



Agenda for the 660<sup>th</sup> Ordinary Council Meeting

18 March 2020

#### COUNCIL CALENDAR

Date	Time	Meeting
18 March 2020	2.00pm	Audit Committee Meeting
18 March 2020	2.30pm	Ordinary Meeting of Council
15 April 2020	2.30pm	Ordinary Meeting of Council
20 May 2020	2.30pm	Ordinary Meeting of Council

#### MARCH MEETING PROGRAMME

2.00pm	Audit Committee Meeting
2.30pm	Ordinary Meeting of Council

#### MEETING GUESTS



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# DECLARATION OF INTEREST FORM

**TO: CHIEF EXECUTIVE OFFICER**

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

**FINANCIAL INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**PROXIMITY INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**COUNCILLOR/STAFF SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

1. *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.**
2. *This notice must be given to the Chief Executive Officer prior to the meeting.*
3. *It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.*
4. *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:**

1. **PARTICULARS OF DECLARATION GIVEN TO MEETING**
2. **PARTICULARS RECORDED IN MINUTES**
3. **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 660th Ordinary Meeting of Council has been convened for:

**Date:** Wednesday 18 March 2020

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

**Commencing:** 2.30pm



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**Scott Wildgoose**  
**Acting Chief Executive Officer**  
Date: 11 March 2020

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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 18 March 2020, commencing at 2.30pm

### 1.0 Opening & Welcome

### 2.0 Attendance & Apologies

#### Attendance

Councillors

Staff

#### Apologies

#### Approved leave of absence

### 3.0 Declarations of Interest

### 4.0 Announcements

4.1 Application for leave of absence

### 5.0 Public Question Time & Deputations (15 min)

### 6.0 Minutes of Previous Meetings

#### 6.1 Confirmation of minutes from the Ordinary Meeting of Council of the Shire of Narembeen

6.1.1 Confirmation of minutes

Confirmation of minutes from the Ordinary Meeting of Council of the Shire of Narembeen held on Wednesday 19 February 2020.

#### **RECOMMENDATION:**

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held on Wednesday 20 February 2020 be confirmed as a true and accurate record of the proceedings.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 19 February 2020.

## 6.2 Audit Committee Meeting

### 6.2.1 Receive Minutes

Receive minutes of the Audit Committee Meeting held on Wednesday 18 March 2020.

#### **RECOMMENDATION:**

That the minutes of the Audit Committee Meeting of Council held on Wednesday 18 March 2020 be received.

#### **COUNCIL RESOLUTION**

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

**CARRIED /**

## 6.3 Confirmation of Minutes from the Special Meeting of Council

### 6.3.1 Confirmation of minutes

Confirmation of minutes from the Special Meeting of Council of the Shire of Narembeen held on Tuesday 10 March 2020.

#### **RECOMMENDATION:**

That the minutes of the Special Meeting of Council of the Shire of Narembeen held on Tuesday 10 March 2020 be confirmed as a true and accurate record of the proceedings.

#### **COUNCIL RESOLUTION**

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

**CARRIED /**

## 6.4 Roe Tourism Association Minutes (see attachment binder)

### 6.4.1 Receive Minutes

Receive minutes of the Roe Tourism Association meeting held on 24 February 2020.

#### RECOMMENDATION:

That the minutes of the Roe Tourism Association meeting held on 24 February 2020 be received.

#### COUNCIL RESOLUTION

MIN                      MOTION - Moved Cr.                      2nd Cr.                      CARRIED /

<b>7.0      Status Report</b>
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**See attachment binder for Status Report**

#### RECOMMENDATION:

That the Shire of Narembeen Status Report for March 2020 be received.

#### COUNCIL RESOLUTION

MIN                      MOTION - Moved Cr.                      2nd Cr.                      CARRIED /

## 8.0 REPORTS

### 8.1 Narembeen Community Resource Centre Coordinator

#### AGENDA ITEM: 8.1.1 - Narembeen Community Resource Centre Report – March 2020

<b>Subject:</b>	Narembeen Community Resource Centre Report – March 2020
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock, CRC Coordinator
<b>Date:</b>	6 March 2020
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider the Community Resource Centre report for March 2020.

#### BACKGROUND

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

#### COMMENT

#### EVENT NEWS

##### **Baby First Aid**

The Baby First Aid course run by Tiny Hearts Education on Thursday, 20 February 2020 was a very informative day with 20 people attending. The feedback for this workshop was very positive and the Narembeen CRC is glad so many people took this opportunity to attend such an important workshop.

##### **SOCK Week Think Tank**

16 community members, with representatives from St John, Volunteer Fire Brigade, WA Police, Narembeen School, RoadWise, Wheatbelt Business Network and the general public attended the SOCK Week planning session. Some great ideas were contributed and the discussions had will help to get a strategic plan in place which will hopefully help with further funding opportunities.

