



Confirmed Minutes for the 660th 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

Nil



Contents

1.0	OPENING & WELCOME	3
2.0	ATTENDANCE & APOLOGIES	3
3.0	DECLARATIONS OF INTEREST	3
4.0	ANNOUNCEMENTS.....	3
5.0	PUBLIC QUESTION TIME & DEPUTATIONS (15 MIN)	3
6.0	MINUTES OF PREVIOUS MEETINGS	4
6.1	CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL OF THE SHIRE OF NAREMBEEN ...	4
6.2	AUDIT COMMITTEE MEETING	4
6.3	CONFIRMATION OF MINUTES FROM THE SPECIAL MEETING OF COUNCIL	5
6.4	ROE TOURISM ASSOCIATION MINUTES	5
7.0	STATUS REPORT.....	6
8.0	REPORTS.....	7
8.1	NAREMBEEN COMMUNITY RESOURCE CENTRE COORDINATOR.....	7
	AGENDA ITEM: 8.1.1 - Narembeen Community Resource Centre Report – March 2020	7
8.2	WORKS MANAGER’S REPORT.....	10
	AGENDA ITEM: 8.2.1 - Works Manager’s Report - March 2020	10
8.3	ACTING CHIEF EXECUTIVE OFFICER.....	12
	AGENDA ITEM: 8.3.1 – Acting Chief Executive Officer’s Report – March 2020.....	12
	AGENDA ITEM: 8.3.2 - Proposed Ancillary Dwelling - Lot 244 (No 844) Church Road, West Holleton	18
	AGENDA ITEM: 8.3.3 - Financial Report February 2020.....	23
	AGENDA ITEM: 8.3.4 - Schedule of Accounts for February 2020	25
9.0	URGENT BUSINESS AS PERMITTED BY COUNCIL.....	27
	AGENDA ITEM: 9.1 - Compliance Audit Return 2019.....	28
	AGENDA ITEM: 9.2 - Event and Facility Management through COVID-19.....	31
10.0	COUNCILLOR’S REPORTS – INCLUDING OTHER COUNCILLOR BUSINESS.....	37
11.0	DATE, TIME & PLACE OF NEXT MEETING.....	39
12.0	CLOSURE	39
13.0	CERTIFICATION OF MEETING MINUTES	39

MINUTES

Shire of Narembeen Ordinary Council Meeting Wednesday 18 March 2020, commencing at 2.30pm

1.0 Opening & Welcome

2.31pm - Cr Rhonda Cole, Shire President welcomed everyone to the meeting and declared the meeting open.

2.0 Attendance & Apologies

Attendance

Councillors

Cr Rhonda Cole	Shire President, Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Peter Lines	Member
Cr Scott Stirrat	Member
Cr Amy Hardham	Member
Cr Alan Wright	Member
Cr Gina DeLuis	Member
Cr Warren Milner	Member

Staff

Mr Pascoe Durtanovich	Acting Chief Executive Officer
Mr Scott Wildgoose	Executive Manager Corporate Services
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)
Miss Vanessa Wittstock	CRC Manager (present for report to Council)
Mr Arthur Cousins	Works Manager (present for report to Council)

Public

Nil

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Item 6.3 - Special Meeting of Council - Mr Pascoe Durtanovich declared a financial interest in this item.

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of minutes 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 19 February 2020 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7006/20 **MOTION** - Moved Cr. K Mortimore Seconded Cr. A Wright

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held on Wednesday 19 February 2020 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.1.2 Business Arising

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

Nil

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 7007/20 **MOTION** - Moved Cr. P Lines **Seconded** Cr. S Stirrat

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

CARRIED 8/0

2.34pm – Mr P Durtanovich exited the meeting.

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 7008/20 **MOTION** - Moved Cr. R DeLuis Seconded Cr. A Hardham

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.

CARRIED 8/0

2.35pm – Mr P Durtanovich returned to the meeting.

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 7009/20 **MOTION** - Moved Cr. A Wright Seconded Cr. A Hardham

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

CARRIED 8/0

7.0 Status Report

- 2.37pm – Cr P Lines exited the meeting.
- 2.38pm – Cr P Lines returned to the meeting.
- 2.41pm – Miss V Wittstock entered the meeting.

See attachment binder for Status Report

RECOMMENDATION:

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

COUNCIL RESOLUTION

MIN 7010/20 **MOTION** - Moved Cr. A Wright Seconded Cr. W Milner

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

CARRIED 8/0

8.0 REPORTS

8.1 Narembeen Community Resource Centre Coordinator

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

Subject:	Narembeen Community Resource Centre Report – March 2020
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	6 March 2020
Attachments:	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 (28th March) and Youth Week Event (24th 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 7011/20

MOTION - Moved Cr. S Stirrat

Seconded Cr. R DeLuis

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

CARRIED 8/0

2.49pm – Miss V Wittstock exited the meeting and did not return.

2.51pm – Mrs S Thomas exited the meeting.

