



Agenda for the 650th Ordinary Council Meeting

17th April 2019

COUNCIL CALENDAR		
Date	Time	Meeting
17 th April 2019	2.30pm	Ordinary Meeting of Council
15 th May 2019	2.30pm	Ordinary Meeting of Council
19 th June 2019	2.30pm	Ordinary Meeting of Council

APRIL MEETING PROGRAMME	
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



Contents

1.0	OPENING & WELCOME	5
2.0	ATTENDANCE & APOLOGIES	5
3.0	DECLARATIONS OF INTEREST	5
4.0	ANNOUNCEMENTS.....	5
5.0	PUBLIC QUESTION TIME & DEPUTATIONS (15 MIN)	5
6.0	MINUTES OF PREVIOUS MEETINGS	5
6.1	CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL	5
6.2	ROE REGIONAL ORGANISATION OF COUNCILS (ROEROC)	6
7.0	STATUS REPORT.....	6
8.0	REPORTS.....	7
8.1	ENVIRONMENTAL HEALTH OFFICER	7
	AGENDA ITEM: 8.1.1 - Environmental Health Officer's Quarterly Report (January – March 2019)...	7
8.2	WORKS MANAGER'S REPORT.....	10
	AGENDA ITEM: 8.2.1 - Work's Manager's Report April 2019.....	10
8.3	COMMUNITY RESOURCE CENTRE MANAGER	12
	AGENDA ITEM 8.3.1: Narembeen Community Resource Centre Report – April 2019.....	12
8.4	CHIEF EXECUTIVE OFFICER	14
	AGENDA ITEM: 8.4.1 – Chief Executive Officer's Report – April 2019	14
8.5	EXECUTIVE MANAGER CORPORATE SERVICES	17
	AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report April 2019	17
	AGENDA ITEM: 8.5.2 - Adoption of Strategic Policy Framework.....	20
	AGENDA ITEM: 8.5.3 - Donation of Bedford Fire Engine – Narembeen Fire Brigade Unit No. 1.....	23
	AGENDA ITEM: 8.5.4 - Write off outstanding debt of \$2,357.25 related to debtors Hogan and McNally	26
	AGENDA ITEM: 8.5.6 - March 2019 Schedule of Accounts.....	29
	AGENDA ITEM: 8.5.7 - Financial Report March 2019	32
9.0	COUNCILLOR'S REPORTS – INCLUDING OTHER COUNCILLOR BUSINESS.....	34
10.0	DATE, TIME & PLACE OF NEXT MEETING.....	35
11.0	CLOSURE	35

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.

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 650th Ordinary Meeting of Council has been convened for:

Date: Wednesday 17th April 2019

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

Commencing: 2.30pm



Scott Wildgoose
Acting Chief Executive Officer
Date: 10th April 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 17th April 2019, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

Cr Amy Hardham

Member

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 20th March 2019.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen held Wednesday 20th March 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 20th March 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 Narembreen Ordinary Meeting held Wednesday 20th February 2019.

6.2 Roe Regional Organisation of Councils (RoeROC)

See Attachment Binder for Minutes

6.2.1 Receive minutes

Receive minutes from the Roe Regional Organisation of Councils (RoeROC) meeting held on 21st March 2019.

RECOMMENDATION

That the minutes of the meeting of the Roe Regional Organisation of Councils (RoeROC) be received.

COUNCIL RESOLUTION

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

That the minutes of the meeting of the Roe Regional Organisation of Councils (RoeROC) be received.

CARRIED /

7.0 Status Report

See Attachment Binder for Status Report

RECOMMENDATION:

That the Status Report for April 2019 be received.

COUNCIL RESOLUTION

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

That the Status Report for April 2019 be received.

CARRIED /

8.0 REPORTS

8.1 Environmental Health Officer

AGENDA ITEM: 8.1.1 - Environmental Health Officer's Quarterly Report (January – March 2019)

Subject:	Environmental Health Officer (EHO) Quarterly Report
Applicant:	Mr Will Pearce
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr Will Pearce, EHO
Date:	2 April 2019
Attachments:	Nil

SUMMARY

That Council accepts the Environmental Health Officer's (EHO) quarterly report for the period of January - March 2019.

BACKGROUND

The EHO reports on activities, issues at hand, delegated authority and progress on matters undertaken in Health Services to Council on a quarterly basis.