##### **Community Fox Shoot**

The Narembeen Community Fox Shoot, funded by the Red Card program, took place on Friday and Saturday, 6 and 7 March 2020, followed by a breakfast BBQ at Mount Arrowsmith on Sunday, 8 March 2020. Nine teams with three to five team members registered and a total of 145 feral cats, foxes and rabbits were shot. The Sporting Shooters Association of Australia donated \$5 for every cat and fox shot to the Regional Men's Health Initiative.

##### **Upcoming Events**

We have the following events coming up over the next few months:

- Seniors Movie - Mon 09 Mar
- Rhyme Time – Tue 10 Mar
- Morning Coffee Club - Wed 18 Mar



- Farm Finance for Performance - Wed 25 Mar
- Story Time – Fri 27 Mar
- Triathlon - Sat 28 Mar
- BAH (Business After Hours) – 6 April
- The Youth Rock Out – Fri 24 April
- ANZAC Day – Sat 25 April
- Safe4Kids Workshop – Fri 1 May
- High Tea for Mum & Bub – Wed 06 May
- #shoWase in PIXELS banner competition – Fri 8 May
- SOCK Week – Mon 22 – Sat 27 June
- NAIDOC Week Event – Thursday 9 July

### **GENERAL CRC NEWS.**

The CRC is further enhancing their partnership with the Narembeen District High School (NDHS). The children from the Kindy class room are visiting the first rhyme time session on Tuesday 10 March 2020, the Pre-Primary class is visiting the morning coffee club on Wednesday 18 March 2020. The CRC has established a Youth Week Committee which is involved in the planning and coordinating of this year's Youth Week event. This event creates a great opportunity for all young people to attend a range of activities free of charge, celebrate their positive contribution to our community, take part in fun activities, games and competitions throughout the day and have fun with their friends and possibly make new ones. Furthermore the NDHS is also participating in the #shoWAcase in PIXELS banner competition which gives one child the opportunity for their artwork to be submitted into the WALGA 2020 #shoWase in PIXELS competition to represent the Shire of Narembeen.

A Ladies Long Lunch Committee has been formed and the Narembeen Ladies Long Lunch is planned for March 2021. The date has been deferred to March in order to keep an established partnership and agreement with the Bruce Rock Ladies Long Lunch Committee, to keep the events on alternate years, Bruce Rock has their event planned for October 2020. This will create an opportunity for members of both communities to attend an event every year and takes the pressure off the committee to create such a big event on an annual basis.

The CRC is still in urgent need for volunteers for the Triathlon (28<sup>th</sup> March) and Youth Week Event (24<sup>th</sup> April).

### **CONSULTATION**

Executive Manager Corporate Services

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

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

Goal 3: We contribute to a healthy community.

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive the Narembeen Community Resource Centre Report for March 2020 and support the associated actions.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.2 Works Manager's Report

### AGENDA ITEM: 8.2.1 - Works Manager's Report - March 2020

<b>Subject:</b>	Works Manager's Report - March 2020
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins, Works Manager
<b>Date:</b>	6 March 2020
<b>Attachments:</b>	Report by Statewide Turf (to be provided separately)

#### SUMMARY

Council is to consider this report from the Works Manager for March 2020

#### 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:-

##### **Narembeen South Road**

Bitutec supply and spray 3.2 km Class 170 bitumen with 2% cutter. 46,950 litres sprayed hot. Roll and sweep and traffic management by the Shire staff.

##### **Dayman Road, Bows Road, Emu Hill East Road, Churchill Street and Wakeman Street**

Bitutec supply and spray the 3 floodways and 2 streets. 6,350 litres total class 170 with 2% cutter. Roll sweep and traffic management Shire staff.

##### **Cramphorne Road**

Bitutec supply and spray C170 with 2% cutter 55725 liters sprayed hot 3.460km. Roll, sweep and traffic management by the Shire staff

##### **Emu Hill East Road**

Complete water binding carpark at Cemetery. Bitutec supply and spray 16,000 litres. 95.5 Cutback bitumen. Spread 200 ton 14mm metal across road and roll. Complete water tables, guideposts and signage.

##### **Grading**

Wipe loose material from Gray Road, Sloss Road, Calzoni Road, Coker Road, Church Road, Roe Dam Road, Mt Walker North Road, Bruce Rock East Road, Wogarl West Road and Tudor Road.

##### **Town Oval**

Report by Statewide Turf had not been received at the time of writing the Agenda and will be provided to Councillors as a hard copy with the Agenda.

#### 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 March 2020 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

### 8.3 Acting Chief Executive Officer

#### AGENDA ITEM: 8.3.1 – Acting Chief Executive Officer’s Report – March 2020

<b>Subject:</b>	Acting Chief Executive Officer’s Report - March 2020
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Authors:</b>	Scott Wildgoose, Acting Chief Executive Officer and Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	10 March 2020
<b>Attachments:</b>	Roe Tourism MOU; Roe Tourism Membership Fee Letter; Rotary E-Club of Western Australia Inc. Letter to Narembeen Aquatic Centre Manager <b>See Attachment Binder</b>

#### 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 Road Board Building**

On Monday 9 March 2020, representatives from the Shire of Narembeen (Scott Wildgoose, Gary Skipsey and Sheree Thomas) and a representative from the Historical Society (Lorraine Lethlean) met with the contractor Glenn Jones from Busselton City Construction to discuss the progress of the Narembeen Road Board restoration.

