



# **A G E N D A**

**Councillors are respectfully reminded that the 608th Ordinary Meeting of the Narembeen Shire Council will be held in the Council Chambers on Wednesday 17th June 2015 commencing at 1.00pm.**

**Chris Jackson  
Chief Executive Officer  
Date: 11<sup>th</sup> June 2015**

## **COUNCIL CALENDAR**

17 <sup>th</sup> June 2015	1.00pm	Ordinary Meeting
13 <sup>th</sup> July 2015	5.00pm	CRC Management Committee Meeting
15 <sup>th</sup> July 2015	11.00am	Audit Committee Meeting
15 <sup>th</sup> July 2015	1.00pm	Ordinary Meeting
19 <sup>th</sup> August 2015	1.00pm	Ordinary Meeting

## **MEETING GUESTS**

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# Agenda

## Shire of Narembeen Ordinary Council Meeting

Wednesday 17<sup>th</sup> June 2015, commencing at 1.00pm

**1.0 OPENING AND WELCOME**

**2.0 ATTENDANCE AND 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 AND DEPUTATIONS (15MIN)**

Nil

**6.0 MINUTES**

<b>6.1 Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held 20<sup>th</sup> May 2015</b>
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**RECOMMENDATION:**

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 20<sup>th</sup> May 2015 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**

**6.1.1 Business arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 20<sup>th</sup> May 2015**

**6.2 Confirmed Minutes from the Shire of Narembeen Audit Committee Meeting held 17<sup>th</sup> December 2014**

**RECOMMENDATION:**

That the Confirmed Minutes of the Meeting of the Shire of Narembeen Audit Committee held Wednesday 17<sup>th</sup> December 2014 be received.

**COUNCIL RESOLUTION**

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

**CARRIED /**

**6.3 Confirmed Minutes from the Shire of Narembeen Special Audit Committee Meeting held 18<sup>th</sup> February 2015**

**RECOMMENDATION:**

That the Confirmed Minutes of the Meeting of the Shire of Narembeen Special Audit Committee held Wednesday 18<sup>th</sup> February 2015 be received.

**COUNCIL RESOLUTION**

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

**CARRIED /**

**6.4 Unconfirmed Minutes from the Shire of Narembeen Audit Committee Meeting held 15<sup>th</sup> April 2015**

**RECOMMENDATION:**

That the Confirmed Minutes of the Meeting of the Shire of Narembeen Audit Committee held Wednesday 15<sup>th</sup> April 2015 be received.

**COUNCIL RESOLUTION**

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

**CARRIED /**

## 7.0 STATUS REPORT

## 8.0 REPORTS

### 8.1 Manager Environment Health/Building

#### AGENDA ITEM: 8.1.1 – EHO Report

**Subject:** Environmental Health Officer Report for the month May 2015

**Applicant:** Mr J Goldacre

**File Ref: Disclosure of Interest (Staff):** Nil

**Disclosure of Interest (Member):**

**Author:** Mr J Goldacre

**Date:** 11 June 2015

**Attachment/s:** Nil

**Signature:**

#### BACKGROUND

Each month the EHO will present to Council the activities, issues at hand and progress on matters undertaken by the officer to inform Council.

#### COMMENT

The following activities have been undertaken by EHO Mr J Goldacre and can provide the following information:

- The EHO Mr J Goldacre has inspected the landfill in May 2015 to observe the level of compliance with the contract obligations for Avon Waste and the landfill regulations as part of the regular inspection regime. Some windblown litter was observed of which photos were taken and Avon Waste notified. Avon Waste informed the EHO that a person has now been employed to conduct regular windblown waste pickups which are a positive outcome. The fencing is collecting litter although some still migrates out and over the two fence lines. Overall the amount of windblown litter is manageable and works continue to reduce this further. Development plans for Stage 2 of the Bending landfill is underway and Mr Barry Wilkins is to be invited to the next RoerOC meeting in June 2015 to be brought up to speed on developments to date; Mr B Wilkins is invited to the inspections as they occur at the landfill where plans, outcomes and ideas are canvased.
- The matter of the disused and damaged store at South Kumminin townsite to either undertake repair or demolition of the building is progressing. Matzin group who own the signage and the hall have awarded the demolition works and demotion is under way and was completed in June as seen in the below photos:

*27<sup>th</sup> May asbestos removed*



*10<sup>th</sup> June whole building removed*



- The EHO has undertaken an initial review of the Local Government of Naremben local laws relating to health. Historical gazetted health local laws for Naremben date back as far as

1933 and are known as the Model By Laws. These are often amended by omnibus changes requiring each local government to adopt and change items such as fees and charges. Initial investigation reveals that Narembeen actually has 2 to 3 concurrent local laws for health which are very long in the tooth. To point out the antiquity of these health local laws the following is given as an example being 'no person engaged in night soil collection is to loiter in the streets'. A review of the agendas to Council to originally start the process of creating new health local laws had some administrative errors so these will be rescinded and the process started from scratch. Also during the late Mr F Buise role there was also an attempt to raise health local laws which apparently went through the whole process although were never gazetted and this is being investigated.

- The Dept of Health Water Unit in its wisdom has created new 'guidelines' on the reuse of waste water which unfortunately are proving most onerous. The Narembeen reuse license from the DoH now requires adherence to the guidelines in what is appearing to be non-negotiable by people, in this Officers opinion, who seem to have little to no field experience on the subject which is of concern. The EHO has been in contact with the responsible officers at WaterCorp to make what we have work as best as possible. Investigations of the current apparatus for water treatment reveals much work to be done to implement better management controls of the chlorine system in place as currently from initial investigations more work and regular observations will be required. It is a requirement that a documented process of controls and balances are put in place as well as staff training on operations of such. Another issue is capital cost to meet the guidelines which is prohibitively expensive and unwarranted by empirical fact the system as it has always been has not resulted in any illness to date and for that matter from the EHO investigation anywhere in the State of WA. The WaterCorp will be meeting with the DoH Water Unit to negotiate a better outcome for the existing system during the week of the 8<sup>th</sup> to the 12<sup>th</sup>. After this meeting and more information is at hand the EHO has advised the WaterCorp officers that a meeting is to arranged with the CEO and EHO to discuss the options, if any, to mitigate the guideline requirements and if not what will be the capital liability to meet compliance for the local government of Narembeen. The best outcome which has been adopted in other reuse schemes is that WaterCorp supply the waste water to the DoH water unit guidelines thus inheriting the compliance and capital burden; in this case the local government of Narembeen will then receive the water from the reuse water storage tanks for irrigation on the oval. There will be a requirement to label pipes and undertake monthly water testing which is achievable. The dams as they are now constructed will only be for the collection of storm water for which there is no compliance issues.