COMMENT

Food Businesses

Inspected the following for Food Act compliance:-

- Narembeen Pool Kiosk

Private Swimming Pools

Inspected the following for Building Regulation compliance:-

- 39 Thomas Street – non-compliant pool gate brought to the owners' attention in February 2019. The gate was key-locked at the time by the owner. The gate is now fully compliant.

Recycled Water Reuse Scheme – Water Testing

Water sampling and testing of the recycled water used for oval irrigation was undertaken monthly during this period. All results were compliant.

Public Pool – Water Testing

Water sampling and testing of the Narembeen Aquatic Centre was undertaken monthly during this period. All results were compliant.

Wadderin Dam

The site was inspected in February 2019. Removal of sections of contaminated soil (asbestos) was undertaken by the Water Corporation in December 2018. Remaining contaminated areas will be removed as soon clearing permits are obtained by WC.

Narembeen Train Station

The EHO provided support to the state government contractors managing the train station upgrade project and in particular the removal of asbestos from the site and its disposal at the Bendering Landfill site.

Narembeen Transfer Station

The annual license for the shire's waste facility was renewed with the Department of Water and Environmental Regulation.

CONSULTATION

Mr C Jackson, CEO

Mr A Cousins, Works Manager

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911

Public Health Act 2016

Food Act 2008

Local Government Act 1995

Caravan Parks and Camping Grounds Act 1995

Health (Public Buildings) Regulations 1992

Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

Building Regulations 2012

Caravan Parks and Camping Grounds Regulations 1997

Shire of Narembeen Health Local Laws 2016

Shire of Narembeen Animals, Environment and Nuisance Local Law 2016

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.

Goal 3: We contribute to a healthy community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council accepts the Environmental Health Officer's Report for the period January to March 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.2 Works Manager's Report

AGENDA ITEM: 8.2.1 - Work's Manager's Report April 2019

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

SUMMARY

Council is to consider this report from the Works Manager for April 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:-

Narembreen South Road

Commence reconstruction, water bind base, extend and renew culverts, remove and replace entry culvert into waste disposal site. Gravel pushed up on R Gray's property. Fill low areas and commence carting gravel.

WANDDRA - Mt Walker Culvert

Remove existing culvert and install 3 x Barrels of 1200mm RRJ pipe and bolt together end walls. Cement sand fill 42 m3 gravel fill (80m3) and compact with stabilised gravel/ cement.

Bitumen Re-seals

Narembreen Bruce Rock Road from slk 0 to slk 3. Floodways include Cumminin Road, Bailey Road, Soldiers Road and Schwartz Road.

Miscellaneous

- Verti mow oval
- Assist with set up of Triathlon including placement and removal of signage at completion of event.
- Cemetery tidy up prior to construction. Repair bitumen sections.
- Move cabinets at the CRC.
- Fit second hand (CRC) to Mechanic office at depot.
- Remove shed from Soldier's Road.
- Repair path on Hilton Way.
- Repair oil spill Fricker Road.

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 April 2019 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.3 Community Resource Centre Manager

AGENDA ITEM 8.3.1: Narembeen Community Resource Centre Report – April 2019

Subject:	Narembeen Community Resource Centre Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Brooke-Mee
Date:	9 April 2019
Attachments:	CRC Finance Report for the period ending 31 March 2019 (see attachment binder)

SUMMARY

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

BACKGROUND

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

COMMENT

The report has been prepared for Council with a view to reporting on the Outcome Areas associated with the Department of Primary Industries and Regional Development's funding for the CRC's Business and Action Plans.

The report is set out below for Council's consideration.

Raw Treats and Fermenting Workshop

This was held on Saturday the 16 March at the Recreation Centre with 34 Attendees. The workshop was popular and has shown us that the community is seeking healthy lifestyle options and this will help us identify future workshops and events.

Twilight Triathlon and Bolt

This was held on Saturday the 30 of March at the Aquatic Centre and Recreation Centre. Entries for this event started slow but in the end we had a record of 100 participants in the Triathlon. Feedback from participants was positive. Volunteer's feedback stated that more crowd control and marshalls are needed, this has been noted and we will get more volunteers and signage for next year.

