct it seems prudent to resolve this issue as quickly as possible to maintain the positive attitude towards the new facilities. It is proposed that all four entrance doors at the community precinct (Pharmacy, CRC, Medical Centre, and Pop up Shop) have their hinge mechanisms modified to allow for automated opening and closure. At this time this is proposed to be by way of push button as opposed to a sensor system which often leads to the doors opening unnecessarily. Quotes have been sought for this upgrade and at this time it is expected that materials and labour will cost close to \$30,000.

CONSULTATION

Chief Executive Officer
Community and Economic Development Officer
Works Manager
Building Maintenance Officer
Community Resource Centre Co-ordinator

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Regulation 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.

FINANCIAL IMPLICATIONS

The financial implications related to these amendments are outlined in this report but result in an overall improvement of the Shires cash position amounting to \$29,252.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

There are no known related party transactions.

OFFICER RECOMMENDATION

That Council:

1. Increase the budget of Job #2013 Road Board Building Renovation to \$120,000.
2. Introduce a new Asset Acquisition to Automate Community Precinct Doors with a \$30,000 budget.
3. Reduce the budget of Job #2034 Printer at CRC to \$10,500.
4. Increase the budget of Job #2029 CEO Car to \$75,000 and also reduce the expected sale proceeds from the sale/trade in of the old CEO Car by \$15,000.
5. Introduce a new Asset Acquisition for an All in One Server Workstation at the Dentist with a \$8,000 budget.
6. Increase the budgets of Job #1901 Ada Street Carpets #2035 1/31 Currall Street Flooring #2036 1/24 Doreen Street Flooring to \$7,500.
7. Increase the budget of Job #1914 Dolly to \$29,500.
8. Increase the budget of Job #2015 Townsite Intersection – Blackspot and the associated income expected from Blackspot Funding to \$625,000.
9. Introduce a new Asset Acquisition for works on Soldiers Road with a budget of \$80,000 and increase the budgeted income expected from Roads to Recovery to \$540,000.

10. Introduce a new Asset Acquisition to replace the Skeleton Weed Ute with a \$60,000 budget. Also introduce an Asset Disposal item to accommodate the sale/trade in of the old Skeleton Weed Vehicle with expected sale proceeds of \$45,000.

ABSOLUTE MAJORITY REQUIRED

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.7 - Numbats Occasional Childcare Centre Request for Donation

Subject:	Numbats Occasional Childcare Centre Request for Donation
Applicant:	Trista Federici (President)
File Ref:	ADM061
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	9 October 2019
Attachments:	Narembreen Numbats 2019 Annual Financial Statement

SUMMARY

Council to deliberate over a request to provide financial assistance by way of a donation to the Numbats Occasional Childcare Centre.

BACKGROUND

The Shire of Narembreen has had a commercial tenancy lease agreement in place with Narembreen Numbats Occasional Child Care Association (the Association) for 9 Churchill Street since August 2012.

Although the Shire requires a nil rental payment it does require the tenant to cover the cost of insurances, utilities and all the other running costs associated with the child care facility.

The Association has held negotiations with Regional Early Education and Development Incorporated (REED) about taking over the management of the centre and agreed to amalgamate with them a number of months ago.

A number of Wheatbelt child care providers have transitioned to REED over the last few years as they are being funded through the State Government and Lotterywest to help keep childcare in the regions alive.

COMMENT

After brief phone discussions ,the Executive Manager Corporate Services received the below email request from Trista Federici, as the President of the Association, on 4 October 2019:

"I am writing to make you aware of our struggling financial situation.

As you are aware we are awaiting to amalgamate with REED, who will take over the running of the centre. We have not been given a date as to when this will happen and we are quickly running out of time due to our Service Agreement with the Department of Local Government and Communities expiring on the 31st of December 2019. Because we have been waiting for this to happen for so long, we have been continuing to run our child care facility and with a day or two being higher in demand, it means we require two carers.

Amongst other bills that have come in which we thought we wouldn't have to worry about because we thought we would have handed over the business to REED by now, we are struggling to make ends meet. Most recently we have received our Insurance Renewal, which you can understand we can't run the centre without the necessary insurance. With wages, tax and super for our staff, this is our main source of outgoing funds. Our bank balance is at a point now that we're afraid if we continue, there will be a point we won't be able to pay money that we owe and we don't want to take it that far.