## **STATUTORY IMPLICATIONS**

*Health Act 1911*

*Food Act 2008*

*Environmental Protection Act 1986*

## **FINANCIAL IMPLICATIONS**

Significant financial expense if the local government of Narembeen is required to implement the full cost of waste water reuse pursuant to the guidelines. Estimates to date just for the chlorine and pH monitoring system with interlocks has been priced at \$250,000 to \$300,000 and this does not include the required staff training, supplies, documentation and asset management requirements which are annual and ongoing. There are other costs also for new pumps, power supply and tanks with plumbing which are still being investigated.

## **POLICY IMPLICATIONS**

Nil.

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

Good governance for the Shire of Narembeen with a focus on compliance through education and consultation in the first instance.

**OFFICER RECOMMENDATION**

That Council accept the Environmental Health Officers report for the month of May 2015.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**



## 8.2 Works Manager

### AGENDA ITEM: 8.2.1 - Works Manager Report

**Subject:** Works Manager Report  
**Applicant:** Arthur Cousins  
**File Ref:** 12.15.35  
**Disclosure of Interest: (Staff)** Nil  
**Disclosure of Interest: (Member)** Nil  
**Author:** Arthur Cousins, Works Manager  
**Date:** 11 June 2015  
**Attachments:** Nil

### BACKGROUND

Monthly reports by the Works Manager are now 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

#### REC CENTRE

Bitutek spray and seal the carpark. 1.2 litres and with 14mm stone and 1.8 litres with 7 mm stone. 9,750 litres emulsion.

#### CORRIGIN NAREMBEEN ROAD

Remove small bush and scrub from back cuts. Rip and breakup old bitumen form and water bind old base. Extend culverts to suit new formation. Gravel carting, rolling, spreading and water binding. Sealing to take place 18 -19 June.

#### MISC

Mosquito Fogging  
Remove chairs and basketball boards from netball courts  
Contractor remove South Kumminin Store

#### PRIVATE WORKS

R Beechey	Sand	\$ 33.00
Water Authority	Backhoe	\$ 412.50
Department of Water	Gravel	\$ 544.50
Water Authority	Traffic Control	\$ 800.00
M. Ogilvie	Grader Hire	\$ 880.00
	TOTAL	<u>\$2,670.00</u>

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS:

As per budget requirements or as reported above

### POLICY IMPLICATIONS:

Works Policy to be reviewed in line with current work practices

**STRATEGIC PLAN REFERENCE:**

3 Connected communities through a safe and efficient transport network throughout the Shire.

3.1 All residents and visitors are able to move around the Shire in safety and with ease

Our Actions

Update the Narembeen Road Plan and review Shire roads and determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety)

**STAFF RECOMMENDATION:**

That the Works Managers May 2015 Report is received and actions endorsed.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**

## 8.3 Chief Executive Officer

### AGENDA ITEM: 8.3.1 – Delegations register Review

<b>Subject:</b>	CEO Delegations Schedule Review
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	4.23.15 & Delegations Register
<b>Disclosure of Interest (Staff):</b>	NIL
<b>Disclosure of Interest (Member):</b>	NIL
<b>Author:</b>	Chris Jackson Chief Executive Officer
<b>Date:</b>	9 <sup>th</sup> June 2015
<b>Attachment/s:</b>	CEO Delegations Schedule

### BACKGROUND

In accordance with the Local Government Act 1995, local government is required to review their Delegation of Powers/Authority to the Chief Executive Officer, at least once in every twelve month period. The Chief Executive Officer is to review his Delegation of Authority to Staff within the same review period

The last review occurred on the 18<sup>th</sup> June 2014.

### COMMENT

The proposed Delegations as summarised in the attached Schedule, have been compared to other Local Governments (smaller and larger than the Shire of Narembeen) and are presented on the basis of;

- a) In accordance with statutory requirements of the Local Government Act and associated regulations and the Bush Fires Act.
- b) For continued efficient management and administration of daily functions of Staff completing Business requirements on behalf of the Council and Community.
- c) The proposed Delegations are in accordance with local government industry standards.
- d) To continually streamline business procedures and requirements to administer and manage the affairs of the Council

The CEO Delegations Schedule is listed under the following headings.

- Finance & Administration
- Works & Services
- Health & Building

### STATUTORY IMPLICATIONS

Reference is made to each section of legislation relevant to the delegation in the schedule.

Local Government Act 1995

#### **Section 5.46. Register of, and records relevant to, delegations to CEO's and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### **Section 5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

### **Section 5.43. Limits on delegations to CEO's**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

### **Section 5.44. CEO may delegate powers and duties to other employees**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3) (b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

## **FINANCIAL IMPLICATIONS**

N/A

## **POLICY IMPLICATIONS**

As listed in Schedule

**COMMUNITY STRATEGIC PLAN IMPLICATIONS**

9 Provide good strategic decision making, governance, leadership and professional management

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

9.2 Manage the organisation in a responsible, accountable and consultative manner

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

**OFFICER RECOMMENDATION**

That in accordance with section 5.42 of the Local Government Act 1995 (as amended) and section 48 of the Bush Fires Act 1954 (as amended), the attached CEO Schedule of Delegations be authorised by the Council to the Chief Executive Officer.

By Absolute Majority

**COUNCIL RESOLUTION**

**MIN**                    **MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.3.2 - LCDC

<b>Subject:</b>	Narembeen Land Conservation District Committee (LCDC)
<b>Applicant:</b>	Department of Agriculture and Food
<b>File Ref:</b>	10.51.10
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	9 <sup>th</sup> June 2015
<b>Attachment/s:</b>	Nil

### BACKGROUND

The Department of Agriculture and Food and written to council as follows.

*'The Narembeen LCDC was a statutory committee established under Sections 22 and 23 of the Soil and Land Conservation Act 1945 to manage activities in the Narembeen Land Conservation District that was proclaimed by the Governor in 1984.*

*When the member's term of appointment expired on 31 October 2006, the LCDC ceased to exist. Since that time the LCDC has had no authority to operate. As it is apparent that is now a lack of interest in continuing the LCDC, I must move to have it wound up.*

*Before presenting our recommendation to the Minister, I need to obtain support for the proposal from the local governments within the district. As the Shire of Narembeen is within the Narembeen Land Conservation District, I accordingly request your support for the proposal.'*

### COMMENT

The Narembeen LCDC did own a tree planter and its whereabouts is unknown and there may be other items. This equipment would become part of the Shire of Narembeen.