2.52pm – Mrs S Thomas returned to the meeting.

2.53pm – Mr A Cousins entered the meeting.

8.2 Works Manager's Report

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

Subject:	Works Manager's Report - March 2020
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins, Works Manager
Date:	6 March 2020
Attachments:	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:-

Naremben 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 – State Wide Turf Services – Works Report

Discussion was held at the meeting in relation to the Works Report provided by State Wide Turf Services.

Dick Law Rose Bowl

Cr Rhonda Cole, Shire President thanked Mr A Cousins for his organisation towards the Rose Bowl Event.

Wadderin Wildlife Sanctuary

Cr P Lines thanked Mr A Cousins for his continued efforts in delivering gravel to assist with the widening of Burgin 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 March 2020 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 7012/20

MOTION - Moved Cr. R DeLuis

Seconded Cr. A Hardham

That the Works Manager's Report for March 2020 be received and all actions endorsed.

CARRIED 8/0

3.18pm – Mr A Cousins exited the meeting and did not return.

8.3 Acting Chief Executive Officer

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

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

Mr S Wildgoose to organise a workshop in relation to the Industrial Blocks, Drought Communities Programme and the 2020/2021 Budget.

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

Date	Meeting/Appointment
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 7013/20 **MOTION** - Moved Cr. K Mortimore Seconded Cr. A Hardham

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.*

CARRIED 8/0

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

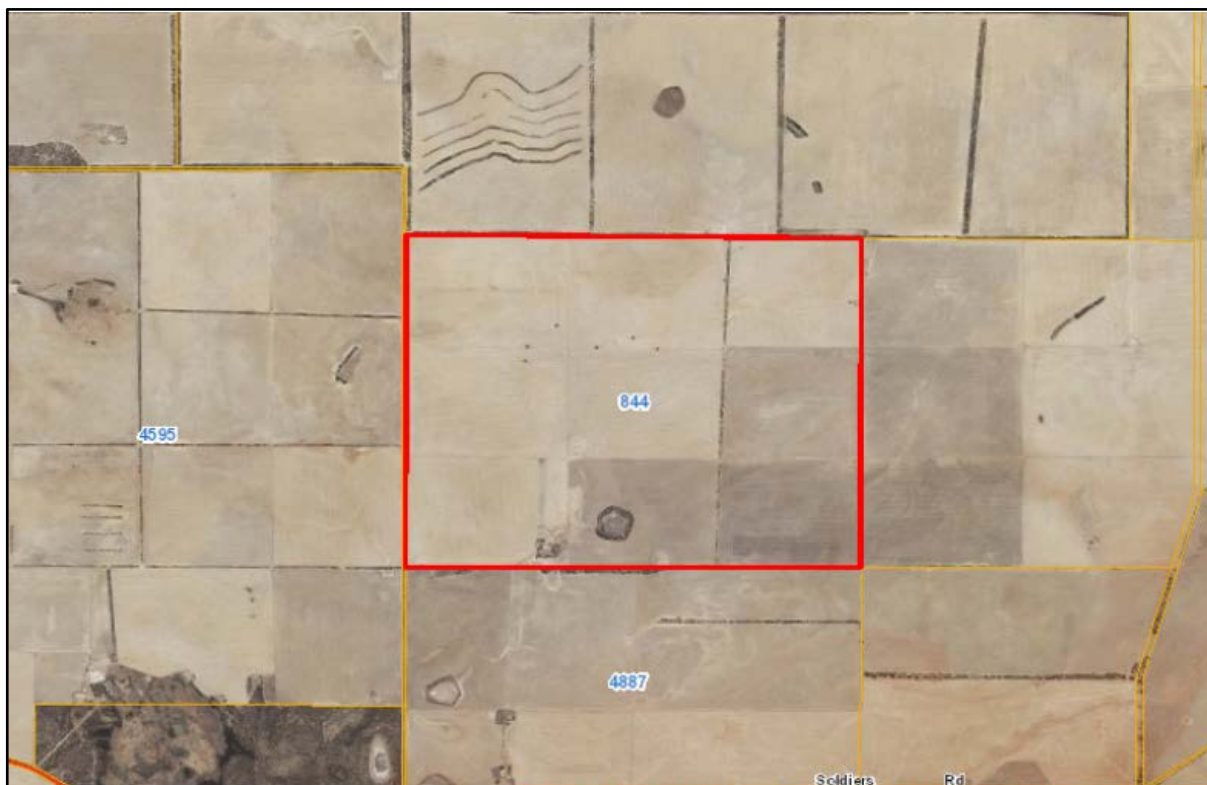
Subject:	Proposed Ancillary Dwelling – Lot 244 (No 844) Church Road, West Holleton
Applicant:	Murray River North Pty Ltd (Trading As TR Homes)
File Ref:	P3080
Disclosure of Interest (Staff):	Financial Interest as received planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act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