Goodnight Nurse Workshop

This was held on Saturday the 6 of April at the Emergency Service Building. The workshop was for parents to learn different techniques to help babies and toddlers sleep. The group was small with only 10 attendees but the feedback was fantastic and it was a highly rated workshop. The need for more events and workshops for parents has been highlighted and we will be investigating a toddler behaviour workshop in the future.

Upcoming Events/Workshops

Youth Week – 14th April

Biggest Morning Tea – 23rd May

WBN Workshop – 24th May

Financial Report

I have changed the reporting to council to hopefully show more clearly where we are within our budget; this includes comments in any areas that have a large variance.

CONSULTATION

Sheree Thomas, Community & Economic Development Officer

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 Narembreen 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 Narembreen Community Resource Centre Report for April 2019 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 – Chief Executive Officer's Report – April 2019

Subject:	Chief Executive Officer's Report – April 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson and Sheree Thomas
Date:	8 April 2019
Attachments:	Narembeen Risk Project Assessment (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 CRC/Medical Centre Extension

Following the compliance inspection undertaken by BGC and Paul Finucane in late February, the defects to be actioned by contractors are nearing completion. There are still a couple of items outstanding and it is envisaged these will be complete within the next week.

The 10 pallets of furniture for the Medical Centre, CRC and Fencepost arrived two weeks ago and the majority of furniture has been assembled. A few items of furniture are yet to be received, but should arrive in the next few weeks.

Telstra services along with IT installations will be completed in the last week of April. Currently the Medical Centre plans to move on 29 April 2019 and reopen on 1 May 2019. The Community Resource Centre will close to the public between Monday 29 April 2019 and Friday 3 May 2019 to allow for a smooth relocation to the new centre – the CRC will open to the public from Monday 6 May 2019, with all its services including the library being fully operational.

This has been a fantastic project for Narembeen and we are pleased to continue to assist in providing vital services to the community through improved infrastructure and increased service delivery.

Blue Tree Project

It was wonderful to see so many people supporting the Shire of Narembeen's Blue Tree Project. Thank you to Vanessa Wittstock for her co-ordination efforts and her passion towards raising the awareness about mental health in our community.

I would like to acknowledge the support of our partners - Elders, Narembeen Hardware, CSBP, CBH, Arc Infrastructure, Glenn Sands and Gary and Trevor Sprigg for their generous donations.

Anzac Day

A reminder to Councillors that the Shire of Narembeen's Anzac Day Ceremony will commence at 11.00am on Thursday 25th April 2019, followed by a light luncheon in the Shire chambers. Councillors are encouraged to attend this community event.

Emu Hill Public Cemetery Re-development

The tender for the design, construction and redevelopment of the Emu Hill Public Cemetery was awarded to Phoenix Landscaping Services Pty Ltd.

Phoenix Landscaping Services arrived in town on Monday 8th April to begin construction. The first stage of the project includes the building of a new niche wall and garden beds. Following this, access roads will be improved along with an upgrade to the existing gazebo area. We look forward to working closely with Phoenix Landscaping on this exciting project.

Narembeen Lesser Hall Precinct and Interpretation Project

RFT 01/2019 for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project was advertised on Saturday 6th April 2019 with tenders closing on Wednesday 1st May 2019. We look forward to receiving some competitive applications during the tender process.

2019 #showCase in Pixels

Formerly known as the Banners in the Terrace Competition, the annual exhibition of artwork from Local Governments will be displayed in a new format and venue this year. Digital banners will be displayed on the iconic 45 metre high digital tower at the heart of Yagan Square in Perth City.

The tower features a circular screen with 14 columns, representing the 14 Noongar language groups. This new format of display means that participants are no longer restricted to PVC canvas. The banners will be displayed in Yagan Square from *Monday 29 July to Sunday 18 August 2019*

The Shire of Narembeen have been fortunate in the past to win awards in this competition and this year we have teamed up with Market Creations to create another award winning piece of artwork. CEO Chris Jackson met with Darren Lee and his team last week to discuss this year's entry and the criteria that has been developed for the showcase.

Billericay Tourist Information Bay

The Shire of Narembeen was approached by the Narembeen Historical Society to request permission for an information bay to be erected at the site where the old Billericay Townsite was once located. This portion of land is owned by the WA Wildlife Authority. Correspondence has been entered into with the WA Wildlife Authority to ascertain an acceptable way to move forward on this project so that the desired outcomes may be achieved.