As indicated the above the LCDC has not operated for some time and there does appear to be any intention to recommence the activities. It is recommended that the Narembeen LCDC be wound up.

### STATUTORY IMPLICATIONS

Sections 22 & 23 of the Soil and Land Conservation Act 1945.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### COMMUNITY STRATEGIC PLAN IMPLICATIONS

7. A Shire that leads in the care of its environment

7.1 Preserve and protect our native flora and fauna

7.1.7 Preserve and enhance roadside vegetation

7.1.8 Continue tree planting across the Shire, upon recommendations by appropriate NRM personnel.

**OFFICER RECOMMENDATION**

That Council advise the Department of Agriculture and Food that it supports the winding up of the Narembeen Land Conservation District Committee.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

2nd Cr

**CARRIED /**

## AGENDA ITEM: 8.3.3 – South Kumminin Tourist Stop

<b>Subject:</b>	South Kumminin Tourist Stop
<b>Applicant:</b>	Narembeen Historical Society (Inc)
<b>File Ref:</b>	12.21.80
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	8 <sup>th</sup> June 2015
<b>Attachment/s:</b>	C/T 827/32, plan of South Kumminin & copy of letter.

### BACKGROUND

The Narembeen Historical Society have written to Council requesting that a Shire owned property in South Kumminin (vacant land) be used for the placement of an information gazebo. The letter states in part as follows.

*'Our society has been allocated funding of \$2,431 from Lotterywest to develop a sign written history and reproduction of durable photographic material depicting the history of South Kumminin.'*

*'As previously discussed, the plan is to house this information in a gazebo, the cost of which will be met by the society and donations.'*

*'From contact with the Department of Environment and the Narembeen Shire, we have now ascertained that the blocks we had in mind are for various reasons unsuitable/unavailable and we now approach the Shire to request that Lot 17 P141243 area 989m2 owned by the Shire of Narembeen be allocated for the above mentioned purpose on a lease basis.'*

### COMMENT

**Note just prior to finalising this agenda item the Society verbally advised that following inspection Lot 17 was not consider suitable for a number of reasons. An alternate location will be discussed at the Society's meeting to be held on Monday 15<sup>th</sup> June.**

### STATUTORY IMPLICATIONS

Section 3.58 of the Local Government Act 1995 - 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.

## **FINANCIAL IMPLICATIONS**

It is proposed that a peppercorn rental of \$1.00 per annum be set for a period of 10 years with an option to renew for a further 10 years.

The Historical Society have advised that the society will meet all costs associated with the information gazebo.

## **POLICY IMPLICATIONS**

N/A

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

## **OFFICER RECOMMENDATION**

That Council:

1. Authorise that local public notice of the proposed disposition of South Kumminin Lot 17 to the Narembeen Historical Society in the form of a lease at \$1.00 per annum over 10 years for the purpose of establishment of an information gazebo be given.
2. Advise all residents of the South Kumminin town site of the proposed information gazebo on South Kumminin Lot 17
3. Subject to no submissions being received objecting to the disposal of this property authorise the Chief Executive Officer to enter into a lease agreement with the Narembeen Historical Society for South Kumminin Lot 17 for the purpose of establishment of an information gazebo for a period of 10 years with an option to renew for a further 10 year period with a peppercorn rental of \$1.00 per annum.

**Note: Recommendation withdrawn pending additional information from the Narembeen Historical Society.**

## **COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr**

**CARRIED /**

## AGENDA ITEM: 8.3.4 – Bowling Green Expression of Interest

<b>Subject:</b>	Narembeen Bowling Club Greens-Expressions of Interest (EOI) 2015-1
<b>Applicant:</b>	Chief Executive Officer
<b>File Ref: 1</b>	1.30.40
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	8 <sup>th</sup> June 2015
<b>Attachment/s:</b>	Copies of EOI's

### BACKGROUND

Council at its ordinary meeting 15<sup>th</sup> April 2015 resolved as follows.

*'That Council approve proceeding to an Expression of Interest process for supply, construction and installation of up to two (2) seven (7) rink bowling greens at 38.5m x 38.5m in dimension and the EOI is to include the requirements for*

- 1) *Needle Punched Carpet*
- 2) *A site visit to occur prior to placement of the EOI by the supplier*
- 3) *The need for soil analysis of the site and the material to be used for the base*
- 4) *The preferred tenderer to work closely with the Shire and the Bowling Club on in-kind support and site development.*
- 5) *The preferred tenderer to provide options for cost reduction based on the size and dimension of the playing service*

*The following weighted qualitative criteria are approved.*

- 1) *Demonstrated experience in completing similar projects-Weighting 20 %*
- 2) *Use of Shire and the Bowling Club in-kind support -Weighting 10 %*
- 3) *A demonstrated understanding of the required product & tasks-Weighting 15 %*
- 4) *Price-Weighting 55 %'*

### COMMENT

EOI's were advertised in the Weekend West on Saturday 16th May 2015 and closed Monday 8th June 2015 at 2.00pm. The following EOI's have been received and opened in the presence of Cr Stephen Padfield, Hendy Cowan and Chris Jackson.

BCL Group Pty Ltd Unit 1 48 Rigali Way West Perth  
Evergreen Synthetic Grass 23 Langar Way Landsdale  
Berry Bowling Systems Pty Ltd 3 Cochrane Street Mitcham Victoria  
Artificial Lawn Supplies U2/43 Tulloch Way Canning Vale  
Sports Base Construction PO Box 2418 Dangar NSW

<b>Name</b>	<b>Site Visit</b>	<b>Needle Punch</b>	<b>Warranty</b>	<b>History</b>	<b>In-kind</b>	<b>Price GST Inc</b>
BCL	Yes	?	?	Yes	Yes	
Evergreen	Yes	Yes	Yes	Yes	Yes	
Berry Bowling	Yes	Yes	Yes	Yes	Yes	
Artificial Lawn	No	Yes	Yes	Yes	Yes	
Sports Base	Yes	Yes	Yes	Yes	Yes	

## **STATUTORY IMPLICATIONS**

Local Government (Functions and General) Regulations 1996

21. Limiting who can tender, procedure for

(1) If a local government thinks that there is good reason to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.

(2) There is good reason to make a preliminary selection if, because of —

(a) the nature of the goods or services required; or

(b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required, it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.

(3) If a local government decides to seek expressions of interest before inviting tenders, Statewide public notice that expressions of interest are sought is to be given.

