



COUNCIL CALENDAR		
Date	Time	Meeting
18 May 2021	4.00pm	Ordinary Council Meeting
15 June 2021	4.00pm	Ordinary Council Meeting
20 July 2021	4.00pm	Ordinary Council Meeting
17 August 2021	4.00pm	Ordinary Council Meeting

MAY 2021 MEETING PROGRAM	
3.00pm	Councillor Discussion Forum
4.00pm	Ordinary Council Meeting

#### MEETING GUESTS

Nil

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 18 May 2021, commencing at 4.00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.04pm.

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

Cr Kellie Mortimore	Deputy Shire President, Presiding Person
Cr Peter Lines	Member
Cr Regina DeLuis	Member
Cr Amy Hardham	Member
Cr Warren Milner	Member
Cr Scott Stirrat	Member

##### **Officers**

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services
Sheree Thomas	Community & Economic Development Officer (minute taker)
Salma Khan	Corporate Governance Officer

##### **Public**

Joanne Bunney	Medical Student
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#### Apologies

Cr Alan Wright	Member
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#### Approved leave of absence

Cr Rhonda Cole	Shire President
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### 3.0 Declarations of Interest

Agenda Item 9.1.2 – Shire of Narembeen Community Grants Program 2021/2022 – Cr K Mortimore declared a Financial Interest in this item.

### 4.0 Announcements

4.1 Application for leave of absence

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

Nil

## **6.0 Minutes of Previous Meetings**

### **6.1 Confirmation of Minutes of Ordinary Meeting of Council**

#### **6.1.1 Confirmation of Minutes**

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 20 April 2021.

#### **RECOMMENDATION:**

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 20 April 2021 be confirmed as a true and accurate record of the proceedings.

#### **COUNCIL RESOLUTION**

**MIN 7223/21**

**MOTION - Moved Cr. P Lines**

**Seconded Cr. W Milner**

*That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 20 April 2021 be confirmed as a true and accurate record of the proceedings.*

**CARRIED 6/0**

#### **6.1.2 Business Arising**

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 20 April 2021.

### **6.2 Receive Minutes – Plant Committee Meeting**

Receive minutes of the Shire of Narembeen Plant Committee Meeting held on Tuesday 11 May 2021.

#### **RECOMMENDATION**

That the minutes of the Shire of Narembeen Plant Committee Meeting held on Tuesday 11 May 2021 be received and the following actions endorsed:

That Council:

1. Purchase a CW34 18 Ton Pneumatic Roller from Westrac Cat and trade the Council's current roller at \$149,000 (ex gst) changeover.
2. Authorise staff to negotiate an improved trade in price of its existing roller, if possible.
3. Purchase a Westrac Cat 428BHL Backhoe Loader with an extra fork tine for \$173,840 (ex gst) and trade the existing Backhoe for \$26,000 (ex gst).
4. Endorse the four-year Plant Replacement Program 2021/2022 to 2024/2025 as presented at the Plant Committee Meeting.

Minutes from this Plant Committee meeting as well as the Plant Replacement Program 2021/2022 to 2024/2025 documents are included in the Agenda attachments.

## COUNCIL RESOLUTION

**MIN 7224/21**

**MOTION** - Moved Cr. R DeLuis

Seconded Cr. W Milner

*That the minutes of the Shire of Narembeen Plant Committee Meeting held on Tuesday 11 May 2021 be received and the following actions endorsed:*

*That Council:*

- 1. Purchase a CW34 18 Ton Pneumatic Roller from Westrac Cat and trade the Council's current roller at \$149,000 (ex gst) changeover.*
- 2. Authorise staff to negotiate an improved trade in price of its existing roller, if possible.*
- 3. Purchase a Westrac Cat 428BHL Backhoe Loader with an extra fork tine for \$173,840 (ex gst) and trade the existing Backhoe for \$26,000 (ex gst).*
- 4. Endorse the four-year Plant Replacement Program 2021/2022 to 2024/2025 as presented at the Plant Committee Meeting.*

**CARRIED 6/0**

4.06pm – Cr P Lines exited the meeting.