Works to be completed by Busselton City Construction include:-

- Final paint of internal walls;
- Sanding and sealing of wooden floors;
- Grinding and painting of concrete entry flooring including patching and installation of skirting boards
- Adjustments to be made to the jarrah windows and handles are to be fitted
- Painting of doors
- Cover plates to be fitted to internal walls
- External restoration including patching of mortar, rendering and painting
- Sealing of external roof tiles

There are a few items that have been allocated to our Building Maintenance Officer that were not included in the original scope of works and include:-

- Weather strips to be fitted to all doors
- External door to office to be replaced
- Installation of new sink and cabinetry in the boardroom

The Building Maintenance Officer will be working closely with Busselton City Constructions to address all of the above items.

Restoration of old buildings can sometimes lead to additional work being required. A number of items have been identified that are outside the current project scope but somewhat critical in nature:

- A full clean of all wall cavities to assist with continuous airflow throughout the building, alleviating any potential rising damp issues in the future
- Fixing of holes in timber flooring where it has dropped, currently a trip hazard (was covered by carpet on initial inspection)
- Repair of external mortar joints in brick work which became brittle once building was pressure cleaned

The Shire will be reviewing how to complete these items without substantially impacting the budget.

The Shire will be working on replicating the “Narembeen Road Board” signage on the front of the building. Blinds or an alternative window treatment will need to be installed to ensure the protection of historical displays.

We are confident that the works undertaken to air the building will prevent the rising damp issues, however attention needs to be given to the front of the building where the concrete footpath slopes down to the front of the building, the Shire’s Building Maintenance Officer is currently looking at air drain options.

It is envisaged that the works detailed in this report will be finalised by late-April 2020, at which time furniture can be relocated back into the building and the Historical Society will be given full access.

### **Lesser Hall Interpretation Project**

Sheree Thomas has been liaising with Phoenix Landscaping in relation to plant and reticulation issues. Sheree will be meeting with Phoenix this week and anticipates these issues being resolved at that time.

Stephen Carrick, Architect has submitted a nomination into the Western Australian Heritage Awards on the Shire of Narembeen’s behalf. It was expected that finalists would be announced in mid-February but to date we have not received notification.

The interpretation project has provided an informative and inviting outdoor space for locals and visitors and was a big undertaking by the Shire so recognition for this project would be very rewarding.

At some stage, Council might like to consider an official opening for this area.

### **Emu Hill Public Cemetery Re-development**

We are pleased with the way that the Cemetery project has progressed. There has been a lot of positive comments in relation to the niche wall, the reflection area including the garden and seating looks great and provides an area for visitors to sit and reflect.

There are still a couple of items outstanding on this project including re-planting of trees/drought tolerant shrubs and signage (entry, gazebo, gates and denomination). Sheree Thomas will be working on these items to ensure completion by the end of June 2020.

### **Industrial Land Project**

Unfortunately, the Shire of Narembeen were not successful with their application to the Regional Economic Development (RED) Grant Fund.

On Wednesday 4 March 2020, representatives from the Shire of Narembeen (Cr Rhonda Cole, Cr Kellie Mortimore, Scott Wildgoose and Sheree Thomas) met with Go Narembeen representatives (Bevan Thomas, Keith Miller and Brian Cusack) to discuss the Industrial Land project.

It was resolved that representatives from Go Narembeen would meet with the Go Narembeen committee to consider providing financial support for the project to enable the Shire to commence the project development (design) stage.

Council will be provided with an update in relation to the outcomes from this meeting at the Council meeting.

### **Drought Communities Programme**

At the February 2020 Ordinary Meeting of Council, Councillors were provided with information in relation to the Drought Communities Programme. Council considered the funding and decided that the Industrial Land Project would be the ideal project to utilise this funding. Staff are currently liaising with the Department to ascertain if the funding could potentially be used to kick start this project. There may be some aspects that meet the funding guidelines however, other areas such as the requirement to employ local contractors and/or not to use the funds for staff costs.

Council may also wish to consider other community infrastructure projects that this funding may support including:-

- Apex Park Toilet Block Replacement which could also include beautifying the picnic area and relocation of the skate park
- Caravan Park improvements including refurbishing the Kitchen, BBQ, Laundry and Bathroom Facilities.
- Emu Hill Public Cemetery - additional landscaping/paving, niche wall shelter which would complete the project
- Churchill Street beautification project - trees/shrubs, fixing of paving, revamping of shop fronts
- Community Gym extension and improvements

Staff will work over the coming weeks to finalise whether the Industrial Land project is permitted as a suitable project for these funds (if not the Shire will ascertain other suitable projects) and commence the grant application process.

Council may wish to appoint a sub-committee to work with staff identifying a suitable project or projects for this funding.