23. Rejecting and accepting expressions of interest to be acceptable tenderer

(1) An expression of interest is required to be rejected unless it is submitted at a place, and within the time, specified in the notice.

(2) An expression of interest that is submitted at a place, and within the time, specified in the notice but that fails to comply with any other requirement specified in the notice may be rejected without considering its merits.

(3) Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

(4) The CEO is to list each of those persons as an acceptable tenderer.

24. People who submitted expression of interest to be notified of outcome

The CEO is to give each person who submitted an expression of interest notice in writing (a) containing particulars of the persons the CEO has listed under regulation 23(4) as acceptable tenderers; or

(b) advising that the local government has decided not to invite tenders because no expression of interest that it considered was from a person who it thinks would be capable of satisfactorily supplying the goods or services; or

(c) informing the person of any other outcome if neither paragraph (a) nor (b) is appropriate.

## **FINANCIAL IMPLICATIONS**

The bowling Greens will be included in the 2015-2016 budget with an original estimate of \$650,000 for expenditure and \$100,000 for CSRFF.

## **POLICY IMPLICATIONS**

Purchasing Policy 3.1.14

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

Shire of Narembeen Strategic Community Plan 2023

2.1 What we do- Provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, Recreation Centres, Town Halls and caravan parks

2 A Shire of excellence in accessible infrastructure and services -2.1 Inclusive sport and recreation participation, with diverse activities and facilities.

OUR ACTIONS-Upgrade and expand the current Narembeen Recreation Centre to cater for the local and regional community.

**OFFICER RECOMMENDATION**

That the following Expressions of Interest be approved as acceptable tenderers

**Further detail will be provided to Council at the meeting**

**COUNCIL RESOLUTION**

**MIN**                    **MOTION - Moved Cr.**

2nd Cr

**CARRIED /**

## AGENDA ITEM: 8.3.4 Chief Executive Officers Report

<b>Subject:</b>	Chief Executive Officers Report
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Chris Jackson Chief Executive Officer
<b>Date:</b>	9 <sup>th</sup> June 2015
<b>Attachments:</b>	RRG Report June 2015

### BACKGROUND

Monthly reports by the CEO are now 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 Recreation Centre

Carpark is completed, kerbing and landscaping to now take place.

Furniture to arrive Wednesday 17<sup>th</sup> June 2015 for set on the 19<sup>th</sup> & 20<sup>th</sup> June 2015.

Approval of the Department of Lands for the power to lease has been received the draft lease is now with the Minister for Lands awaiting confirmation before being signed by both parties.

#### Netball/Basketball Courts

Acrylic surface and line marking to be applied and court furniture installed 15<sup>th</sup> to 19<sup>th</sup> June 2015 by the contractor Westcoast Synthetics and is on target to be completed by the 30<sup>th</sup> June 2015.

#### Regional Road Group Report June 2015

Refer attached Regional Road Group report for Council information.

#### CEO/Council Key Meeting/Appointment Dates

12<sup>th</sup> June 2015 Zone Ministerial Meeting Day Kellerberrin (**Cancelled**)

25<sup>th</sup> June 2015 EWPCP Shire Governance Committee

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS:

As per budget requirements or as reported above

### POLICY IMPLICATIONS:

Nil

### COMMUNITY STRATEGIC PLAN IMPLICATIONS

9 Provide good strategic decision making, governance, leadership and professional management

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

9.2 Manage the organisation in a responsible, accountable and consultative manner

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

#### OUR ACTIONS

- Complete and review our integrated planning documents regularly
- Demonstrate best practice workforce development
- Increase productivity of Shire staff
- Provide a high standard of customer service
- Develop an enterprising approach to our works and infrastructure projects
- Provide regular training opportunities for staff and Council
- Annually review compliance matters
- Ensure Council decision making supports fair allocation of resources, services and facilities across the Shire
- Use a range of effective communication tools to engage the community to support transparent and
- accountable Council decision making
- Implement collaborative partnerships that support efficient use of resources
- Work collaboratively with RoeROC
- Provide a safe, healthy and inclusive work environment

#### STAFF RECOMMENDATION:

That the CEO June 2015 report be received and actions endorsed.

#### COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

**Simple Majority  
CARRIED**

## 8.4 Executive Manager Corporate Services

### AGENDA ITEM: 8.4.1 – Corporate Business Plan Review

**Subject:** Integrated Planning – Corporate Business Plan Review and Reprioritisation  
**Applicant:** Shire of Narembeen  
**File Ref:** 4.13.00  
**Disclosure of Interest (Staff):** Nil  
**Disclosure of Interest (Member):** Nil  
**Author:** Garry Gregan, Executive Manager Corporate Services  
**Date:** 10 June 2015  
**Attachment/s:** Summary of Corporate Business Plan Review

### BACKGROUND

The Corporate Business Plan review and reprioritisation is the process of an annual review of activities to ensure that the Shire of Narembeen is capable of meeting the Corporate Business Plan priorities and long term priorities established in the Strategic Community Plan.

It will identify the Shire's current position in relation to the delivery of Corporate Business Plan priorities and it will reprioritise services, projects or other operations to respond to changes in the community, business and environment or available resources. It will also generate the Annual Budget.

### COMMENT

The Shire of Narembeen has engaged Caroline Robinson of Solum: Wheatbelt Business Solutions to assist in the Corporate Business Plan review and reprioritisation. Caroline was involved in developing the Strategic Plan, Corporate Business Plan and Forward Capital Works Plan in 2012/13.

The CEO, Executive Manager of Corporate Services, Finance Manager, and CRC Coordinator met with Caroline to do a desktop review of the Corporate Business Plan. In addition the Works Manager and Executive Manager of Corporate Services have discussed the Corporate Business Plan.

The Corporate Business Plan is for 2015/16 – 2018/19. The summary of the review and the workforce and financial implications is following for consideration by Council.

### STATUTORY IMPLICATIONS

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. It is intended that regulations will be made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

The minimum requirement to meet the intent of the plan for the future is the development of:

- A Strategic Community Plan and
- A Corporate Business Plan.

### ***Local Government Act 1995 & Local Government (Administration) Regulations 1996***

#### **19DA. Planning for the future: corporate business plans — s. 5.56**

*(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending*

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

## FINANCIAL IMPLICATIONS

A number of measures and targets have been reviewed in the Corporate Business Plan. There are also measures and targets that have been reallocated from the CEO to the Executive Manager of Corporate Services, from the former DCEO to the Executive Manager of Corporate Services and from the former Projects Manager to the Executive Manager of Corporate Services and/or the Community Resource Centre.