The Shire of Narembeen commends the Narembeen Historical Society for recognising this significant location as part of Narembeen's history.

Narembeen Risk Project (see attachment binder)

The Narembeen risk project commenced with a risk assessment workshop held in Narembeen on 27th February 2019. A variety of hazards were assessed and scenarios were developed to determine the capabilities and capability gaps of the community and local agencies. Results of the project are attached for Council's information.

Lotterywest Visit

Lotterywest visited Narembeen at the beginning of April to meet with staff to discuss funding opportunities for future Shire projects. Lotterywest staff were briefed on future and current projects such as the Lesser Hall Interpretation which has already attracted Lotterywest funding.

In the evening, EMCS, Scott Wildgoose accompanied Lotterywest on a night tour of Wadderin along with Wadderin Wildlife Volunteer Michael Mortimore. The Lotterywest team were very impressed with the Wildlife Reserve, the work that has been done by the community to bring back to life this important Wildlife Reserve and its potential to attract Lotterywest Funding for future projects.

The following day, a Lotterywest Information Session was held at the Narembreen Recreation Centre and a number of local community groups took the opportunity to meet with Lotterywest to discuss their individual projects and the possibility of attracting Lotterywest funding.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
19 th April 2019	Good Friday
22 nd April 2019	Easter Monday
25 th April 2019	Anzac Day
29 th April 2019 – 3 May 2019	CRC/Medical Centre Relocation
1 st May 2019	Tenders Close: Lesser Hall Interpretation Project
1 st May 2019	Medical Centre Re-Opens
6 May 2019	CRC Re- Opens

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 April 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 April 2019

Subject:	Executive Manager Corporate Services Report April 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:	8 April 2019
Attachments:	Nil

SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted during March 2019 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

General

I have been in the Shire for just over a month now and want to thank the community, employees and councillors for welcoming me and my wife.

Moore Stephens Budgeting Workshop Conference

On 13 March 2019 I attended a workshop at Crown Perth, organised by our current auditors Moore Stephens. This workshop was looking at planning ahead for next financial year's budget and understanding the impact of three new Australian Accounting Standards.

The new accounting standards discussed in detail were:

- AASB 15 – Revenue from Contracts with Customers
- AASB 1058 – Income of Not for Profit Entities
- AASB 16 – Leases

AASB 15 and AASB 1058 will change the way the Shire recognises income from 1 July 2019. In essence the new standard now applies a set timing provision to the representation of income, for instance if the Shire gets paid in January for a 12 month gym membership, all of the income cannot be recognised immediately with receipt of the funds. Instead the Shire will need create assets and liabilities relating to the provision of gym services such that the income is received as the provision of the service is provided.

This is a fundamental change and will impact on the way the Shire manages many accounts but especially grants. The timing of this change will mean the Shire's closing balance for 2018/2019 won't necessarily be the opening balance for 2019/2020 as journals will be needed to account for the change in Accounting Standard commencing on 1 July 2019, in the new financial year.

AASB 16 relates more to the Shire leasing property/plant to use instead of purchasing it, this was more developed for large companies like airlines that tend to lease all their planes and as such don't show them as assets – this is changing but I envisage it only having a very minor impact on the Shire.

Interim Financial Audit

Council's auditors, Moore Stephens, were on site from 11 – 13 March 2019 to conduct their interim audit of the Shire's financials. The auditor's key findings, requiring management comment and action, were:

1. Requests to change supplier details were not properly verified using the confirmed contact details in the system master file.
2. Purchase orders are raised after service performed or goods received.
3. Daily receipting reconciliations were not independently reviewed.
4. All users of Synergy had "superuser" access to the system's payroll module.
5. Interests earned on investment of Trust funds were incorrectly recognised as the Shire's interest income.

Subsequently items number 1, 2 and 5 have been promptly addressed via a process change and bank account adjustment.

For item 3, the Shire is looking to establish an Executive Policy (if Strategic Policy Framework is adopted by council) and more rigour/documentation around cash handling and daily receipting before the end of this financial year. In my opinion finding 4 goes beyond the payroll module and will require a full review of the Shire's financial management system and the user profiles and access requirements within it. It is expected that a full review of this system and access profiles will be completed by August 2019.

Overall the auditors seemed happy with the presentation and documentation around the Shire's financials and their findings represent a step towards best practice in financial management and controls.