### **Narembeen Bowling Club**

On Thursday 5 March 2020, Works Manager, Arthur Cousins and I met with representatives of Narembeen Bowling Club (Stephen Padfield and Kellie Mortimore). The Bowling Club indicated that they had chosen to move ahead with the resurfacing of one of the Bowling Green surfaces.

They wish for the Shire to pay for this project in the 2020/2021 budget using a reimbursement basis whereby the Bowling Club will pay a contribution to the Shire that matches the cost of the project either from their own funds or via a self-supporting loan. This seems the most practical way of undertaking this project as it will save the club paying the GST component but won't come at a cost to the Shire.

It was explained to the club that due to the value of the project, policy dictates that a formal quotation process should be used. The Bowling Club have already undertaken surface testing and identified their preferred surface and supplier. As such the club will engage the supplier further to inspect the surface and provide a more formal fixed quote. The likelihood is that the administration will then apply to Council for an exemption from the purchasing policy to use the club's preferred supplier given they are weathering the full cost of the project. This is of course subject to the cost being under the tender threshold of \$150,000.

## **Interim Audit**

On Thursday 5 March 2020, Shire President Rhonda Cole and Deputy President Kellie Mortimore partook in an audit entrance meeting with myself and representative from Moore Stephens and the Office of the Auditor General.

It appears as though the Shire will not be involved in a performance audit this financial year however it is likely the financial audit will be more onerous and time consuming given the revised areas of focus due to the involvement of the Auditor General.

## **Roe Tourism**

Roe Tourism has submitted their draft MOU and a letter advising that their memberships for 2020/2021 would be increasing to \$6,000 – both attached.

The Shire's annual membership fee to Roe Tourism has been \$5,000 since 2014, so the increase to \$6,000 doesn't seem unreasonable. However it is difficult to quantify the tangible benefits this benefit brings, it is more the opportunity cost of what damage not having this important association may cause.

The Shire's administrative representative to Roe Tourism is the Administration and Communications Officer – however the Shire does have two votes on matters of interest at meetings. At this time retired councillor Bevan Thomas is still acting as a representative of the Shire on this association given he is the current president; however he has advised that it would be beneficial if a council representative would be available to attend these meetings. Cr Hardham has in the past been the Proxy for this working group.

## **COVID-19**

COVID-19, more informally known as Coronavirus, has caused levels of confusion and panic across the globe. A briefing session for Local Government CEO's and Environmental Health Officers is being held in Perth on Friday 13 March 2020. The Shire's Environmental Health Officer will be attending this event and reporting back to the Shire's he represents.

At this time the WA Department of Health's Infectious Disease Emergency Management Action Plan is at the Initial Action Stage. This seems to mean they are trying to disseminate as much information as possible to reduce the chances of the disease spreading.

As the State Government enacts their plan Local Government's may be prompted to help disseminate advice and guidelines, relating to good hygiene practices or advising against overseas travel etc.

For more information please direct people to trusted sources of information:

- National Coronavirus Health Information Line: 1800 020 080
- World Health Organisation - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- WA Department of Health
- HealthyWA

In terms of the business impact, the Shire is receiving circular advice informing us to prepare in case we are cut off for an extended period of time. My view would be that this circular correspondence is aimed more at larger population areas where infection is likely to have a more severe impact. However, given the number of facilities/public toilets the Shire manages, the trend in panic buying items such as toilet roll is a cause for concern – the Shire has a reasonable stock at the moment but we will need to liaise with our suppliers to ensure availability is going to remain when stocks run low.



## **Credit Cards**

Over the last 12 months the Shire has reviewed its use of Corporate Credit Cards. This has led to the merging of the Council Policy on credit cards with that of general purchasing to recognise that it is just another means of purchasing, an Executive Policy has been developed providing more operational rigour around the process of purchasing and using credit cards, and the Delegated Authority has been revised to expand the useability of credit cards.

The Shire has come across another roadblock with expanding credit card usage, such that the overall facility that has been established exactly matches the monthly spend limit of the three cards in circulation. As such if the Shire wants to expand the use of corporate credit cards then the current facility will need to be expanded to allow for more cards. Council are being asked to endorse the increase of the Shire's Credit Card Facility to \$50,000 – this can then be split across a number of cards and does not need to be fully allocated but allows greater flexibility in the future.

## **Wadderin Dam**

I am happy to advise that the Water Corporation's consultants have received the flora and fauna report that they were waiting on. It is likely some form of works will commence in the next month. We are awaiting further contact from the contractors.

## **Aquatic Centre**

The Aquatic Centre has been busy over the last couple of weeks hosting the Rotary Swim for Reading and the School Swimming Carnival.

The Shire has received the attached letter from Rotary E-Club of Western Australia Inc. thanking the Aquatic Centre Manager, Michael Lethlean for stepping in and offering the Narembeen Aquatic Centre Facilities for the Rotary Wheatbelt Swim for Reading when their original venue faced an unexpected closure.

I would also like to take this opportunity to thank Michael for his swift actions to allow this important event to take place which will be of great benefit to the Wheatbelt Youth.