Upon review, the following infrastructure/service measures and targets in the Corporate Business Plan will have financial implications, which need to be considered for upcoming budgets as well as the Forward Capital Works Plan and Asset Management Plan:

CBP Measure and Target	Budget Year implication
<b>1.2.2 Support the Narembeen Numbats in providing a quality occasional day care service for parents</b>	2015/16 – 2018/19
<b>1.2.7 Develop a combined community emergency services centre</b>	2016/17
<b>2.1.1 Complete the upgrade to the Narembeen Recreation Centre (including co-location of the bowling green)</b>	2015/16 (and life cycle costing for ongoing years)
<b>2.1.2 Maintain the Aquatic Centre to a high standard and consider additional infrastructure to enhance the social and recreational benefits to the community</b>	2015/16 – 2018/19
<b>2.1.4 Maintain the Town Hall and demolish the Lesser Hall</b>	2015/16 – 2018/19
<b>2.2.4 Complete the building upgrade to the Narembeen Medical Centre</b>	2015/16 (and life cycle costing for ongoing years)
<b>2.2.11 Support the continuance of the gym</b>	2015/16 – 2018/19
<b>2.3.3 Support the single units in the Shire, subject to the annual budget</b>	2015/16 – 2018/19
<b>2.3.2 Develop the Avoca Farm</b>	2015/16 – 2018/19



<b>CBP Measure and Target</b>	<b>Budget Year implication</b>
<b>residential subdivision and promote it appropriately</b>	
<b>2.3.7 Support the development of aged care units and the provision of best practice aged care services, including the current support of aged units in the town site</b>	2015/16 – 2018/19
<b>2.3.8 Work towards being an age friendly Shire</b>	2015/16 – 2018/19
<b>3.1.2 Advocate for agricultural access to rail and continue to leverage funds from the Grain Freight Network</b>	2015/16 – 2018/19
<b>3.1.3 Complete upgrades to regionally significant roads and maintain gravel roads to a high standard</b>	2015/16 – 2018/19
<b>3.1.4 Remodel the entrance to the Narembeen town site (eastern end)</b>	2015/16
<b>3.1.5 Upgrade and improve directional signage in the Narembeen town site and where required, across the Shire</b>	2015/16 – 2018/19
<b>3.1.8 Improve the safety and reduce the costs of maintaining roads by preventing damage caused by overloaded vehicles</b>	2015/16 – 2018/19
<b>3.1.9 Maintain the Narembeen airstrip with a view to future infrastructure upgrades</b>	2015/16 – 2018/19
<b>3.1.12 Continue the Shire footpath plan</b>	2015/16 – 2018/19
<b>3.1.13 Where required, install ramps along streets and in community facilities to ensure equitable access</b>	2015/16 – 2018/19
<b>4.1.6 Investigate a common trade centre</b>	2015/16
<b>4.1.7 Maintain and enhance the current factory units</b>	2015/16
<b>4.2.5 Maintain and continue to upgrade Shire owned retail buildings in the main street of Narembeen</b>	2015/16 – 2018/19
<b>4.2.7 Construct an executive house to attract staff in the Shire, whilst maintaining and enhancing current Shire housing stock</b>	2015/16
<b>5.1.5 Maintain the Caravan Park</b>	2015/16 – 2018/19
<b>6.1.9 Investigate education scholarships</b>	2015/16
<b>6.1.12 Complete the upgrade to the Narembeen Community Precinct which may include the library co-location</b>	2015/16 (and life cycle costing thereafter)
<b>8.1.2 Investigate funding for renewable energy sources to Council facilities</b>	2015/16 – 2018/19
<b>8.2.2 Provide power and water services to the Narembeen Waste Transfer Site</b>	2015/16
<b>8.2.3 Maintain the plant and equipment at the Waste Transfer Site</b>	2015/16 – 2018/19
<b>9.3.1 Review integrated planning documents when required, according to the Department of Local Government</b>	2015/16 – 2018/19

<b>CBP Measure and Target</b>	<b>Budget Year implication</b>
<b>guidelines and meet compliance</b>	
<b>9.3.7 Continue to maintain and upgrade IT equipment</b>	2015/16 – 2018/19
<b>9.3.18 Establish and maintain an effective records management system</b>	2015/16 – 2018/19

The following additional workforce implications should also be considered by Council in the review and reprioritisation of the Corporate Business Plan:

<b>Measure and Target</b>	<b>Workforce implication</b>
	The role of the Community Resource Centre in Shire branding/promotion, social activities, tourism and economic development is enhanced
<b>1.1.15 Protect the heritage across the Shire of Narembeen</b>	Heritage consultant
<b>1.1.22 Continue to participate in the regional Ranger service, subject to the annual budget</b>	Regional Ranger Scheme
<b>1.2.7 Develop a combined emergency service centre</b>	Consultant to determine feasibility
<b>2.1.1 Complete the upgrade to the Narembeen Recreation Centre (including co-location of the bowling green)</b>	Management of the facility Maintenance and cleaning
<b>2.2.11 Support the continuance of the gym</b>	Management of the facility Maintenance and cleaning Qualified fitness instructor
<b>2.3.4 Investigate the need and demand for additional industrial lots in the Shire</b>	Consultant to determine feasibility
<b>2.3.8 Work towards being an age friendly Shire</b>	Age friendly consultant
<b>3.1.1 Annually review Shire roads</b>	Asset Management consultant Fair Value
<b>3.1.3 Complete upgrades to regionally significant roads and maintain gravel roads to a high standard</b>	Number of works staff
<b>4.1.6 Investigate a common trade centre</b>	Consultant to determine feasibility
<b>4.2.8 Review Town Planning as and when required</b>	Town Planning consultant
<b>6.1.12 Complete the upgrade to the Narembeen Community Precinct which may include the library co-location</b>	Community Resource Centre staff and roles
<b>9.3.1 Review integrated planning documents when required, according to the Department of Local Government guidelines and meet compliance</b>	Asset Management consultant Consultants to review other planning documents

## **POLICY IMPLICATIONS**

Nil

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

If the above is adopted by Council, the Shire of Narembeen Corporate Business Plan will be changed amended accordingly. These changes will then be considered as part of future Community Strategic Plan reviews.

## **OFFICER RECOMMENDATION**

Council accepts the reviews and reprioritisation of the Corporate Business Plan 2015/16 – 2018/19 as presented.