4.09pm – Cr P Lines returned to the meeting.

### **7.0 Status Report**

#### **RECOMMENDATION:**

That the Status Report for May 2021 be received.

## COUNCIL RESOLUTION

**MIN 7225/21**

**MOTION** - Moved Cr. S Stirrat

Seconded Cr. A Hardham

*That the Status Report for May 2021 be received.*

**CARRIED 6/0**

### **8.0 Corporate Business Plan Report**

#### **RECOMMENDATION:**

That the Corporate Business Plan Report be received.

## COUNCIL RESOLUTION

**MIN 7226/21**

**MOTION** - Moved Cr. R DeLuis

Seconded Cr. A Hardham

*That the Corporate Business Plan Report be received.*

**CARRIED 6/0**

<b>9.0 Reports</b>
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**9.1 Chief Executive Officer**

**AGENDA ITEM: 9.1.1 – Request for Tender 02/2021 - Apex Park Upgrade**

<b>Subject:</b>	Request for Tender 02/2021 - Apex Park Upgrade
<b>Applicant:</b>	Nil
<b>File Ref:</b>	ADM053
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	David Blurton, Chief Executive Officer
<b>Date:</b>	6 May 2021
<b>Attachments:</b>	Nil (Detailed designs and tender submissions can be made available upon request)

**PURPOSE**

To present tenders received in relation to the redevelopment of Apex Park.

**BACKGROUND**

Council has committed to the redevelopment of its Apex Park precinct with the support of the Federal Government's Drought Communities Grants program.

Detailed designs and scope of works documents have been developed by Council's consultant and endorsed by the Council's Apex Park working party. Following this, Officers commenced a public tender process with submissions closing on 10 May 2021.

At close of the submission period a total of three (3) tenders had been received and are now presented for Council's consideration.

**CONSULTATION**

Executive Manager Corporate Services  
Community and Economic Development Officer

**STATUTORY IMPLICATIONS**

*Local Government (Functions and General) Regulation 11 states:*

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

**FINANCIAL IMPLICATIONS**

The Council's budget for this component of Apex Park Upgrade is \$287,000 ex GST.

**POLICY IMPLICATIONS**

Council Policy – Procurement Framework  
Executive Policy – Purchasing Goods and Services

Councils purchasing policy indicates that a public tender should be conducted for purchases over \$150,000 unless a tender exemption applies under regulations.

## **RISK MANAGEMENT IMPLICATIONS**

Moderate Financial Risk.

Failure to appoint a suitable contractor may result in excessive costs and timeframes not being met.

## **STRATEGIC PLAN REFERENCE**

### Corporate Business Plan 2020-2024

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

Narembeen Caravan Park and Apex Park is improved (landscaping, toilet block and other amenities)

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

Submissions were received from the following companies:

<b>Company Name</b>	<b>Price ex GST</b>	<b>Rank</b>
Ligna Construction	\$398,951	2
Reality Landscapes	\$265,135	1
Phoenix Landscaping Services	\$352,420	3

The tender submissions were evaluated by a panel comprising Chief Executive Officer, Executive Manager Corporate Services and Community and Economic Development Officer against predetermined selection criteria using a scoring matrix to rank each submission. A Scoring Matrix is included in the attachments which averages the scores of the panel members resulting in a ranking of each submission.

Based on the outcome of the tender assessment process, it is recommended that Reality Landscapes be appointed as the successful contractor.

Reality Landscapes have undertaken similar projects in Narembeen, Hyden and Kondinin and recently undertook the landscaping development at the Ramelius Resources workers camp in Narembeen. Nominated referees were contacted and responses provided indicated good quality of workmanship and professionalism.

In terms of timeframes and delivery, the project is expected to be delivered by 31 August 2021. An extension to the grant funding deadline of 30 June 2021 has been sought from the Department of Industry, Science, Energy and Resources.