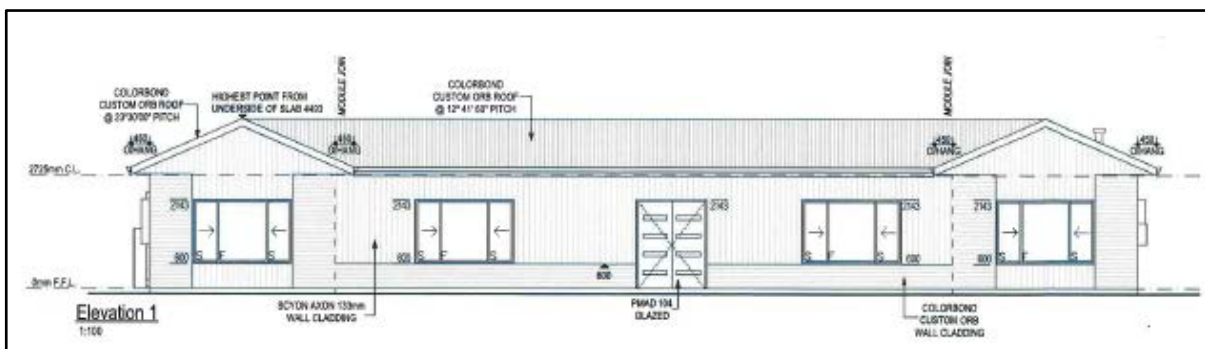
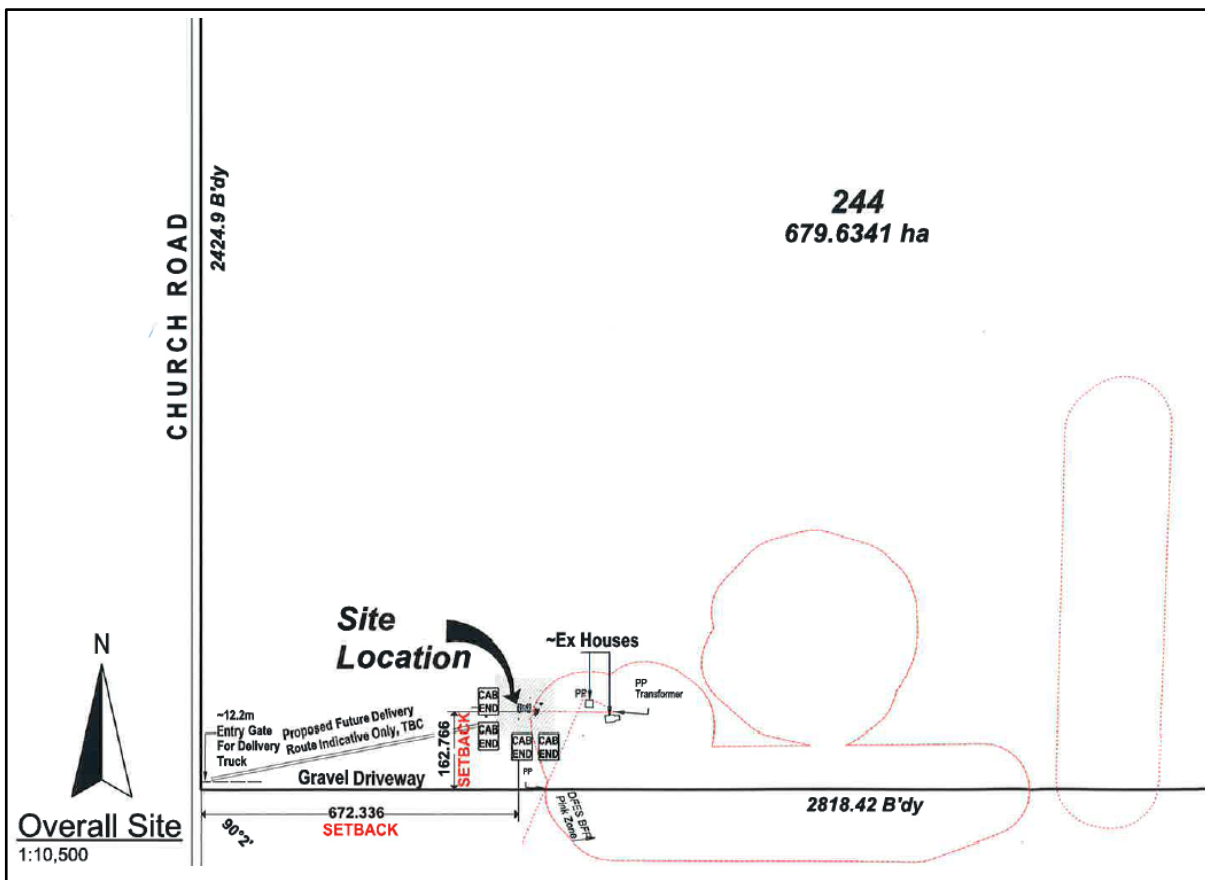
COMMENT