## **COUNCIL RESOLUTION (Absolute Majority required)**

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

**CARRIED /**

## AGENDA ITEM: 8.4.2 – Lesser Hall Heritage Impact Statement

<b>Subject:</b>	Narembeen Lesser Hall Heritage Impact Statement
<b>Applicant:</b>	
<b>File Ref:</b>	11.10.30
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Garry Gregan
<b>Date:</b>	10 June 2015
<b>Attachment:</b>	Final Heritage Impact Statement (To be provided prior to Council Meeting)

### BACKGROUND

The Narembeen Lesser Hall has been the subject of much debate over recent decades regarding its heritage and social value and, given its dilapidated state, whether or not it should be demolished.

In recent times it has become more evident that Council and the Narembeen community considers there is no value, social, heritage or economic, in retaining the building.

In 1995, the Narembeen Lesser Hall Conservation Plan was prepared by Laura Gray with a view to retaining the building.

In 1996, the Shire of Narembeen Municipal Inventory of Heritage Places was prepared by Laura Gray.

On 7 April 1998, the Lesser Hall, as part of the Narembeen Civic Precinct, was permanently entered on the Western Australian Register of Heritage Places.

In 2008, a Concept Design for the Narembeen Lesser Hall was prepared architect Philip McAlister and which was costed at \$1.8million.

Despite the above heritage objectives, the (now) non-existent use of the hall, the deterioration of the building itself and health and safety concerns, Council and the community believe there no longer exists any viable reason for the building to be retained and as such in 2014 instructed staff to explore the process to have the building demolished.

Staff wrote to the Ministers for Health and Heritage seeking their support, guidance, advice and or approval to demolish the Lesser Hall. In fact, the Minister for Health has seen first hand the dilapidated state of the building.

Subsequent to the approaches to the Ministers, Shire staff were contacted by an officer from the State Heritage Office (SHO) who visited Narembeen and apprised Councillors and staff of the appropriate processes to take that may result in approval to demolish the building.

The SHO advised that a heritage architect should be engaged to prepare a Heritage Impact Statement (HIS) and architect Stephen Carrick was engaged to undertake the HIS.

on 25 March 2015, Mr Carrick visited Narembeen and met with Councillors, staff and community members to discuss the past, present and future uses of the Lesser Hall. He also toured the town and Avoca Farm.

### COMMENT

Mr Carrick has now completed the HIS (see Attachment) for Council consideration. In the HIS, he clearly outlined the matters pertaining to the Lesser Hall and made the following recommendations:

1. That Council consider and accept the Heritage Impact Statement

2. If accepted by Council, forward the HIS to the State Heritage Office with a request for consideration by the Heritage Council of Western Australia
3. Prepare an Archival Record, including drawings and photographs of the Lesser Hall in accordance with SHO guidelines
4. Prepare an Interpretation Plan for the Narembeen Public Hall and the former Roads Board buildings.

In his conclusions, Mr Carrick suggested that the place (Lesser Hall) is not rare and assessed its integrity and authenticity as low. It is also his professional opinion that demolition of the Lesser Hall is considered acceptable and that archival recording and appropriate interpretation of the place are reasonable measures to ameliorate any adverse impacts of the of the demolition.

The HIS also acknowledged that Council has followed due process to pursue appropriate approvals to demolish the Lesser Hall.

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

If the SHO approves demolition, funds will be required in the 2015/16 Shire of Narembeen budget to demolish the Lesser Hall and to engage appropriately qualified persons to prepare an archival record and interpretation. Estimated costs for these are \$22,000 and \$15,000 respectively.

## **POLICY IMPLICATIONS**

Nil

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

Corporate Business Plan

2.1.4 Upgrade the Town Hall and demolish the Lesser Hall (proposed amendment)

## **OFFICER RECOMMENDATION**

That Council:

1. Accept the Heritage Impact Statement prepared by Stephen Carrick Architect
2. Forward the Heritage Impact Statement to the State Heritage Office with a request for consideration by the Heritage Council
3. Prepare and Archival Record, including measured drawings and detailed photographic record, of the Lesser Hall in accordance with the State Heritage Office's "Guide to Preparing and Archival Record"
4. Prepare an Interpretation Plan for the Narembeen Public Hall and the former Roads Board buildings that includes a strategy to incorporate the history of the Lesser Hall in accordance with the State Heritage Office's "Interpretation - A Guide to Making Interpretation Easy to Understand, Plan and Deliver".
5. Allocate \$37,000 in the Shire of Narembeen's 2015/16 Budget to demolish the Lesser Hall and prepare an Archival Record.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**

## AGENDA ITEM: 8.4.3 – Rates Exemption Request

<b>Subject:</b>	Rate Exemption Request
<b>Applicant:</b>	Narembeen Homes for the Aged Inc.
<b>File Ref:</b>	3.1.97
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Senior Finance Officer
<b>Date:</b>	10 June 2015
<b>Attachment/s:</b>	Letter of Request from Narembeen Homes for the Aged Inc.

### BACKGROUND

Council has received correspondence from the Narembeen Homes for the Aged Inc. requesting rating exemption from the properties in their name.

These properties include:

Gum Tree Place – 6 units, 4 Hilton Way  
Nichols Place – 6 units, 33 Ada Street  
2 units 20 Thomas Street  
Masonic Lodge – 109 Stanley Street (Currently used as the gym)

### COMMENT

Narembeen Homes for the Aged Inc. operates as a not-for-profit/charitable organisation and as such may be entitled to a rating exception under Section 6.26 of the Local Government Act 1995. Any rating exemptions can only be authorised by resolution of Council.

Below is a list of the rates raised for each of the properties in question over the last three financial years.

Property Address	Rate Charges		
	2014/2015	2013/2014	2012/2013
4 Hilton Way	\$ 2,645.60	\$ 2,532.96	\$ 2,447.30
109 Stanley Street	\$ 521.28	\$ 400.00	\$ 370.00
20 Thomas Street	\$ 1,008.36	\$ 971.69	\$ 938.84
33 Ada Street	\$ 2,456.60	\$ 2,576.63	\$ 2,489.50
	<b>\$ 6,631.84</b>	<b>\$ 6,481.28</b>	<b>\$ 6,245.64</b>

The above charges are only for rates and do not include the emergency services levy or rubbish charges. These charges would still be payable by the Narembeen Homes for the Aged Inc.