*Our current bank balance is
Cheque Account \$4660.73
Fundraising Account \$2602.86 (+\$900.00 still to deposit)*

We have opted to pay our insurance in monthly instalments of \$450. If you were able to find somewhere in your budget to cover this monthly instalment for the rest of the year, we as the committee and I'm sure the wider community would be very grateful for your help.

I have attached our most recent profit and loss statement.

Look forward to hearing back from you.

Regards,

*Trista Federici
President Narembeen Numbats Occasional Child Care Centre"*

The Executive Manager Corporate Services reviewed the profit and loss statement for the Association for the year ended 30 June 2019 (attached) and was concerned that the Association made a loss of almost \$10,000 last year. As such it is understandable that the group intends to move under the umbrella of a larger management body such as REED, that has access to more government funding and administrative economies of scale.

Essentially the Associations salaries and wages are close to double what they are receiving in fees and charges income and with the \$8,000 they currently have in the bank, covering the difference in wages alone over the next three months could come close to shutting their doors.

In her email, Trista is asking for Council to assist the Association with covering the costs aligned to paying for insurance each month. At the rate quoted this would represent a donation from Council of \$1,350.

Caroline Robinson of the Wheatbelt Business Network (WBN) has stepped in to assist the Association and has held discussions with the management team at REED to try and expedite the amalgamation process, she is confident that something will happen before 31 December 2019. She has also been able to gain an improved quote for the organisations insurance which should provide them with substantial savings.

Given the Shire's current Strategic Community Plan highlights that the Shire will support the local child care centre with resources that enable continuous service delivery for our families, it would be a great shame to see the Child Care Centre close its doors before the end of the year for the sake of a one off donation. From a financial perspective the Shire currently has a good liquidity/cash flow position and would be comfortable funding a donation. It is proposed that the Shire take into account the insurance savings identified by WBN and offer a donation of \$900 to the Association in lieu of two months insurance at their current rate, this should provide positive cash flow to allow time for them to transition to a new provider.

In terms of the future of the Association beyond the December 31 cut off for state funding mentioned in the email, it is proposed that the Shire Chief Executive Officer and the Shire President join forces with WBN to lobby REED and State Government representatives to try and fast track the transition of the Association to the management of REED. This is with the view of ensuring a smooth transition for the community and the ongoing provision of child care services in Narembeen. It would be disappointing if the Child Care Centre in Narembeen had to close down for a number of months until REED formally took over the management of the centre because of process delays and financial difficulties being experienced by the Association.

CONSULTATION

Chris Jackson, Chief Executive Officer – Shire of Narembeen
Caroline Robinson, Chief Executive Officer – Wheatbelt Business Network
Trista Federici, President – Narembeen Numbats Occasional Child Care Association

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire has an annual budget of \$10,000 for Councillor Donations/Gifts/Awards however \$8,500 of this budget is taken up by the annual Community Grants process and the remaining budget has been consumed by a Wadderin donation. As such this \$900 donation would put the Shire over budget for this GL account; however it is still expected that for the Schedule 4 – Governance Program the Shire will remain within budget and no major budget amendments will be required. This can be explored further at the February 2020 budget review.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

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

1.8: We support the local child care centre with resources that enable continuous service delivery for our families

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Authorises the payment of a \$900 donation to the Narembeen Numbats Occasional Child Care Centre Association.
2. Directs the Chief Executive Officer to contact REED and State Government representatives about the difficulties being experienced by the Narembeen Child Care Centre and issue letters where possible to try and hasten the amalgamation of the Narembeen Numbats Occasional Child Care Association with the Regional Early Education and Development Incorporation.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Urgent Business as Permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr P Lines

Attended

-

General Business

-

Cr B Thomas

Attended

-

General Business

-

Cr B Cowan

Attended

-

General Business

-

Cr S Stirrat

Attended

-

General Business

-

Cr A Wright

Attended

-

General Business

-

Cr A Hardham

Attended

-

General Business

-

Cr K Mortimore

Attended

-

General Business

-

Cr R Cole

Attended

-

General Business

11.0 Date, Time & Place of Next Meeting
--

Wednesday 20 November 2019 at Narembreen Shire Council Chambers.

12.0 Closure

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