LGIS Insurance Renewal

The Shire met with representatives from LGIS to review its current insurance portfolio and policies. The Shire updated its property, plant and building registers to ensure the insured values and premiums were in line with current market value.

ICT Audit

Shire representatives met with Market Creations to discuss their digital roadmap, currently being offered to other Shires, and potential areas of improvement for Narembreen. The Shire was able to take advantage of a free ICT system audit and the results from this audit will help to guide the Shire moving forward when updating systems and vendors.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembeen 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 Council received the Executive Manager Corporate Services Report for April 2019 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.2 - Adoption of Strategic Policy Framework

Subject:	Adoption of a Strategic Policy Framework
Applicant:	N/A
File Ref:	ADM541 – Policy Manual
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	1 April 2019
Attachments:	Council Policy – Strategic Policy Framework – see attachment binder

SUMMARY

The purpose of this report is to provide Council with information relating to and seek adoption of the proposed Council Policy – Strategic Policy Framework.

BACKGROUND

Council last adopted a full formal review of the Policy Manual on the 15 February 2017.

COMMENT

This report and policy aims to move the Shire of Narembreen towards a contemporary policy position that allows for the efficient fulfilment of the role of Council and the Chief Executive Officer (CEO).

Section 2.7 of the Local Government Act outlines the role of council, whereby the council governs the Local Government affairs and is responsible for the performance of the local government's functions. In essence the Shire of Narembreen council governs the local government's functions by recruiting and managing the contract of the CEO, determining council policies within which the CEO is to operate, setting the strategic direction of the Shire by adopting strategic documents and reviewing the allocation of funds and resources in the form of the Annual Budget and Corporate Business Plan.

In order for a local government to operate efficiently Council needs to provide a strategic direction and allow the CEO to implement this direction in an operational context.

The CEO is appointed by Council and should always act in the best interests of the Shire and its ratepayers. Under section 5.41 of the Local Government Act the functions of the CEO are outlined as:

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

The Shire of Narembreen's current Policy Manual sets all policies at a council level regardless of whether they are of a strategic nature or not. The proposed Strategic Policy Framework allows for a sub-layer of policy to be known as an Executive Policy, authorised at the CEO level. Executive Policies will allow Council to focus their attention on strategic matters and setting the overarching framework within which the CEO should operate. In certain areas Council Policies may be followed by an Executive Policy to ensure council decisions are implemented under function c) of the CEO.

Certain policies are required to be at a Council level such as ones under a statutory or legislative head of power such as the Town Planning Scheme, Local Laws and the Local Government Act. As well as these policies the Shire may choose to adopt more general business policies at a Council level to direct the CEO on the way Shire business must be conducted.

Executive Level Policies will provide a more structured environment within which Shire employees must operate, allowing for more regulated decision making, and providing an improved, standardised service offering to customers. Executive level policies provide more flexibility than council policies, allowing the CEO to respond to changing operational requirements without having to wait for Council meetings; this is particularly helpful in fast changing operational areas such as ICT.

As an example, over the next few months the Shire would look to establish executive level policies in operational areas such as:

- ICT
 - Acceptable Use of ICT
 - Back Up and Archiving Configuration
 - System Access Management
- Employee Management
 - Leave
 - Occupational Safety and Health
- Finance
 - Creditor and Debtor Management
 - Budget and Business Plan Development
- Risk Management
- Property Management

As a follow up to implementing the Strategic Policy Framework as per the attachment, the Shire will subsequently implement a full Council Policy review, working to refine and review council policies over the next 12 months.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

The adoption of the Strategic Policy Framework will aid both the Council and the CEO with the fulfilment of their roles under sections 2.7 and 5.41 of the Local Government Act.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Adopting this new Strategic Policy Framework will have ongoing policy implications in terms of establishing Executive Policies and reviewing the current Council Policies to align with the framework.

STRATEGIC PLAN REFERENCE

For the Shire to create and capture positive economic opportunities it must operate under a structured and strategic framework to ensure it is in a strong operating position to take advantage of all opportunities.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Adopt the Council Policy – Strategic Policy Framework as per the attachment.
2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3 - Donation of Bedford Fire Engine – Narembeen Fire Brigade Unit No. 1

Subject:	Donation of Bedford Fire Engine – Narembeen Fire Brigade Unit No. 1
Applicant:	W.A. Volunteer Bush Fire Brigades Historical Group
File Ref:	File Ref Required
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	5 April 2019
Attachments:	Letter from W.A. Volunteer Bush Fire Brigades Historical Group to the CEO dated 20 March 2019. Images of the fire engine in its current state – see attachment binder

SUMMARY

The purpose of this report is to seek Council approval to donate the Bedford Fire Engine – Narembeen Fire Brigade Unit No. 1 (The Fire Engine) to the W.A. Volunteer Bush Fire Brigades Historical Group.