## **Ramelius Resources Traffic Route**

In November 2019 Council approved the Ramelius Resources Traffic Route Proposal subject to a number of conditions. One of those conditions covered signage requirements based on a report prepared by the Shire's Consultant Engineer. This report has been prepared and reviewed by the Works Manager and distributed to Ramelius Resources. It also touches on other condition areas such as gravel sheeting requirements. The Shire has yet to receive any response to the report from Ramelius Resources.

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

<b>Date</b>	<b>Meeting/Appointment</b>
19 March 2020	RoeROC Meeting in Kulin
23 March 2020	Understanding Financial Reports – Kondinin Cr's Milner and Lines
25 March 2020	Community Wellbeing Plan Meeting
25 April 2020	Anzac Day

## **CONSULTATION**

N/A

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

## **POLICY IMPLICATIONS**

N/A

## **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**

1. That the Acting Chief Executive Officer's report for March 2020 is received and actions endorsed.
2. That Council approve the inclusion of \$6,000 in the 2020/2021 Annual Budget for the Shire of Narembeen's Full Membership to the Roe Tourism Association.
3. That Council endorse the increase of the Shire's overall Credit Card liability/facility to \$50,000.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**AGENDA ITEM: 8.3.2 - Proposed Ancillary Dwelling - Lot 244 (No 844) Church Road, West Holleton**

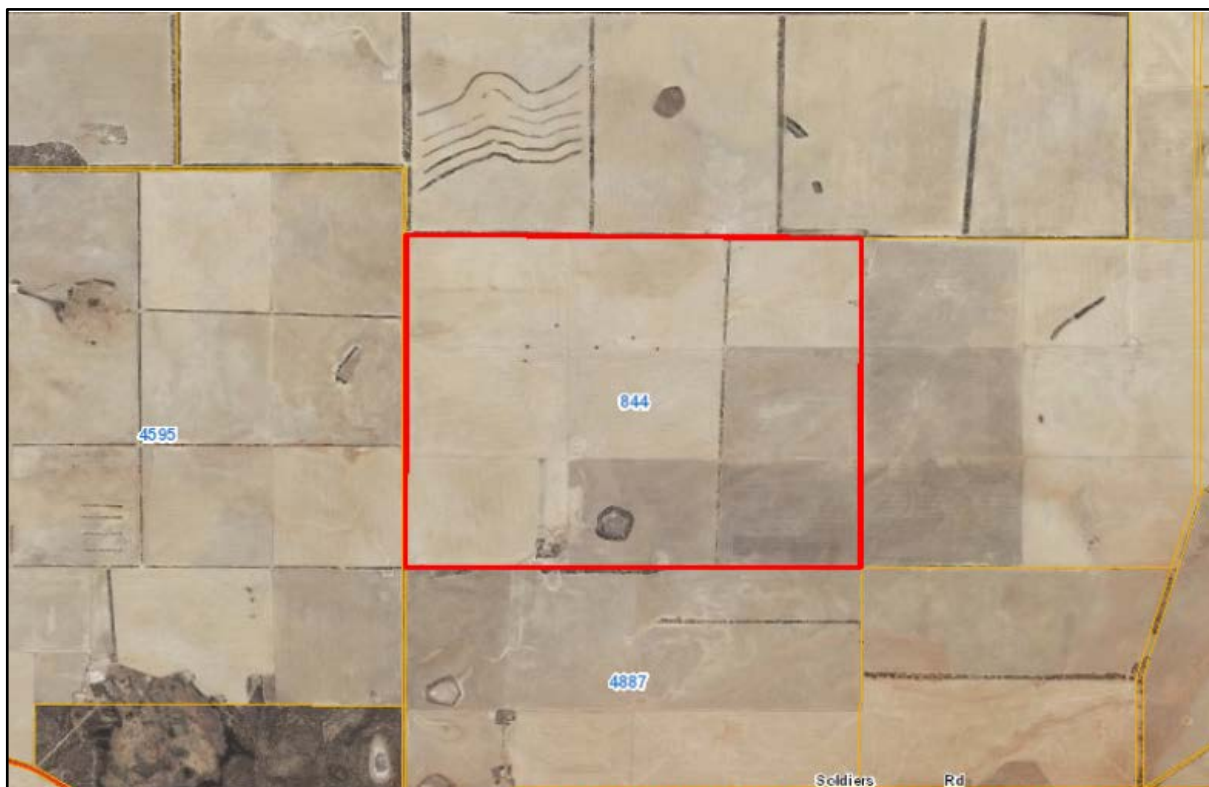
<b>Subject:</b>	Proposed Ancillary Dwelling – Lot 244 (No 844) Church Road, West Holleton
<b>Applicant:</b>	Murray River North Pty Ltd (Trading As TR Homes)
<b>File Ref:</b>	P3080
<b>Disclosure of Interest (Staff):</b>	Financial Interest as received planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Liz Bushby, Town Planning Innovations (TPI)
<b>Date:</b>	6 March 2020
<b>Attachments:</b>	Nil

**SUMMARY**

Council is to consider an application for an Ancillary Dwelling on Lot 244 (No 844) Church Road, West Holleton.

