



COUNCIL CALENDAR

Date	Time	Meeting
18 September 2019	2.30pm	Ordinary Meeting of Council
16 October 2019	2.30pm	Ordinary Meeting of Council
20 November 2019	2.30pm	Ordinary Meeting of Council
18 December 2019	2.30pm	Ordinary Meeting of Council

SEPTEMBER MEETING PROGRAMME

2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



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DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

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

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

COUNCILLOR/STAFF SIGNATURE: _____ **DATE:** _____

NOTES:

1. For the purposes of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.
NB: It is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom you are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
4. A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER

CHIEF EXECUTIVE OFFICER: _____ **DATED:** _____

NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 655th Ordinary Meeting of Council has been convened for:

Date: Wednesday 18 September 2019

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

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: 10th September 2019

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 18 September 2019, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 21 August 2019.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen held Wednesday 21 August 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 21 August 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED /

8.0 REPORTS

8.1 Environmental Health Officer

No Report

8.2 Works Manager

No Report

8.3 Narembeen Community Resource Centre Co-ordinator

AGENDA ITEM: 8.3.1 - Narembeen Community Resource Centre Report – September 2019

Subject:	Narembeen Community Resource Centre Report - September 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	9 September 2019
Attachments:	Nil

SUMMARY

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

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

Dowerin Field Day Bus Trip

Unfortunately, we had to cancel the Dowerin Field Day bus trip as only four people registered to attend the event. These four people were happy to drive themselves to Dowerin and I am sure they had a fantastic day.

Community Training

We are working with the Narembeen Community Shed and Be Connected to host a series of social media workshops for seniors and the wider community. This includes but is not limited to one on one sessions with seniors on how to use their iPads, set up emails and/or Facebook accounts. A basic workshop on 'How to use Facebook' will be run around the middle of October.

We are also in the process of trying to find a grant funding opportunity to facilitate a 'Grant Writing' Workshop for our local sporting and community groups. We have identified a couple of trainers but their charges, especially for travel costs, are more than we are willing to pay as most community and sporting groups have mentioned that they are interested in attending but are not willing to pay a substantial participation fee.

Business Training

The CRC continues to provide training opportunities for the business community. In the next month we will be offering HR/HC and MC lessons and accreditation.

John Curtin Weekend

We hosted 18 students from John Curtin University for their annual 'John Curtin Weekend'. They assisted at Wadderin by cleaning out the rain water drains and also tidied up the gardens at the Senior Citizens Centre, some of the homes for the aged units and around the pool. We visited Myola Nursery for dinner.

They were all lovely students and it was a pleasure working with them. I have been in contact with the leading John Curtin Weekend Coordinator and have asked if there is a possibility of changing the weekend to a different time of the year in future. The September and October months always seem to be a struggle to find available staff, councillors and volunteers. The feedback I received was very positive, the Coordinator is happy to look at changing the date to March/April in the future.

Youth Art Expo

Together with the Narembeen District High School the CRC has organised an exhibition at the CRC on September 19th. Jordan Sprigg has been invited as the guest speaker and we are hoping he will inspire our youth and are excited to see the creativity they have to showcase.

Seniors Club

We continue to entertain the seniors in our community with a movie afternoon the first Monday of the month. Having the library at the CRC is very helpful as the seniors pick their own movies each month. We are lucky to get new library items from the State Library via a library exchange system each month and seniors also have the opportunity to order specific movies via the State Libraries online borrowing system.

More events in October

In addition to the above we have the following events coming up:

- School Holiday Activities:
 - 'Making funny Pizza Faces' Competition (Thursday, 3rd October)
 - Kids Movie (Thursday, 10th October)
- Mental Health Week Event – 'Walk and Talk' for Mental Health (Tuesday, 8th October)
- Community Konga Session – "Drop it like it's hot for Mental Health" - World Mental Health Day (Thursday, 10th October)
- Official Opening Narembeen Community Precinct (Friday, 11th October)
- Facebook Basics Workshop (Tuesday, 15th October)
- Children's Week Event 'The Rainbow trail - journey to health & happiness' (Wednesday, 23rd October)
- Narembeen Market Day (Saturday, 26th October)

GENERAL CRC NEWS

The CRC continues to undertake a number of client jobs such as the printing of ram sale booklets, newsletters and invitations, designing and printing of winter sport wind up invitations and netball participation certificates, photo scanning and restoring, canvas printing etc.

We continue to work closely with WBN and have sent out joint membership renewal letters.

The Narembeen Tourist brochure is being refreshed with the new branding and some new town information.

The Regional Traineeship Grant Application has been submitted. If successful, the trainee will be shared between the Shire of Narembeen, Narembeen Community Resource Centre and Narembeen Medical Centre. The application is based on four potential courses identified through community and local business consultation, these are:

- Business Administration (General and Medical)
- Finance/Accounting/Bookkeeping/Accounts Administration
- Marketing and Communication
- Web-based technologies

By employing a trainee, we hope to give a local person the opportunity to enhance their skills and gain a formal qualification so that after the traineeship period they will be employable by other businesses within the community or in neighbouring towns within the Wheatbelt.