BACKGROUND

As far as the Shire can ascertain The Fire Engine in question was purchased by John McCutcheon on behalf of the Narembeen Shire Council for the Volunteer Fire Brigade in approximately 1973 or 1974.

The Fire Engine was brought onto the Shire's accounting system in 2007 at a value of \$343.05 and has subsequently depreciated to a negative value given its state of disrepair and decommissioning. As such the asset has been given a nil value and as such disposed of from the Shire's asset register.

COMMENT

On 20 March 2019 the Chief Executive Officer received a letter from the W.A. Volunteer Bush Fire Brigades Historical Group expressing an interest in obtaining the decommissioned Narembeen Volunteer Bush Fire Brigade Bedford Fire Truck for preservation and restoration.

The Fire Engine in question is currently stored at the Narembeen Machinery Museum and is rusting heavily. It is unclear given the available paperwork whether The Fire Engine was donated to the museum formerly or whether it is just being stored there, given its historic connection to the Shire.

In response to the letter from the W.A. Volunteer Bush Fire Brigade Historical Group the Shire has viewed The Fire Engine (pictures attached) and discussed the proposal with the Narembeen Historical Society who were happy for the truck to go elsewhere.

Given The Fire Engine is not currently being preserved or restored in any way and without an appropriate investment will continue to deteriorate over time, it is recommended that the Shire donate The Fire Engine. The W.A. Bush Fire Brigade Historical Group has offered to undertake the transport and restoration of The Fire Engine and display it with a plaque showing that it was donated by the Shire of Narembeen. Given their interest in other bush fire related history, there may be an opportunity to enhance the plaque with more detail around the Narembeen Volunteer Bush Fire Brigade.

Given the appliance is of state significance and represents an integral part of our history it seems fitting that it be restored and displayed for all to see in a purpose built facility.

It is recommended that the Shire request that the original branding – Narembeen Fire Brigade Unit No.1 – be retained and that an option to obtain the vehicle to display at significant Shire events be discussed with the historical group.

CONSULTATION

Narembeen Historical Society

STATUTORY IMPLICATIONS

The disposal of property is managed under Section 3.58 of the Local Government Act and more specifically the exclusions to the requirements of the Act are given in the Local Government (Functions and General) Regulations 1996 – Regulation 30(3)(a):

- A disposition of property other than land is an exempt disposition if —
(a) its market value is less than \$20 000

Given The Fire Engine has been decommissioned and fully depreciated; the Shire does not need to undertake a public notice period for the disposal of this item of property.

FINANCIAL IMPLICATIONS

Given the asset has zero value on our books and the W.A. Volunteer Bush Fire Brigades Historical Group is proposing to undertake the transportation and restoration of The Fire Engine at no cost to the Shire, there are no financial implication on the Shire as a result of this proposal.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan Goal 2 - Council Strategy 2.4 states – Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from.

Whilst donating The Fire Engine to the W.A. Volunteer Bush Fire Brigade Historical Group may not have immediate benefit to the Shire, it will help to build a relationship with a growing historical group and may help promote Narembeen to tourists visiting the Museum from around the State.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Approve the CEO to make the necessary arrangements to donate the Bedford Fire Engine to the W.A. Volunteer Bush Fire Brigades Historical Group for the purpose of preservation and restoration subject to the branding Narembreen Fire Brigade Unit No. 1 being maintained at all times.
2. Direct the CEO to discuss with the W.A. Volunteer Bush Fire Brigades Historical Group the option to provide further historical information on the Shire's bushfire brigade and the possibility of the vehicle being loaned to the Shire in the future for use at community events of significance.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.4 - Write off outstanding debt of \$2,357.25 related to debtors Hogan and McNally

Subject:	Write off outstanding debt of \$2,357.25 related to debtors Hogan and McNally
Applicant:	Shire of Narembreen
File Ref:	ADM19
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	9th April 2019
Attachments:	Nil

SUMMARY

The purpose of this report is to seek Council approval to write off debts totalling \$2,357.25 relating to Shire debtor's Hogan and McNally.