**BACKGROUND**

Lot 244 is located near the intersection of Church Road and Soldiers Road in West Holleton. The lot has an approximate area of 679.63 hectares, and contains an existing house which is proposed to be retained.



Location Plan

The majority of the lot has been cleared and it is used for agricultural purposes.

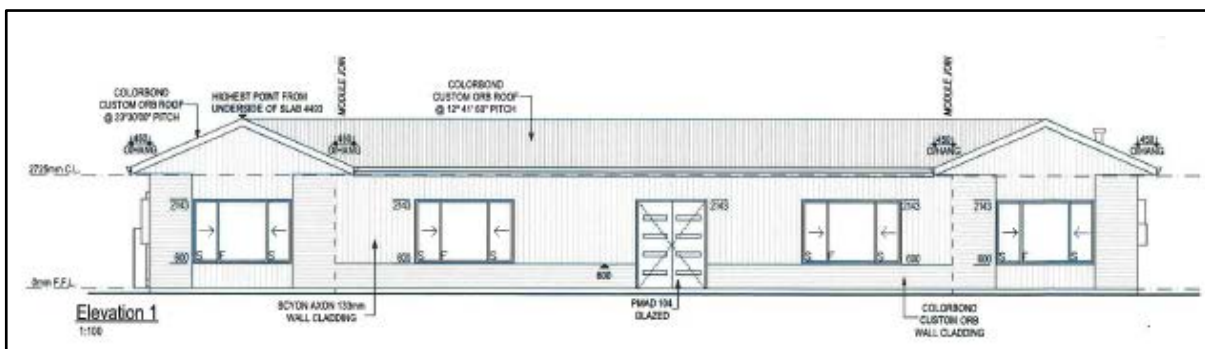
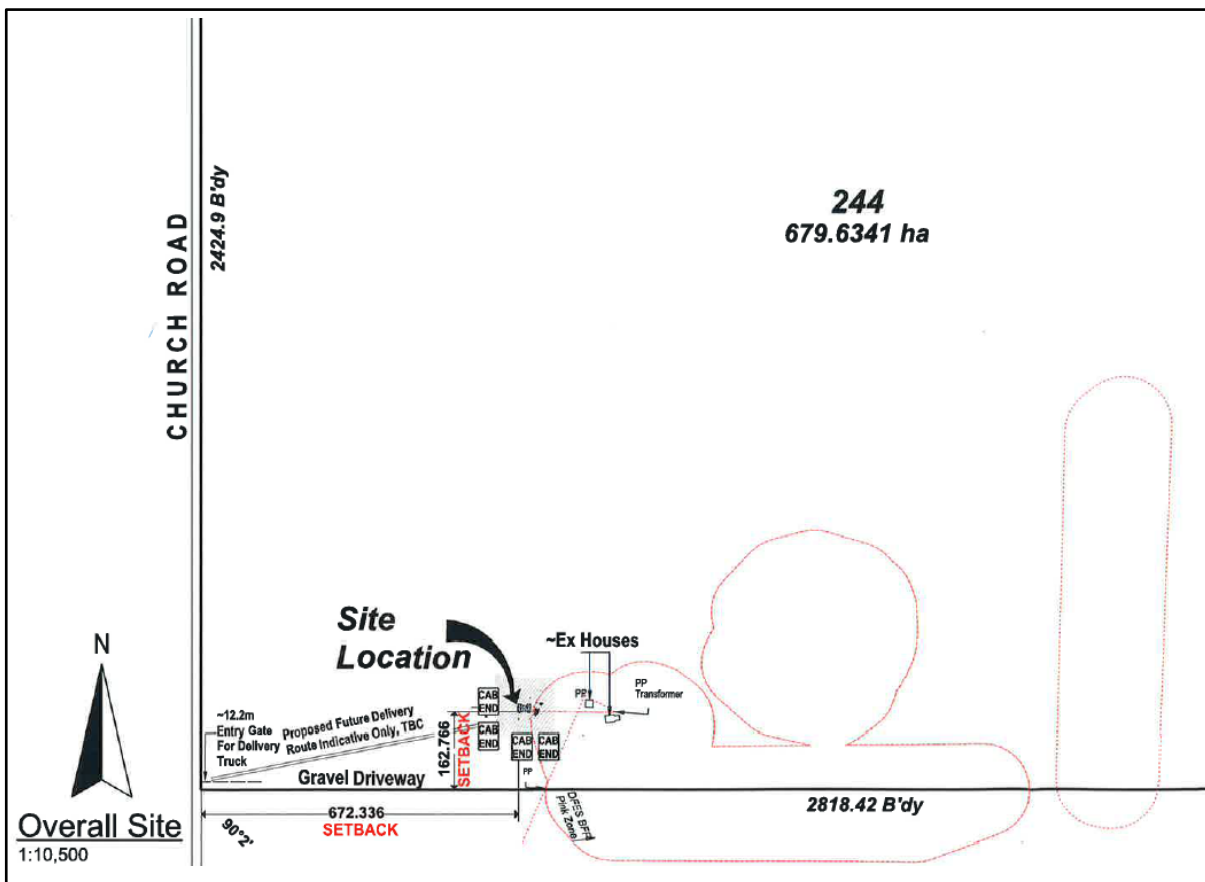
**COMMENT**

- Description of proposed development**

The applicant has advised that the existing house on the lot accommodates workers. Notwithstanding their advice it would have been approved as a single house and is not limited to being occupied by workers.