### STATUTORY IMPLICATIONS

Local Government Act (1995)

#### 6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
  - (a) land which is the property of the Crown and —
    - (i) is being used or held for a public purpose; or
    - (ii) is unoccupied, except —

- (I) *where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
- (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;*

*and*

- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
- (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) *land used exclusively for charitable purposes; and*
- (h) *land vested in trustees for agricultural or horticultural show purposes; and*
- (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) *land which is exempt from rates under any other written law; and*
- (k) *land which is declared by the Minister to be exempt from rates.*

## **FINANCIAL IMPLICATIONS**

Shire of Narembeen 2015/2016 Annual Budget – Exemption of rates on these properties will result in a reduction of rate revenue by approximately \$7,029.00, which equates to less than 0.5% of total rate revenue raised by the shire annually.

## **POLICY IMPLICATIONS - Nil**

## **COMMUNITY STRATEGIC PLAN IMPLICATIONS**

Strategic Community Plan

### *2. A Shire of Excellence in Accessible Infrastructure & Services*

- *Participate in local and regional aged care accommodation options, selecting best practice for the Shire, coupled with appropriate and complementary health, recreation and community services e.g. senior citizens, frail aged care.*

Corporate Business Plan

*2.3.7 - Support the development of aged care units and the provision of best practice aged care services, including the current support of the aged care units in the town site.*

2.3.9 – *Work towards beings an aged friendly Shire.*

**OFFICER RECOMMENDATION**

That Council:

1. Approve the request for rating exemption of the following properties owned by Narembeen Homes for the Aged Inc.:
  - a. 4 Hilton Way;
  - b. 33 Ada Street;
  - c. 20 Thomas Street; and
  - d. 109 Stanley Street;
2. Instruct staff to inform Landgate of this decision to have the properties mentioned above removed from the rateable GRV Roll.
3. Write to Narembeen Homes for the Aged Inc. advising of this outcome, ensuring they are aware that ESL and rubbish charges will still be payable by them.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**



## AGENDA ITEM: 8.4.4 – Asset Register Review

<b>Subject:</b>	Asset Register Review prior to Fair Value Reporting
<b>Applicant:</b>	N/A
<b>File Ref: Disclosure of Interest (Staff):</b>	N/A
<b>Disclosure of Interest (Member):</b>	N/A
<b>Author:</b>	Bonnie Cole, Senior Finance Officer
<b>Date:</b>	5 June 2015
<b>Attachment/s:</b>	Disposal list of Council's Furniture & Equipment

### BACKGROUND

Changes to the Financial Management Regulations have resulted in the mandating of Fair Value. Financial Management Regulation 17A makes it mandatory for asset values shown in the local government's financial report to be at fair value.

This transition, which has been phased in over three years, commenced 1 July 2012, so all financial reports for the year ending 30 June 2015 will report all assets at fair value.

The Shire of Naremburn have engaged Talis Consulting to undertake the fair value review for its roads and other infrastructure assets. This leaves only the Furniture and Equipment assets to be revalued prior to the 30 June 2015.

### COMMENT

Prior to reviewing all Furniture and Equipment for Fair Value as required, it was thought prudent to also review the asset list to ensure all items on the asset register are current. This review found a large number of assets on the register that are under our current threshold limit of \$5,000. Below is a breakdown of the total write off of assets below our capitalisation threshold.

<b>Historical Cost</b>	\$258,567.59
<b>Accumulated Depreciation</b>	\$218,288.70
<b>Written Down Value</b>	<b>\$ 40,278.89</b>

During this review it was also found that a number of assets which are no longer in Council's possession are still on the asset register. As per the Australia Standards, it is considered that the items currently recognised on Council's Asset Register but not in Council's possession must be removed from the register as they are not held and therefore no future benefit will flow to the entity. The summary of these items to be removed is as follows:

<b>Historical Cost</b>	\$180,119.18
<b>Accumulated Depreciation</b>	\$176,023.45
<b>Written Down Value</b>	<b>\$ 4,095.73</b>

Attached is a completed list and values of the items to be removed from the asset register.

The review of the assets also allowed staff to review the Tools Class of the asset register. This class only has one item in it, being a milling machine, with a historical cost of \$2,500. This item is also under Council's threshold and as such should be written off from the asset register as well.

<b>Historical Cost</b>	\$ 2,500.00
<b>Accumulated Depreciation</b>	\$ 15.02
<b>Written Down Value</b>	<b>\$ 2,484.98</b>

### STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

**4. AAS, effect of**

- (1) *These regulations are in addition to and not in derogation of the requirements of the AAS.*
- (2) *If a provision of the AAS is inconsistent with a provision of these regulations, the provision of these regulations prevails to the extent of the inconsistency.*
- (3) *All words in the Act or these regulations that import revenue or expenditure are to be interpreted to permit compliance with the requirements of the AAS.*  
*[Regulation 4 inserted in Gazette 20 Jun 2008 p. 2721-2.*

**5A. Local governments to comply with AAS**

*Subject to regulation 4, the annual budget, annual financial report and other financial reports of a local government must comply with the AAS.*

Australian Accounting Standards AASB116: Property, Plant and Equipment

*“Property, plant and equipment are tangible items that:*

- (a) Are held for use in the production or supply of goods or services, for rental to others, or for the administrative purposes; and*
- (b) Are expected to be used during more than one period.”*

*“Recognition*

*7. The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:*

- (a) it is probable that future economic benefits associated with the item will flow to the entity; and*
- (b) the cost of the item can be measured reliably.”*

Local Government (Financial Management) Regulations 199

**17A. Assets, valuation of for financial reports etc.**

- (1) *In this regulation —*  
**fair value**, *in relation to an asset, means the fair value of the asset measured in accordance with the AAS.*
- (2) *Subject to subregulation (3), the value of an asset shown in a local government’s financial reports must be the fair value of the asset.*
- (3) *A local government must show in each financial report —*
  - (a) *for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and*
  - (b) *for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —*
    - (i) *that are plant and equipment; and*
    - (ii) *that are —*
      - (I) *land and buildings; or*
      - (II) *infrastructure;*

*and*

  - (c) *for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.*

## **FINANCIAL IMPLICATIONS**

A total written down value of \$46,859.60 will be expensed to the 2014/2015 financial year as an extraordinary item.

While the 'original cost' value of the assets to be adjusted is \$441,186.77, these assets have been significantly, if not completely, depreciated and as such the net written down value of \$46,859.60 will be expensed.

## **POLICY IMPLICATIONS**

Shire of Narembeen Significant Account Policies

**COMMUNITY STRATEGIC PLAN IMPLICATIONS - Nil**

## **OFFICER RECOMMENDATION**

That Council note and endorse the following adjustments to the historical cost and accumulated depreciation of non-current assets resulting in a total adjustment to the written down value of property, plant and equipment of \$46,859.60.