BACKGROUND

The Shire continually reviews accounts in order to finalise outstanding matters. Currently the Shire has two debts that it deems will be unrecoverable/uneconomical to recover:

\$1,710.25 – Kylie Hogan (80671)

In December 2016, the Shire raised a debt against Kylie Hogan, debtor number 80671, relating to damages incurred whilst Mrs Hogan was tenanted a Shire property - 1/24 Doreen Street, Narembreen. Subsequently Mrs Hogan also incurred outstanding rental charges prior to her lease being terminated in March 2017.

Her tenancy began on 08 August 2016 with regular rental payments being received by the Shire until late November 2016. The Shire was notified in December 2016 that the property appeared to be abandoned and as such undertook the following actions in accordance the Residential Tenancies Act 1987 and the Residential Tenancies Regulations 1989.

- a) Attempted contact via telephone, this number was disconnected;
- b) 06/01/17 rental arrears notice;
- c) 16/01/17 attempted to contact emergency contacts listed on application - no response
- d) 20/01/17 breach notice sent
- e) 06/02/2017 abandonment notice issued
- f) Court order issued 08/02/17 – lease terminated

In March 2017, a final outstanding balance of \$1,710.25 was established taking into account the unpaid rent and remediation costs for damages incurred, and utilising the bond monies held by the Shire.

The Shire was able to ascertain a new address for the debtor based in South Australia and continued to send monthly debtor statements before forwarding the debt to AMPAC, Council's debt recovery agents, in October 2017. Since then AMPAC have sent demand letters and emails chasing the debt with no success. They have subsequently advised that the debtor is being assisted by AngliCare and they envisage it being highly unlikely that the debt would be recoverable.

\$647 - Felicity McNally (80588)

Felicity McNally was a tenant of a Shire property - 3/33 Currall Street, Narembreen - with a lease term commencing in January 2015.

Mrs McNally incurred rental arrears in May and August 2015 and under the terms of the lease rental arrear letters began to be issued from July 2015. The initial amount of rental arrears was \$1,362 and in July 2015 a payment of \$715 was raised by the Shire – leaving arrears of \$647.

Rental arrears letters continued for a number of months until the Shire was able to secure a court ordered eviction in February 2016.

Monthly statements were issued, however there are no current contact details on file for this debtor.

AMPAC have issued demand letters via post and email with no success. Subsequently they have advised that the debt is unlikely to be recovered.

COMMENT

The Shire has undertaken to provide housing and tenancy arrangements to a number of parties, with these arrangements comes a risk that tenants may not comply with their requirements under the lease arrangement.

Both of the outstanding debts detailed in this report relate to tenancy arrangements. Damages and rental arrears are a risk factor when renting Council property, as such it is to be expected that the Shire would occasionally encounter difficult tenants and unrecoverable debts of this kind.

The Shire followed due process to expedite the cessation of lease arrangements before rental arrears became unmanageable, however once the tenants had vacated the Shire properties they were not forthcoming with alternate contact details which it makes it very difficult to chase a debt of this kind without expending significant Shire resources.

Given the extended period these debts have remained outstanding and the low value amounts they represent, it does not seem economical to pursue them further.

This is also the advice provided by the professional debt collection agency employed by the Shire to recover debts.

CONSULTATION

Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995 - Section 6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may
 - (c) write off any amount of money which is owed to the local government.
- * Absolute majority required.

Residential Tenancies Act 1987

Residential Tenancies Regulations 1989

FINANCIAL IMPLICATIONS

The Shire currently has a provision of \$1000 for the write off of general debts. The total debts being put forward for write off are \$2,357.25, as such the writing off of these amounts would result in a lower than expected income for this financial year. Given these debts are deemed unrecoverable it is unlikely this income would actually eventuate even if no write off occurred.

The Shire may save on future debt collection costs if these debts are written off.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Approve the write off of \$1,710.25 owed to the Shire by Kylie Hogan for rental arrears and property damage incurred at 1/24 Doreen Street, Narembreen.
- 2.
3. Approve the write off of \$647 owed to the Shire by Felicity McNally for rental arrears incurred at 3/33 Currall Street, Narembreen

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.6 - March 2019 Schedule of Accounts

Subject:	March 2019 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, Administration Officer
Date:	9 April 2019
Attachments:	List of Payments and Credit Card Payment List (see attachment binder)

SUMMARY

For Council to review the payments made in March 2019.