## **OFFICER RECOMMENDATION**

That Council accept the tender from Reality Landscapes at a cost of \$265,135 ex GST to complete landscaping and upgrade works of Apex Park.

## **COUNCIL RESOLUTION**

**MIN 7227/21**

**MOTION** - Moved Cr. S Stirrat

Seconded Cr. R DeLuis

*That Council accept the tender from Reality Landscapes at a cost of \$265,135 ex GST to complete landscaping and upgrade works of Apex Park.*

**CARRIED 6/0**

4.18pm – Cr K Mortimore exited the meeting as she had declared financial interest in Item 9.1.2 – Shire of Narembreen – Community Grants Program 2021/2022.

The Chief Executive Officer called for nominations to chair the meeting.  
Cr R DeLuis was the only nomination and assumed the chair.



## **AGENDA ITEM: 9.1.2 - Shire of Narembeen Community Grants Program 2021/2022**

<b>Subject:</b>	Shire of Narembeen Community Grants Program 2021/2022
<b>Applicant:</b>	Narembeen Community Groups
<b>File Ref:</b>	ADM542
<b>Disclosure of Interest:</b>	Cr K Mortimore
<b>Author:</b>	Sheree Thomas, Community and Economic Development Officer
<b>Date:</b>	3 May 2021
<b>Attachments:</b>	Nil

### **PURPOSE**

Council is asked to consider the requests from community groups in the Shire of Narembeen for financial support in the 2021/2022 financial year.

### **BACKGROUND**

The Shire of Narembeen Community Grant Program provides financial assistance to local incorporated organisations supporting the following program objectives:

- Supporting Seniors;
- Providing opportunity for lifelong learning;
- Improving/increasing safety within the community;
- Supporting local culture;
- Encouraging conservation and natural resource awareness; and
- Incorporating the elements of the Shire of Narembeen's Strategic Community Plan goals.

The Shire of Narembeen has an established policy 3.1.10 – Community Grant Funding which states that the Community Grant Fund is to be advertised in February/March of each year.

Groups and/or organisations requiring a grant from Council must make a submission to the Shire office by close of business on the last business day of April each year so that Council can consider their application at the May meeting for inclusion in the next year's financial budget.

### **CONSULTATION**

Chief Executive Officer  
Executive Manager Corporate Services

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

\$10,584.80 to be included in the 2021/2022 Budget (budget is subject to Council approval)

### **POLICY IMPLICATIONS**

Council Policy 3.1.10 – Community Grant Funding

### **RISK MANAGEMENT IMPLICATIONS**

Nil

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2017-2027

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.

### Corporate Business Plan 2020/21 – 2023/24

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

Significant tourist, historical and environmental projects are achieved in partnership with community groups.

## VOTING REQUIREMENTS

Simple majority

## COMMENT

This year Council received three requests for financial assistance to the value of \$10,584.80.