The application proposes a new steel framed modular dwelling which will be constructed off site and transported to the lot. The external walls and roof are proposed in colorbond material.

The dwelling is proposed to be setback 672.33 metres from Church Road and 162.766 metres from the southern boundary. The dwelling location complies with the minimum setbacks under the Shires Scheme. An extract of the site plan and a front elevation is included below for ease of reference.



- **Zoning and Land Use permissibility**

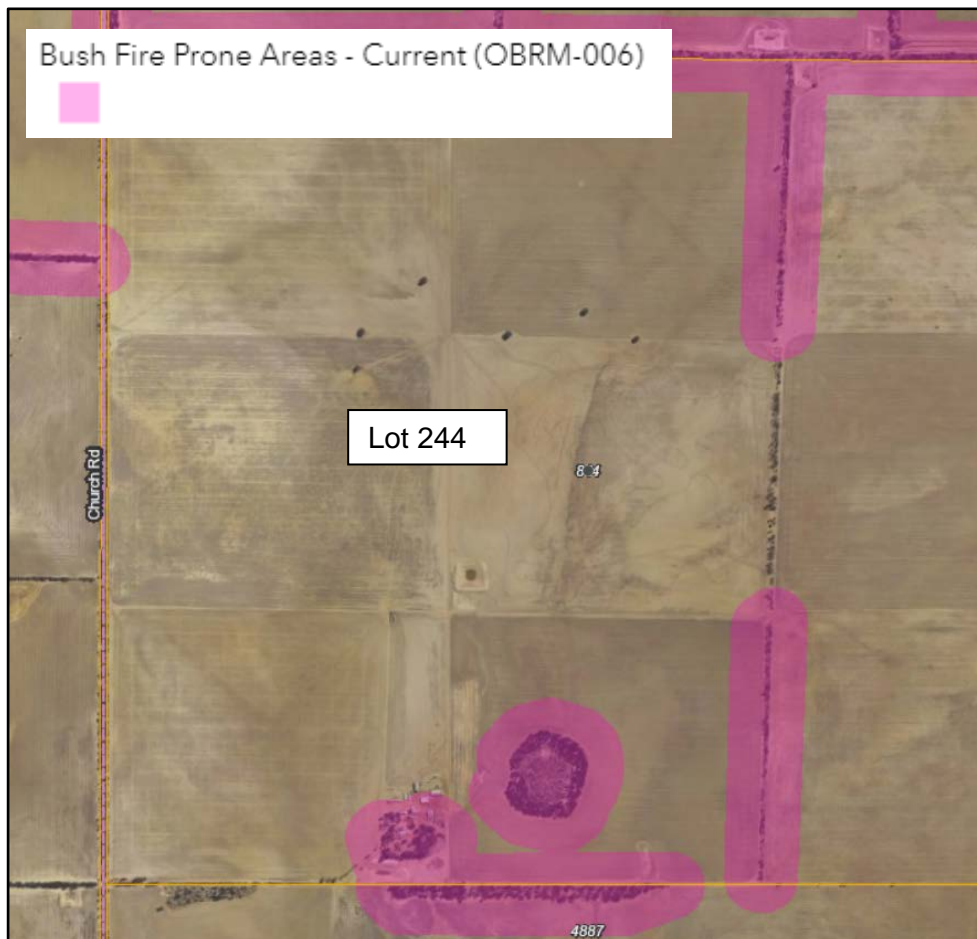
The lot is zoned 'Farming' under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

The application is for an 'Ancillary Dwelling' as it is the second dwelling proposed on the existing lot. An 'Ancillary Dwelling' is defined in the Residential Design Codes as a *'self contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house'*.

An 'Ancillary Dwelling' is listed as an 'A' use in the Farming zone under the 'Zoning Table' in the Scheme which *'means that the use is not permitted unless the local government has granted development approval'*.

- **Relevant Bushfire Mapping**

State Planning Policy 3.7 produced by the Western Australian Planning Commission applies to any development within a declared bushfire prone area. The development is proposed outside of the declared bushfire prone area therefore no Bushfire Attack Level assessment is required as part of the planning process.



Source: Department of Fire and Emergency Services website

The applicant has shown the extent of the bushfire prone area on their site plan.

## CONSULTATION

No consultation has been conducted. Advertising is not compulsory under the Shires Scheme.

## STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 – discussed in the body of this report.

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Town Planning Scheme No 2.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

## FINANCIAL IMPLICATIONS

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

## POLICY IMPLICATIONS

Not Applicable.