Historical Cost – Reduced value by \$441,186.77

Accumulated Depreciation – Reduced value by \$394,327.17.

## **COUNCIL RESOLUTION**

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

**CARRIED /**

## AGENDA ITEM 8.4.5 May 2015 Schedule of Accounts

<b>Subject:</b>	May 2015 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Applicant:</b>	Shire of Narembeen
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Cordelia Parsons
<b>Date:</b>	10 <sup>th</sup> June 2015
<b>Attachment/s:</b>	List of Accounts for Payment and Credit Card statement

### BACKGROUND

A schedule of accounts paid during the month of **May 2015** is provided as follows:

Municipal Cheque Account	\$742,552.97
Municipal Cash Management Account	-
Trust Cheque Account	\$200.00
Reserve Account	-
Gold Term Deposit Account	-

### COMMENT

The following payments over \$5,000.00 were made during the month of **May 2015**:

EFT7273	01/05/2015	BROWNLEYS PLUMBING AND GAS	installed backflow valve (RPZD) and repair leak on tanks at South Kumminin repaired another small leak on the tanks and test the RPZD	5,510.22
EFT7309	01/05/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	16,727.29
EFT7310	01/05/2015	WESTERN POWER NETWORKS	commercial upgrades charges for the Narembeen rec centre	158,962.00
EFT7311	01/05/2015	Western Australian Treasury Corporation	Loan No. 125 Fixed Component - Swimming Pool	24,197.35
EFT7312	06/05/2015	INTERIA SYSTEMS	New Furniture for the Rec Centre	8,266.50
EFT7314	06/05/2015	adage furniture	furniture for the Rec Centre 200x corio chairs 4x astoria tables 4x dry bar column stands 4x gentas table tops	19,448.00
EFT7325	14/05/2015	Karlgarin Contractors	hire of bulldozer to rehabilitate gravel pits for Cramphorne Rd 94hrs @ 240.00/hr	25,872.00
EFT7328	14/05/2015	Land gate	rural uv general revaluation 2014/2015	6,948.24
EFT7332	14/05/2015	NAREMBEEN MEDICAL CENTRE	Quarterly Payment April - June 2015 Provision of Medical Services Quarterly Fee	8,965.68

EFT7334	14/05/2015	NAREMBEEN TYRE SERVICE	17.5XR25 XTL A MICHELIN ON GRADER	6,894.00
EFT7342	14/05/2015	Robinson Group	tables for the Rec Centre	9,130.00
EFT7348	20/05/2015	AUSTRALIAN TAXATION OFFICE	BAS April 2015	162,041.94
EFT7368	26/05/2015	NAREMBEEN HARDWARE & AG SUPPLIES - BUILDING A/C	1xdangerous good storage cabinet 2x emergency shower sign 2x emergency shower/eye wash sign	6,610.28
EFT7384	26/05/2015	Total Country Landscaping	Gardening & Landscaping for 26 Hilton Way kerbing, plants, mulch, lawn, gravel, retic	10,166.03
EFT7386	26/05/2015	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	16,897.31
EFT7388	26/05/2015	Reliance Petroleum (bp)	Diesel 19800L @ \$1.1368 + GST	24,759.50
10667	14/05/2015	SYNERGY -WESTERN POWER	electricity charges for the Shire Office	7,171.50
10679	26/05/2015	WATER CORPORATION	water charges for sport ground @ Currall Street, Narembeen LOT 27984, 23032 R 20378	13,884.78

## STATUTORY IMPLICATIONS

### Local Government (Financial Management) Regulations 1996 (FMR)

#### Reg 11. Payment of accounts

1. A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of

- cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
- Petty cash systems.

2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so

3. Payments made by a local government

- subject to sub regulation (4), are not to be made in cash; and
- are to be made in a manner which allows identification of —
  - the method of payment;
  - the authority for the payment; and
  - the identity of the person who authorised the payment.

4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

#### Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund —

- if the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or

- (b) otherwise, if the payment is authorised in advance by a resolution of the council.
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Reg 13. Lists 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 payment; and
  - (d) sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing
- (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
3. A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**FINANCIAL IMPLICATIONS:**

Shire of Narembeen 2014/2015 Operating Budget

**POLICY IMPLICATIONS:**

Nil

**COMMUNITY STRATEGIC PLAN IMPLICATIONS:**

Nil

**COUNCIL RECOMMENFDATION/OFFICER RECOMMENDATION**

**MIN MOTION** Moved Cr 2nd Cr

- 1. That Council receive the Schedule of Accounts for May 2015.
- 2. That Council receive the Corporate Card Activity Statement for the month of May 2015.

**CARRIED /**

## AGENDA ITEM 8.4.6 – Monthly Financial Reports

<b>Subject:</b>	Shire of Narembeen Financial Reports – May 2015
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Applicant:</b>	Shire of Narembeen
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Senior Finance Officer
<b>Date:</b>	5 June 2015
<b>Attachment/s:</b>	May 2015 Financials

### BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31<sup>st</sup> May 2015.

### COMMENT

Council's closing position at May amounts to \$2,907,164 with net current assets of \$4,166,373 of which \$887,163 is restricted cash.

### STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations

Reg 34 Financial Activity Statement

### FINANCIAL IMPLICATIONS:

Shire of Narembeen 2014/2015 Budget

### POLICY IMPLICATIONS:

Nil

### COMMUNITY STRATEGIC PLAN IMPLICATIONS:

Nil

### OFFICER RECOMMENDATION

That Council:

1. Receive the Shire of Narembeen's Financial Report for the month of May 2015;
2. Receive bank reconciliation for the month of May 2015 for the Municipal Bank Account;

### COUNCIL RESOLUTION

**MIN MOTION - Moved Cr**

**2nd Cr**

**CARRIED /**

**9.0 COUNCILLORS' REPORTS-INCLUDING OTHER COUNCILLOR BUSINESS**

**Cr K Mortimore**

**Cr R Cole -**

**Cr Thomas -**

**Cr DeLuis –**

**Cr Parsons -**

**Cr Vaughan**

**Cr Padfield**

**Cr Cowan -**

**Cr B Cole**

**10.0 URGENT BUSINESS as permitted by Council**

**11.0 DATE, TIME AND PLACE OF NEXT MEETINGS**

**Wednesday 15<sup>th</sup> July 2015 at Narembeen Shire Council Chambers**

**12.0 CLOSURE**

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