- 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**

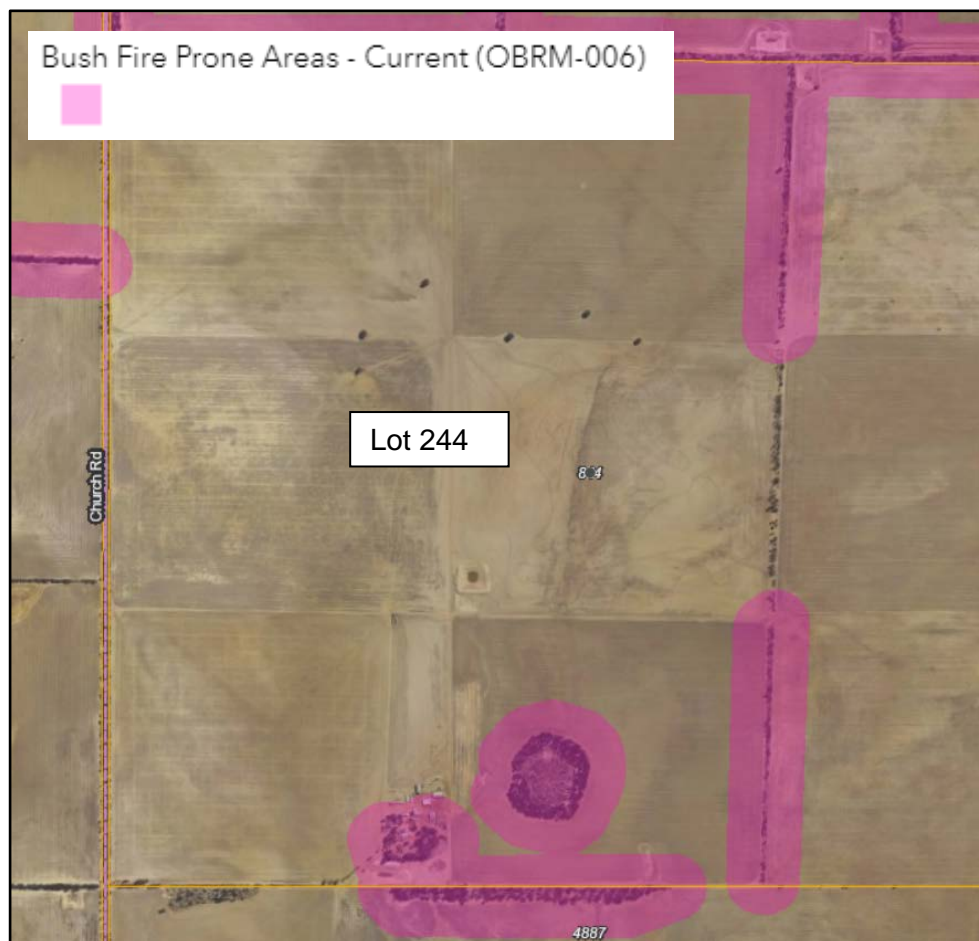
The lot is zoned 'Farming' under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

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 7014/20

MOTION - Moved Cr. A Hardham

Seconded Cr. R DeLuis

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.*

CARRIED 8/0

AGENDA ITEM: 8.3.3 - Financial Report February 2020

Subject:	Financial Report - February 2020
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	6 March 2020
Attachments:	February 2020 Financial Report, February 2020 Bank Reconciliation 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 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 7015/20

MOTION - Moved Cr. S Stirrat

Seconded Cr. A Hardham

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.*

CARRIED 8/0

AGENDA ITEM: 8.3.4 - Schedule of Accounts for February 2020

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

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 7016/20

MOTION - Moved Cr. A Wright

Seconded Cr. A Hardham

That Council:

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

CARRIED 8/0

9.0 Urgent Business as Permitted by Council

Item 9.1 - Compliance Audit Return 2019

COUNCIL RESOLUTION

MIN 7017/20

MOTION – Moved Cr. A Wright

Seconded Cr. P Lines

That Item 9.1 - Compliance Audit Return 2019 be dealt with at this meeting as it is required to be submitted to the Department of Local Government, Sport and Cultural Industries prior to 31st March 2020.

CARRIED 8/0

Item 9.2 - Event and Facility Management through COVID-19

COUNCIL RESOLUTION

MIN 7018/20

MOTION – Moved Cr. R DeLuis

Seconded Cr. W Milner

That Item 9.2 - Event and Facility Management through COVID-19 be dealt with at this meeting given the need for immediate action in response to the rapid spread of the COVID-19 virus and the obligations on all three levels of Government to minimise community impact.

CARRIED 8/0

AGENDA ITEM: 9.1 - Compliance Audit Return 2019

Subject:	Compliance Audit Return 2019
Applicant:	N/A
File Ref:	ADM129
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Acting Chief Executive Officer
Date:	9 March 2020
Attachments:	Compliance Audit Return 2019 (see binder attachment)

SUMMARY

Council to endorse the Compliance Audit Return for the period 1 January 2019 – 31 December 2019.