## STRATEGIC PLAN REFERENCE

Not Applicable.

## RELATED PARTY TRANSACTIONS

Not applicable.

## OFFICER RECOMMENDATION

That Council:

- A. Approve the application lodged by Murray River North Pty Ltd (Trading as TR Homes) for an Ancillary Dwelling on Lot 244 (No 844) Church Road, West Holleton subject to the following conditions:
- (i) The plans lodged with this application dated 13 December 2019 shall form part of this planning approval. All development shall be in accordance with the approved plans and the dwelling shall be constructed out of colorbond materials.
  - (ii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

## COUNCIL RESOLUTION

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.3.3 - Financial Report February 2020

<b>Subject:</b>	Financial Report - February 2020
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Rachael Moore, Finance Officer
<b>Date:</b>	6 March 2020
<b>Attachments:</b>	February 2020 Financial Report, February 2020 Bank Reconciliation <b>See Attachment Binder</b>

### 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 29 February 2020.

### COMMENT

Council's closing position at 29 February 2020 amounts to \$2,335,970 with current assets of \$5,788,221 and \$2,635,283 in reserve funds.

Please note that the year to date budget figures in the February 2020 Financial Report do not reflect the budget review amendments made as a result of the 19 February 2020 Council Meeting. The annual budget does reflect the changes, however due to the timing of when the budget amendment was processed in the finance system the year to date changes will be reflected in the March Financials.

Interim auditors Moore Stephens will be onsite from the 18 March 2020 to the 20 March 2020.

Asset Val have been appointed to conduct our plant, furniture and equipment valuations. A start-up meeting has been arranged for the beginning of April.

July to September operating revenue has been amended in the graphs from what was originally reported due to WANDRRA funding being moved to accrued expenses as per the auditor's recommendations.

#### WANDRRA update

- Main Roads WANDRRA claim 25 submitted \$100,290
- Main Roads WANDRRA claim 26 submitted \$25,858
- Main Roads WANDRRA claim 27 submitted \$32,818
- Main Roads WANDRRA claim 28 submitted \$41,920

### CONSULTATION

Executive Manager Corporate Services  
Works Manager

### STATUTORY IMPLICATIONS

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

Reg. 34 - Financial Activity Statement.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STRATEGIC PLAN REFERENCE**

Nil

**RELATED PARTY TRANSACTIONS**

Nil

**OFFICER RECOMMENDATION**

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of February 2020.
2. Receive the bank reconciliation for the month of February 2020 for all Shire Bank Accounts.

**COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



## AGENDA ITEM: 8.3.4 - Schedule of Accounts for February 2020

<b>Subject:</b>	Schedule of Accounts for February 2020
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Kathryn Conopo, Administration Officer
<b>Date:</b>	4 March 2020
<b>Attachments:</b>	February 2020 Creditors Payment List, February 2020 Credit Card Payment List <b>See Attachment Binder</b>

### SUMMARY

For Council to review the payments made by the Shire of Narembeen in February 2020.

### BACKGROUND

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

### COMMENT

A schedule of accounts paid during the month of February 2020 is attached to this report and the total amounts paid from the municipal and trust funds are as follows:

Municipal Account Payments \$431,960.06

The following payments greater than \$15,000.00 were made during the month of February 2020:

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT12976	05/02/2020	Liberty Oil Rural Pty Ltd	20000L diesel	\$25,840.00
EFT12985	05/02/2020	Zanik Pty Ltd T/A GH & CL Fagan	Cartage of 731.18T granite	\$24,128.94
EFT12990	12/02/2020	Bitutek Pty Ltd	Bitumen Road Costs for Various Roads within the Shire	\$142,964.05
EFT12997	12/02/2020	Go Doors Pty Ltd	Supply and Install Automatic Door openers at Medical Precinct	\$19,426.00
EFT13056	28/02/2020	Department Of Fire And Emergency Services (FESA)	2019/20 ESL Quarter 3 - Emergency Services Levy	\$15,340.40

### CONSULTATION

Nil

## **STATUTORY IMPLICATIONS**

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Receive the Creditors Payment List for February 2020.
2. Receive the Credit Card Payment List for February 2020.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**9.0 Urgent Business as Permitted by Council**

## 10.0 Councillor's Reports – including other Councillor business

### **Cr K Mortimore**

Attended

- 

General Business

- 

### **Cr P Lines**

Attended

- 

General Business

- 

### **Cr R DeLuis**

Attended

- 

General Business

- 

### **Cr A Hardham**

Attended

- 

General Business

- 

### **Cr S Stirrat**

Attended

- 

General Business

- 

### **Cr A Wright**

Attended

- 

General Business

- 

### **Cr W Milner**

Attended

- 

General Business

- 

### **Cr R Cole**

Attended

- 

General Business

-

**11.0 Date, Time & Place of Next Meeting**

Wednesday 15 April 2020 at Narembreen Shire Council Chambers.

**12.0 Closure**

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