Organisation/Club	Purpose	Amount
Narembreen Bowls Club	Replacement of 3 damaged Shade Sails including travel / installation / site measuring	\$5,082
	Organisation Contribution	(up to) \$1,000
	<b>Grant Request:</b>	<b>\$5,082</b>
	<i>The Narembreen Bowls Club are requesting financial support to replace the broken / damaged shade sails at the bowling green. The previous shades were not installed correctly, moving forward, the Club will ensure a correct process for the installation of the new shades.</i>	
	<i>The replacement of these shades would not only benefit bowls players but all Recreation Centre patrons in providing a more sunsmart viewing area for spectators.</i>	
	The funding meets the grant objectives in supporting the many Seniors as well as increased community safety through a safer sunsmart viewing area.	
	The project also meets elements of the Strategic Community Plan - 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.	
<b>Narembeen Historical Society</b>	<p>Equipment purchase Desktop computer / A3 printer/scanner and digital camera</p> <p>Organisation Contribution</p> <p><b>Grant Request:</b></p> <p><i>The Narembeen Historical Society are requesting financial support to purchase a desktop computer, A3 printer/scanner and a digital camera.</i></p> <p><i>Their current laptops and printers are approximately 12 years old.</i></p> <p><i>This equipment will assist the Society in digitally storing records and items on display and alleviating their currently high printing costs. The Society are currently working towards registering items with Collections WA which is an online platform in which the public can view items on line without attending the museum.</i></p> <p>The funding meets the grant objectives in that it supports Seniors (volunteers), supports local culture and it meets elements of the Shire of Narembeen's Strategic Community Goals - Goal 2 - Internal and external relationships actively grow our Shire population and positive financial position.</p>	<p>3,468.90</p> <p>0</p> <p><b>\$3,468.90</b></p>
<b>St John WA – Narembeen</b>	<p>Equipment purchase Single Door Steel Lockers</p> <p>Organisation Contribution</p> <p><b>Grant Request:</b></p> <p>St John Narembeen are requesting financial support to purchase 3 lockers which would allow for new volunteers to leave their uniform at the sub-centre and safely store personal items.</p> <p>The lockers match the current lockers that were purchased when the new Emergency Services Facility was first established.</p> <p>The funding meets the grant objectives in providing opportunity for lifelong learning as well as meeting elements of the Shire of Narembeen's Strategic Community Goals – Goal 3 – we contribute to a healthy community, 3.4 We enable and support medical and emergency services to serve in our community.</p>	<p>2,033.90</p> <p>0</p> <p><b>\$2,033.90</b></p>

The requests are from well-established organisations that provide services and support to the Narembeen community. All three requests are from eligible groups/organisations, they are all incorporated, possess current public liability insurance and have adequately provided information/projects that is in line with the objectives of the grant funding.

## **OFFICER RECOMMENDATION**

That Council:

1. Accept the following applications for funding for the 2021/2022 Community Grants Program:
  - Narembeen Bowls Club - \$5,082.00
  - Narembeen Historical Society - \$3,468.90
  - St John WA – Narembeen - \$2,033.90
2. Include the amount of \$10,584.80 in the 2021/2022 Council Budget.

## **COUNCIL RESOLUTION**

**MIN 7228/21**

**MOTION** - Moved Cr. S Stirrat

Seconded Cr. A Hardham

*That Council:*

1. *Accept the following applications for funding for the 2021/2022 Community Grants Program:*
  - *Narembeen Bowls Club - \$5,082.00*
  - *Narembeen Historical Society - \$3,468.90*
  - *St John WA – Narembeen - \$2,033.90*
2. *Include the amount of \$10,584.80 in the 2021/2022 Council Budget.*

**CARRIED 5/0**

4.21pm – Cr S Stirrat exited the meeting.

4.22pm – Cr S Stirrat returned to the meeting.

4.22pm – Cr K Mortimore returned to the meeting.

Cr K Mortimore resumed the chair.

## 9.2 Executive Manager Corporate Services

### AGENDA ITEM: 9.2.1 - Sport and Recreation Facilities Plan 2021 - 2031

<b>Subject:</b>	Sport and Recreation Facilities Plan 2021 - 2031
<b>Applicant:</b>	Shire of Narembreen
<b>File Ref:</b>	ADM670
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	6 May 2021
<b>Attachments:</b>	Sport and Recreation Facilities Plan 2021 – 2031

#### PURPOSE

To adopt the Sport and Recreation Facilities Plan 2021 – 2031.

#### BACKGROUND

One of the Shire of Narembreen's identified goals in the Strategic Community Plan 2017 - 2027 is to contribute to a healthy community. This priority is evident in many of the services, programs and facilities that the Shire delivers.

In September 2019, the previous Executive Manager Corporate Services, Mr Wildgoose provided an update to Council on sporting club ground fees and the status of the Recreation Reserve.

As a result of this update, Council nominated two representatives, Cr Mortimore and Cr Stirrat to liaise with Executive Officers to develop a strategic plan for sport and recreation infrastructure and how this would be funded in the annual budget.