BACKGROUND

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tendering for Providing Goods and Services

A completed Compliance Audit Return for the year ended 31 December 2019 must be submitted to the Department of Local Government by the 31 March 2020.

COMMENT

During the Compliance Audit Return process two areas of non-compliance have been identified. The areas of non-compliance related to the risk area associated with Disclosure of Interest. Specifically, not all designated employees had lodged primary and annual returns. This area of non-compliance seems to stem from a misunderstanding of the legislation, such that the administration for a number of years has only been classing a designated employee as someone with an authorisation to purchase. In my opinion this is an incorrect interpretation of the legislation.

Part 5, Division 6, Section 5.74 of the Local Government Act 1995 defines a designated employee as:

- a) a CEO; and
- b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and
- c) an employee who is a member of a committee comprising council members and employees; and
- d) an employee nominated by the local government to be a designated employee

The main area that relates to Shire employees is 2) such that the employees have been delegated a power or duty by the CEO – in line with Division 4 – Section 5.36 to Section 5.51, specifically Section 5.44.

An authorisation to purchase is not a delegation of the CEO's powers or duties; it is the enactment of a policy and the provision of authority to act within the policy.

In essence using the purchasing example, the delegation would come in the form of Cheque Signing Authority/Power to Make Payments from Municipal and Trust Funds. Only certain employees are delegated this power from the CEO.

Due to the misinterpretation of the legislation, employees who have been delegated powers or duties from the CEO who do not have purchasing authorisation have not completed primary or annual returns over the last few years.

Action has now been taken to remediate this area of non-compliance.

No other areas of non-compliance were identified.

Note this report was prepared by the Acting CEO, who also completed the majority of the Compliance Audit Return and review.

In line with legislation, the audit committee has reviewed the completed Compliance Audit Return and has recommended its approval to Council.

CONSULTATION

Community and Economic Development Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Approve the 2019 Compliance Audit Return for signing by the Shire President and Chief Executive Officer; and
2. Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries.

AUDIT COMMITTEE RECOMMENDATION

That Council:

1. Approve the 2019 Compliance Audit Return for signing by the Shire President and Chief Executive Officer; and
2. Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries.

COUNCIL RESOLUTION

MIN 7019/20

MOTION - Moved Cr. A Wright

Seconded Cr. K Mortimore

That Council:

1. *Approve the 2019 Compliance Audit Return for signing by the Shire President and Chief Executive Officer; and*
2. *Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries.*

CARRIED 8/0

AGENDA ITEM: 9.2 - Event and Facility Management through COVID-19

Subject:	Event and Facility Management through COVID-19
Applicant:	N/A
File Ref:	ADM553
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	17 March 2020
Attachments:	NA

SUMMARY

Council to review and endorse the Shire's course of action in relation to the management of events and facilities in response to COVID-19.

BACKGROUND

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease is named COVID-19.

On 27 February 2020 the Prime Minister announced that the Australian Government would initiate the implementation of the Coronavirus Emergency Response Plan. The implementation of this plan is in response to a respiratory illness outbreak caused by coronavirus (COVID-19).

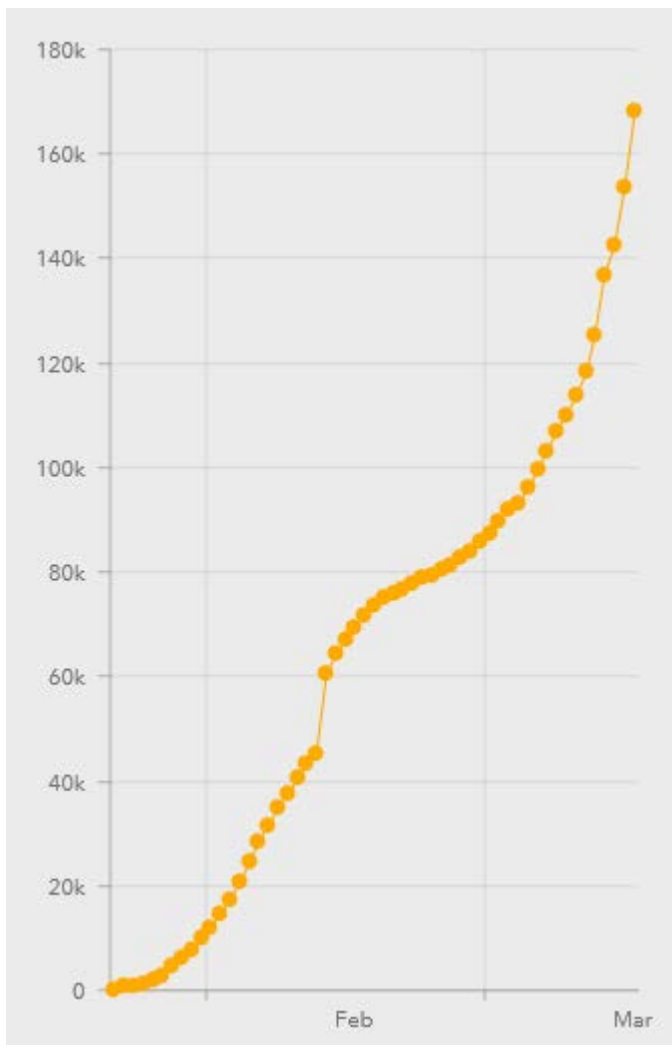
Coronavirus is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