BACKGROUND

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

COMMENT

A schedule of accounts paid during the month of March 2019 is provided as follows:

Municipal Account:	\$1,606,959.29
Community Resource Centre (CRC) Account	\$15,255.08

The following payments greater than \$5,000.00 were made during the month of March 2019:

EFT11953	15/03/2019	Bitutek Pty Ltd	Supply and spray bitumen at Cramphorne Road	\$ 72,203.74
EFT11958	15/03/2019	Combined Pest Control WA	Bird Spikes for Rec Centre + Spider, Fly & mosquito service interior & exterior at commercial and residential properties	\$ 5,775.00
EFT11960	15/03/2019	Department Of Fire And Emergency Services (FESA)	2018/19 ESL Qtr 3 Emergency Services Levy Contribution	\$ 14,981.40
EFT11973	15/03/2019	Merredin Glazing Service	Install and supply roller shutters + blinds at 20 Cheetham Way	\$ 11,983.40
EFT11974	15/03/2019	Merredin Toyota (avn Northam Pty Ltd)	Replace Toyota Prado NB - Works Manager Vehicle	\$ 12,063.49
EFT11987	15/03/2019	Roads 2000	Supply & lay asphalt - 30mm + 40mm thick black dga at town site grain freight network	\$ 390,900.51
EFT11988	15/03/2019	Roadswest Engineering Group WA Pty Ltd	Caravan Park survey drawings for future internal roads and embayments	\$ 7,323.80
EFT11996	15/03/2019	Western Australian	Loan No. 129 payment	\$ 7,850.84

		Treasury Corporation		
EFT11998	15/03/2019	Wongan Concrete Services	Supply of concrete pipes and pipe headwalls at Narembreen South Road	\$ 5,174.40
EFT12007	28/03/2019	Busselton City Construction Pty Ltd	Miscellaneous works/carpentry labour hire at new Medical Centre/ CRC	\$ 13,007.50
EFT12009	28/03/2019	Chris Bray Electrics Pty Ltd	Various electrical works	\$ 7,541.05
EFT12011	28/03/2019	Core Business Australia Pty Ltd	AGRN743 WANDRRA Claim 24 - January 2019	\$ 98,216.83
EFT12018	28/03/2019	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 20 - February 2019	\$ 171,786.07
EFT12028	28/03/2019	Rockdale Farming Co	Gravel Supply at Cramphorne Road	\$ 7,969.50

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. 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:
 - a. 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
 - b. 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
 - a. Subject to sub regulation (4), are not to be paid in cash; and
 - b. Are to be made in a manner which allows identification of –
 - i. The method of payment;
 - ii. The authority for the payment; and
 - iii. 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 –
 - a. If the local government has delegated 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. 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.
2. A list of accounts for approval to be paid is to be prepared each month showing:
 - a. For each account which required council authorisation in that month –
 - i. The payee's name;
 - ii. The amount of the payment; and
 - iii. Sufficient information to identify the transaction.
 - 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 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:

1. Receive the Schedule of Accounts for March 2019, including those of the CRC; and
2. Receive the Credit Card Payment List for March 2019 for the Shire.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.7 - Financial Report March 2019

Subject:	Financial Report March 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:	8 April 2019
Attachments:	March 2019 Financial Report, Bank Reconciliation for March 2019, Outstanding Rates Report (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 31 March 2019.

COMMENT

Council's closing position at 31 March 2019 amounts to \$816,722 with current assets of \$4,106,485 and \$2,469,425 in reserve funds.

CONSULTATION

Executive Manager Corporate Services

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 Narembeen's Financial Report for the month of March 2019;
2. Receive the bank reconciliation for the month of March 2019 for all Shire Bank Accounts.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Councillor's Reports – including other Councillor business

Cr K Mortimore

Cr P Lines

Cr B Thomas

Cr B Cowan

Cr S Stirrat

Cr A Wright

Cr R Cole

10.0 Date, time & place of next meeting
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Wednesday 15th May 2019 at Narembreen Shire Council Chambers

11.0 Closure

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