Workshops were held with representatives of the sporting groups in August 2020 to discuss the existing facilities and to identify needs and improvement opportunities. These workshops were well attended and feedback was incorporated into a draft plan.

The Shire engaged Caroline Robinson in November 2020 to prepare the plan. The draft plan was provided to Council's February 2021 Council Forum for comment.

#### CONSULTATION

Narembreen sporting groups including bowls, football, cricket, hockey, netball and tennis  
Department of Local Government, Sport and Cultural Industries

#### STATUTORY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

The plan identifies facility upgrades totalling approximately \$3 million, however anticipated revenue through external grants and contributions by the sporting groups may reduce municipal expenditure implications.

The financial impact required to fund the projects will be captured in the annual budget process and will be included in the Corporate Business Plan.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Moderate Reputational Risk

The lack of suitable sporting and recreation facilities may lead to the decline of health in the community. This risk will be mitigated by consultation with the community and building on the established networks to provide suitable facilities that meet the needs of the sporting groups.

High Financial Risk

Without an adopted strategic plan, ad hoc maintenance schedules will be implemented and this may lead to higher cost overall. Further to this, without strong business cases, external funding bodies may be less receptive to provision of grant funding.

The Shire may not have ability to deliver the plan if its financial capacity or that of the sporting groups changes and this may result in projects being deferred. This will be addressed through the annual budget review process.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2017-2027

Goal 3: We contribute to a healthy community.

3.2 Shire owned sport and recreation facilities enable access to competitive competition, leisure activities for all ages and help us to be physically and mentally fit.

3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models.

### Corporate Business Plan 2020/21 – 2023/24

Goal 3: We contribute to a healthy community.

Sport, recreation, and leisure facilities are of a high standard and traditional sporting activities and seasons are extended.

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

The Shire of Narembreen Sport and Recreation Facilities Plan has been developed to provide a clear vision of the direction in which Council, in partnership with local sport and recreation clubs will proceed with sport and recreation facilities over the next ten years. This will guide allocation of resources to achieve the outcomes of the plan.

A Council endorsed strategic plan will also assist in preparation of grant applications and liaison with external funding bodies.

Although several concerns were raised during the consultation regarding the ability of clubs to meet the costs associated with the infrastructure build, Officers are confident these can be addressed as each project progresses.

## **OFFICER RECOMMENDATION**

That Council adopt the Sport and Recreation Facilities Plan 2021 – 2031.

## **COUNCIL RESOLUTION**

**MIN 7229/21**                      **MOTION** - Moved Cr. W Milner                      Seconded Cr. A Hardham

*That Council adopt the Sport and Recreation Facilities Plan 2021 – 2031.*

**CARRIED 6/0**

## **AGENDA ITEM: 9.2.2 - Adoption of the proposed Fees and Charges Schedule 2021/2022**

<b>Subject:</b>	Adoption of the proposed Fees and Charges Schedule 2021/2022
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM555
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Rachael Moore, Finance Officer
<b>Date:</b>	30 April 2021
<b>Attachments:</b>	Proposed Fees and Charges Schedule 2021/2022 and Fees and Charges Schedule 2020/2021

### **PURPOSE**

To seek Council acceptance of the proposed Fees and Charges Schedule for inclusion and adoption in the 2021/2022 Budget.

### **BACKGROUND**

Council formally adopts the Fees and Charges Schedule as part of the Annual Budget adoption.

Fees and Charges may be imposed at any time during the year or amended from time to time during a financial year provided the Shire advertises the proposed changes accordingly (Absolute Majority required).

The proposed 2021/2022 Fees and Charges Schedule is attached for Council's information and review.