As of 16 March 2020, the World Health Organisation statistics for COVID-19 showed:

- 168,019 confirmed cases
- 6,610 deaths
- 148 countries, areas or territories affected

The graph below shows the rate at which the number of cases of the virus has increased over the last two months. The graph shows quite a steep rate of growth in confirmed cases; as such governments have begun implementing measures to slow the rate of transmission.



In WA a State of Emergency has been announced. As of 13 March 2020, there are 14 confirmed cases in WA. To date, 3,788 Western Australians tested for COVID-19 in WA have returned a negative result.

The Australian Government – Department of Health has brought in a number of precautions to protect people most at risk and slow the rate of community transmission:

- Non-essential organised gatherings should be kept to fewer than 500 people
- Non-essential meetings or conferences of health care professionals and emergency services should be limited
- Reconsider if you need to visit residential aged care facilities and remote Aboriginal and Torres Strait Islander communities.
- From midnight Sunday 15 March, all travellers coming into Australia will be required to self-isolate for 14 days.

Although, globally the likelihood of death if you contract COVID-19 is around 4%, the risks are higher if the person contracting the virus:

- Has other illnesses that suppress the immune system or make them more vulnerable to respiratory disease. This includes:
 - lung disease
 - diabetes
- Has a suppressed immune systems
- Is elderly, particularly over the age of 60 and in a state of poor health or have a chronic disease.

During this difficult time, everyone is being encouraged to monitor their health and sanitation practices closely.

COMMENT

During this emergency situation many people are looking towards Local Governments to take action and respond to reduce the risks to their community.

The remote nature of the Narembeen community is beneficial in terms of being away from large gatherings of people (500+) however it also means that access to supplies and services if an outbreak does occur comes with greater uncertainty.

The 2016 Census of the Narembeen population showed approximately 37% of the population would be 60+ years of age and as such classified as being at risk if an outbreak was to occur in the town.

Given the demographics of the population and the remote nature of the town, the administration has analysed its events, operations and facilities to propose changes and practices that would be put in place over the next 12 weeks (until 1 June 2020), at which point a further review will be conducted, to manage the spread of COVID-19.

Events

The Australian Governments current precautionary measures has restricted gathering of 500 people or more.

Given the Narembeen town site only has 472 people (according to the Census information) – this measure probably would not restrict any of the Shire’s events going ahead.

For a town the size of Narembeen and given the proportion of the population that could be classified as at risk, it seems prudent to further restrict non-essential events and gatherings organised by the Shire.

It is being proposed that the Shire and CRC cancel/adjust the nature of any events where a gathering of 30 or more people is likely to occur.

At this time the two main events affected by this change would be the Narembeen Triathlon and Anzac Day.

It is recommended that the Narembeen Triathlon be cancelled, given it often attracts outside visitors to town and has in the past had 100 entrants with 50+ spectators.

Given the significance of Anzac Day to the Australian community, it is recommended that this event proceed but be restricted to the wreath laying ceremony, to go ahead in the early morning, approximately 8am, with the Town Hall and Food and Drink aspects of the day to be cancelled. An early morning wreath laying will provide those who hold the formal respect paying parts of the day close to their heart with the opportunity to partake in this activity, plus the monument is in the open and provides enough space for people to create a suitable separation space. The Town Hall activities put a large amount of people in a close proximity and this is even worse in the Shire Chambers, especially given the buffet style food etc. as such it is recommended that these components of the day be cancelled for this year.

Other events run through the CRC such as Youth Week have the potential to attract more than 30 attendees but this would need to be monitored based on RSVPs.

It is proposed that the Council also empower the CEO to take other steps as necessary and where appropriate cancel events of fewer than 30 people if they are deemed high risk or if the pandemic situation escalates.

Public Toilets

The Shire's public toilet facilities are where most travellers' etc. passing through town stop. At this time the Shire has reduced the number of toilet rolls available in the toilets due to theft and moving forward it is being proposed that the facilities are now to be cleaned twice a day (at the moment it is only once in the morning), to reduce the risk of infection.

The Shire should have enough hand wash, toilet roll and cleaning supplies to last for the next 12 weeks, however stock monitoring is being undertaken with a view to supplier's stock levels running low.

CRC and Library

The Narembeen CRC and Library is one of the Shire's main customer interaction points. The CRC Coordinator will be working with the Executive Manager Customer Services to develop a COVID-19 risk management plan for this facility. The State Library has implemented practices such as cleaning books upon their return and taking greater precautions when handling books, however concerns still exist given people may handle 10-20 books or DVDs in the Library before they hire any. Increased hygiene practices and customer interaction limitations may be implemented.

Increased cleaning practices relating to public PCs and office facilities have already been implemented.

At this time feedback regarding events such as the senior's movies, is positive in terms of the community members really valuing having somewhere to interact during this time of escalated stress and anxiety. As such the Shire will take caution before cancelling any of these activities as the social impact may outweigh the health benefits.

Narembeen Aquatic Centre

Over the last week the Narembeen Aquatic Centre has been closed due to electrical issues and customers experiencing very mild shocks. Given this centre usually closes on the last weekend of March, it seems prudent to close the centre immediately to allow the electrical issue to be resolved and to also reduce the likelihood of COVID-19 spreading through interactions at this centre.

Narembeen Caravan Park

The Narembeen Caravan Park is not an area where large gatherings occur but does have the potential to be an incubator for the virus with lots of people passing through and using utensils and changing facilities etc.

Again it is proposed that the Shire increase its cleaning practices for the community amenity areas of the Caravan Park – kitchen, showers, toilets, laundry etc. this should reduce the likelihood of this being an area where the virus can arrive and be spread.

Shire Offices

The Shire offices will also require a risk review as with the CRC and Library; many other organisations have brought in precautions such as cancelling non-essential face to face interactions or employees working from home. This may be possible for the CEO, EMCS and CEDO roles; however the front counter will still encounter face to face interactions through Department of Transport licencing transactions etc. At this time the front counter has increased their hand washing regime.

The Shire may consider imposing other practices such as trying to reduce cash transactions or encouraging phone calls or emails as opposed to face to face interactions. The Shire may also consider encouraging certain employees to work from home if their role allows for this.

It is proposed that the Council empower the CEO to take any measures necessary to reduce the risk of COVID-19 to the workforce whilst ensuring continuity of essential services. Australian estimates are suggesting that the pandemic could affect 20% of the workforce at different stages, if this occurs it will have a bigger impact on service than implementing precautionary measures.

Narembeen Gym

The Gym is an area where lots of people visit on a regular basis and touch lots of machines etc.

At this time the Shire plans to increase signage around the facility to encourage improved hygiene practices. The Shire also proposes to increase the cleaning practices at this facility.

Other

The Shire should also turn off the public water fountains and consider other social distancing or hygiene initiatives.

Dissemination of Information in relation to COVID-19

Mr P Durtanovich suggested that at a local level to open up communication avenues between the Shire and the community that a LEMC committee be arranged. The Shire will also arrange for information bulletins to be disseminated throughout the community via various avenues such as SMS messaging, Shire website, Social Media, Fencepost and local noticeboards.

CONSULTATION

Chief Executive Officer
CRC Coordinator
Community and Economic Development Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

At this time there is no financial implications of modifying the two events given no funding is available for these events. For other event types, most grant funding bodies are being responsive to date changes etc. so it is unlikely income will be lost if event dates change.

The Shires current budget should be sufficient to cover costs associated with increased advertising regarding personal hygiene practices.

The main financial implication to the Shire will come in the form of increased cleaning costs – at this time the increase in staff costs is predicted to be approximately \$1,000 per week. This may impact the May budget review but at this time expenditure will be monitored but it is likely the increased costs can be covered by the current surplus predictions. There may also be increased material costs associated with extra disinfecting regimes but it is anticipated this would be covered under normal budget allocations.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Approve the Chief Executive Officer to take any necessary actions in managing employees, customer interactions, facilities and activities to minimise the risk of COVID-19 spreading in the district.
2. Endorse the cancellation and/or significant amendment of any events where a gathering of 30 or more people is likely to occur, this includes:
 - a. The cancellation of the Narembeen Triathlon
 - b. The modification of the Anzac Day celebrations to remove the social gathering parts of the day and restrict the activities to the formal wreath laying procedures with suitable health precautions in place.
3. Endorse the closure of the Narembeen Aquatic Centre for the 2019/2020 season.

COUNCIL RESOLUTION

MIN 7020/20

MOTION - Moved Cr. P Lines

Seconded Cr. W Milner

That Council:

1. *Approve the Chief Executive Officer to take any necessary actions in managing employees, customer interactions, facilities and activities to minimise the risk of COVID-19 spreading in the district.*
2. *Endorse the cancellation and/or significant amendment of any events where a gathering of 30 or more people is likely to occur, this includes:*
 - a. *The cancellation of the Narembeen Triathlon*
 - b. *The modification of the Anzac Day celebrations to remove the social gathering parts of the day and restrict the activities to the formal wreath laying procedures with suitable health precautions in place.*
3. *Endorse the closure of the Narembeen Aquatic Centre for the 2019/2020 season.*

CARRIED 8/0

4.27pm - Cr S Stirrat exited the meeting.