### **CONSULTATION**

Chief Executive Officer  
Executive Manager Corporate Services  
Works Manager  
Community Resource Centre Manager  
Community and Economic Development Officer  
Environmental Health Officer

### **STATUTORY IMPLICATIONS**

*Local Government Act 1995* (as amended)  
Subdivision 2 — Fees and charges  
6.16. Imposition of fees and charges  
6.17. Setting level of fees and charges

### **FINANCIAL IMPLICATIONS**

The implementation of the proposed fees and charges will have a direct impact on the revenue generation of the Shire in terms of the 2021/2022 Annual Budget. As such acceptance at this stage will allow the Shire to develop the Annual Budget revenues more accurately.

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Considered low risk.



## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2017-2027

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

In order to maintain a positive financial position the Shire must regularly review its fees and charges to ensure it is either minimising loss or maximising profit depending on strategic goals.

### Corporate Business Plan 2020/21 – 2023/24

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

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

## VOTING REQUIREMENTS

Absolute majority

## COMMENT

A thorough review of the Fees and Charges Schedule has been undertaken to gain greater understanding of the basis of charges and amend entries where applicable. The 2020/2021 Fees and Charges Schedule is attached for comparison.

Summarised below are the key changes to the schedule. The CRC related fees have generally been reduced in order to offer the community pricing that is comparable to other regional centres, noting that any statutory changes have been amended but not noted as they are externally set and not at the discretion of Council.

- i. Domestic Rubbish charges have been increased in line with the March quarter 0.6% CPI, Avon Waste are yet to confirm
- ii. Environmental Health
  - Removal of statutory failure to enclose Swimming Pool fine
  - Septic application fees added due to increases requirement
  - Inclusion of an hourly fee for additional EHO time, should excess time be required.
- iii. Community Resource Centre fees
  - Removed Computer use charges due to funding from the State Library
  - Reduction in Laptop, Projector and PA system hire charges
  - Removal of digital video camera and video conferencing equipment
  - Reduction in laminating, envelope, label, and colour card costs
  - Additional cards now available
  - Correction of 'On the Green bowling book' cost as well as a price reduction for 'Pioneers of Narembreen' and 'The Holleaton Story' books and the deletion of 'Narembreen – The first 100 years'
  - Narembreen Magnets and Key chains have been added
  - Community Markets stall holder fee added
  - The Ladies Long Lunch fee removed

## **OFFICER RECOMMENDATION**

That Council:

1. Accepts the 2021/2022 Fees and Charges Schedule as proposed; and
2. Directs the CEO to include the Fees and Charges Schedule in the 2021/2022 Annual Budget for adoption.

## **COUNCIL RESOLUTION**

**MIN 7230/21**

**MOTION** - Moved Cr. R DeLuis

Seconded Cr. S Stirrat

*That Council:*

1. *Accepts the 2021/2022 Fees and Charges Schedule as proposed; and*
2. *Directs the CEO to include the Fees and Charges Schedule in the 2021/2022 Annual Budget for adoption.*

**CARRIED 6/0  
ABSOLUTE MAJORITY**

Some minor typographical errors were noted for Officer's to address.

## AGENDA ITEM: 9.2.3 - Financial Report period ending 30 April 2021

<b>Subject:</b>	Financial Report April 2021
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Rachael Moore, Finance Officer
<b>Date:</b>	10 May 2021
<b>Attachments:</b>	Financial Report April 2021

### PURPOSE

The monthly statement of Financial Activity discloses the Shires financial activities for the period ending 30 April 2021.

### BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

- Moderate Financial Risk  
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2017-2027

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

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

Council's closing position at 30 April 2021 amounts to \$1,513,198 with current assets of \$5,888,491 and \$2,810,924 in reserve funds.

## **OFFICER RECOMMENDATION**

That Council receive the Shire of Narembreen's Financial Report for the month of April 2021.

## **COUNCIL RESOLUTION**

**MIN 7231/21**                      **MOTION** - Moved Cr. W Milner                      Seconded Cr. A Hardham

*That Council receive the Shire of Narembreen's Financial Report for the month of April 2021.*

**CARRIED 6/0**

## AGENDA ITEM: 9.2.4 - Schedule of Accounts for April 2021

<b>Subject:</b>	Schedule of Accounts for April 2021
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kathryn Conopo, Administration Officer
<b>Date:</b>	7 May 2021
<b>Attachments:</b>	Creditors Payment List – April 2021, Credit Card Payments List 16 March – 15 April 2021

### PURPOSE

For Council to review the payments made by the Shire of Narembreen in April 2021.

### BACKGROUND

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

### 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

Council Policy – Procurement Framework  
Executive Policy – Purchasing Goods and Services

### RISK MANAGEMENT IMPLICATIONS

Considered low risk

## STRATEGIC PLAN REFERENCE

### 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.

## VOTING REQUIREMENTS

Simple majority

## COMMENT

A schedule of accounts paid during the month of April 2021 is attached to this report and the total amounts paid from the municipal and trust funds are as follows:

Municipal Account:   \$ 696,105.80  
Trust Account:       \$     189.38

## OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for April 2021; and
2. Receive the Credit Card Payment List for 16 March – 15 April 2021.

## COUNCIL RESOLUTION

**MIN 7232/21**                      **MOTION** - Moved Cr. S Stirrat                      Seconded Cr. W Milner

*That Council:*

1. *Receive the Creditors Payment List for April 2021; and*
2. *Receive the Credit Card Payment List for 16 March – 15 April 2021.*

**CARRIED 6/0**

### 9.3 Confidential Reports

Nil

<b>10.0 Urgent business as permitted by Council</b>
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Nil

<b>11.0 Councillor's Reports</b>
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**Cr P Lines**

Attended

- Shire ANZAC Day Service

**Cr R DeLuis**

Attended

- Shire ANZAC Day Service – a note of thanks to all staff involved
- Community Wellbeing Meeting

General Business

- Provision of frozen meals for the elderly – working with CRC and Ramelius on a potential opportunity
- Roe Dam Standpipe – would like an Agenda Item for June meeting – will provide further information

**Cr A Hardham**

Attended

- Dowerin Do-Over
- Roe Tourism Meeting
- Shire ANZAC Day Service
- Community Wellbeing Meeting

General Business

- Town Team Group – in the process of forming a Town Team Group which will look at activating areas of the main street through art, culture, events and history. In the process of sourcing funding.
- Roe Tourism – update on new signage – further information to be provided
- Town gardens / lake – look really great, congratulations to works staff

**Cr S Stirrat**

Attended

- Information Session – Hockey Club – Combined Turf
- Plant Committee Meeting

**Cr W Milner**

Attended

- School ANZAC Service
- Shire ANZAC Day Service
- Ride Along Side Morning Tea

General Business

- Cemetery is looking lovely
- Town Oval Lights being left on – Shire Officer's to arrange a letter to sporting clubs.

4.54pm – Cr A Hardham exited the meeting.  
4.55pm – Cr A Hardham returned to the meeting.

**Cr K Mortimore**

Attended

- RoeROC Meeting
- Plant Committee Meeting
- Ride Along Side Morning Tea
- Community Wellbeing Plan Meeting
- Historical Society Meeting

General Business

- RoeROC Meeting – glass crusher – decision to be made on the sale/disposal of this acquisition
- Shed – Currall St – has this been approved by Council? Officers to investigate

**COUNCIL RESOLUTION**

**MIN 7233/21**

**MOTION** - Moved Cr. R DeLuis

Seconded Cr. S Stirrat

*That Council complete a submission in relation to the review of the Electoral Act 1907 with a focus on ensuring adequate regional representation in the Legislative Council.*

**CARRIED 6/0**



**12.0 Date, time & place of next meeting**

Tuesday 15 June 2021, 4.00pm at the Shire of Narembreen Council Chambers.

**13.0 Closure**

There being no further business the Chair declared the meeting closed at 5.07pm.

**14.0 Certification of Meeting Minutes**

I, Cr Rhonda Cole, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 17 May 2021, as show on pages 1 to 24 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
Cr Rhonda Cole  
PRESIDING PERSON

\_\_\_\_\_  
Date