4.29pm – Cr S Stirrat returned to the meeting.

10.0 Councillor's Reports – including other Councillor business

Cr K Mortimore

Attended

- Training - Understanding Local Government, Conflicts of Interest, Serving on Council and Meeting Procedures in Kondinin
- Meeting with Go Narembeen regarding the Industrial Land Project
- Special Meeting of Council
- Interim Audit Meeting
- 2020 Dick Law Rose Bowl

General Business

- Budget Workshop – Cr Mortimore requested that as part of the budget process if Councillors could look at buildings around town that require maintenance works.
- Could Council keep in mind the consideration of the Community Drought Funding for these buildings as well as improvement to roads.

4.32pm - Cr A Hardham exited the meeting

Cr P Lines

Attended

- Councillor Training - Kondinin
- Special Meeting of Council
- Go Narembeen Committee Meeting
- Wadderin Committee Meeting
- Mens Shed AGM

General Business

- Nil

4.34pm – Cr A Hardham returned to the meeting

Cr R DeLuis

Attended

- Homes for the Aged AGM – the Committee are planning to build additional units and to provide maintenance works on the older units
- Training - Serving on Council & Conflicts of Interest in Kondinin

General Business

- Budget Workshop – Suggested that as part of the budget workshop that a road inspection be arranged.
- Cr DeLuis asked about whether we have a reserve account for maintenance for historical buildings in the community. This would be discussed as part of the budget workshop.

Cr A Hardham

Attended

- Training in Kondinin

General Business

- Sporting Club Fees – in light of the COVID-19 virus, Cr Hardham suggested that Council need to consider future Shire charges to sporting clubs given the current suspension of the winter sporting season.
- Cr Hardham commented on the need to employ a Green Keeper to assist with sporting oval maintenance

4.40pm – Cr W Milner exited the meeting.

Cr S Stirrat

Attended

- Training in Kondinin
- Special Meeting

4.41pm – Cr W Milner returned to the meeting.

General Business

- Roads - RAV Ratings and Conditions - Cr Stirrat advised that he is currently collecting information from landholders in relation to conditions on roads. Mr Durtanovich suggested that a meeting be arranged between staff and interested Councillors to assess and identify roads and conditions with a view to putting a submission forward to Main Roads. Mr S Wildgoose advised that a HVS representative was attending the April meeting - but this would now have to be confirmed.

Cr A Wright

Attended

- Great Eastern Country Zone Meeting - Kellerberrin
- Special Council Meeting
- 2020 Dick Law Rose Bowl

General Business

- Community Drought Funding and Future Funding – Narembeen announced in January 2020. WALGA to make a submission as a collective political view as some towns have missed out
- Zone Fees for 2020 – to remain the same
- Zone Funding Assistance available for Councillor Training
- NSW Local Government – government taking back 15,000km roads from local Councils.

4.56pm – Cr R DeLuis exited the meeting.

4.58pm – Cr R DeLuis returned to the meeting.

Cr W Milner

Attended

- Wheatbelt South Regional Road Group Meeting
- Special Meeting of Council
- Councillor Training - Kondinin
- Inspection of Road Board Building with Historical Society President

General Business

- November 2019 – relocation of the Police Station into the Shire building has there been any development on this project. Mr S Wildgoose advised that Police representatives were here in January with an architect and were looking at options. Ball is in their court.
- Black Spot Funding – when will we see the plans? Staff to investigate where this project is currently at.

Cr R Cole

Attended

- Great Eastern Country Zone meeting Kellerberrin (with Cr Wright)
- Regional Road Group South Wickopin (with Cr Milner)
- Meeting with Go Narembeen reps. re: industrial land
- Telephone meeting with Auditors & OAG
- Faction Swimming Carnival

- Go Narembeen Committee Meeting
- 2 days training (Serving on Council) at Kondinin
- Special Council Meeting
- 2020 Dick Law Rose Bowl – Cr R Cole advised that Narembeen won the 2020 Rose Bowl and thanked Miss V Wittstock for co-ordinating this event. Cr Cole also thanked those Councillors who participated on the day.

General Business

- Mr Tuck Waldron and Ms Mandy Walker – RDA Wheatbelt will be visiting Narembeen on 21st May 2020.

Mr P Durtanovich updated Council on his past few days in the position of Acting Chief Executive Officer. He suggested that Council may wish to consider their meeting processes and meeting procedures to make meetings more effective.

11.0 Date, Time & Place of Next Meeting

Wednesday 15 April 2020 at Narembeen Shire Council Chambers.

12.0 Closure

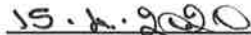
There being no further business the Chair declared the meeting closed at 5.13pm.

13.0 Certification of Meeting Minutes

I, Cr Rhonda Cole, Shire President certify that the Minutes of the Ordinary Meeting of Council held on 18 March 2020 are confirmed as a true and correct record of the meeting.



Cr Rhonda Cole
PRESIDING PERSON



Date