CONSULTATION

Community and Economic Development Officer
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 September 2019 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 – Chief Executive Officer’s Report – September 2019

Subject:	Chief Executive Officer’s Report – September 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson & Sheree Thomas
Date:	10 th September 2019
Attachments:	Golf WA Letters, Narembeen Golf Club Letter; Office of the Auditor General Letter 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

Lesser Hall Interpretation Project

An update is provided for Council’s information on this project. With the metal structures being erected earlier this month and seating installed, the area is certainly starting to take shape. After many hours of reviews, staff and the committee have approved the final signage components which will now be manufactured.



Golf WA – State Sand Green Championship – Thank you Letters

A letter was received earlier this month from Golf WA acknowledging the commitment of staff member, Sheree Thomas in promoting the State Sands Event both in the lead up to the event as well as throughout the weekend. The Shire of Narembeen were acknowledged in a letter from Golf WA to the Narembeen Golf Club for their support prior to the event as well as the commitment to the event over the weekend. The letters are attached for Council’s information. As well, the Shire of Narembeen received a letter from the Narembeen Golf Club thanking the Shire for their support in hosting this State Event.

Auditing Local Governments – September 2019 Update

An update has been provided from Caroline Spencer, Auditor General, Office of the Auditor General in relation to the Local Government auditing process which is attached for Council's information.

Emu Hill Public Cemetery

We are pleased to advise that the order for replacement memorial plaques for the niche was placed with Merredin Monumental last week. It will roughly be a 6-8 week wait for production of the plaques, following which the relocation of memorials from the old wall to the new wall can take place.

The fencing and entry statement were completed by Phoenix Landscaping last week. The new fencing and entry statement really makes the project and defines the Cemetery boundaries. A few photos are provided for Council's information below.



Community Citizen of the Year Awards

Nominations are open for Narembeen's Community Citizen of the Year Awards with nominations closing on 31 October 2019. A media release calling for nominations has been advertised in The Fencepost, the website and on social media. The community are encouraged to nominate candidates and quality nominations are encouraged.

Ramelius Resources and Tampia Hill Mine - Accommodation Village

Council last discussed the matter of the accommodation village in December 2018 and resolved as follows.

Given the notification of the takeover of Explaurum Operations Pty Ltd by Ramelius Resources, Council put this matter on hold and no further action is to be taken until such time that Council is approached by representatives of Ramelius Resources.

Various discussions have since taken place with Ramelius Resources particularly in relation to the new proposal to truck the ore from the Tampia Hill Mine site to Edna May in Westonia for processing. These discussions continue both with the Shire as well as the Shires of Merredin, Westonia and Main Roads WA.

Council in July 2019 also resolved as follows:-

That Council:-

- 1. Acknowledge receipt of the Shawmac Consulting Civil and Traffic Engineers Tampia Hill to Edna May Mine Haulage Study and Narembeen Town Site Assessment Preferred Option report prepared for Ramelius Resources.*

2. *Endorse the actions of the Chief Executive Officer in preparing a report to Council with the assistance of Roads West Engineering when further information is received and formal application is made by Ramelius Resources to use the Shire road network for the haulage of ore to Westonia from Tampja Hill.*

Discussions on the lease agreement for the proposed village have recommenced at the request of Ramelius based on the original proposed site on Avoca Farm off the Merredin Naremben Road. Given the proposal to cart the ore to Westonia as opposed to processing on site the camp would reduce in size to approximately 120.

As per the draft lease the cost of professional fees (legal) have been billed to Ramelius who have agreed to pay the costs.

Naremben South Industrial Land Development

Engineering consultants Roads West have been engaged to provide engineering and technical services that will include survey, design and preparation of full cost estimates for the project.

The grant application to the Regional Economic Development Grants program (RED) is currently being prepared and will be submitted prior to the close of submissions on 13 September 2019.

Environmental Health Officer

Will Pearce has now ceased work for the RoeROC Health Scheme after two years of service and he has commenced a new role with the Shire of Gingin. The position has been advertised and relief arrangements put in place.

Parks and Gardens Leading Hand Position

Interviews for this new position which will replace an existing vacant gardening/townsite maintenance role have been advertised and interviews are scheduled to take place the week prior to the council meeting.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
19 th September 2019	RoeROC Meeting - Kulin
23 rd September 2019	Meet with Executive of Senior Citizens
1 st October 2019	Meeting with Acting Superintendent Colfer and Council
11 th October 2019	Official Opening – Naremben Community Precinct

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

That the Chief Executive Officer's September 2019 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.	CARRIED /
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AGENDA ITEM: 8.4.2 - Wheatbelt Secondary Freight Network Program – Formalisation of Commitment

Subject:	Wheatbelt Secondary Freight Network Program WSNF – Formalisation of Commitment
Applicant:	Wheatbelt Secondary Freight Network Steering Committee
File Ref:	ADM008
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	9 September 2019
Attachments:	Program Governance Plan, Program Delivery Plan, Multi Criteria Analysis Methodology and WSFR Map See Attachment Binder

SUMMARY

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

BACKGROUND

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSNF) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Council resolved in May 2019 as follows:

That Council:

- 1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project;*
- 2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the re-allocation of \$6,000 in 2019/20 budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.*

A letter of support was sent in support Wheatbelt Secondary Freight Network and the funding allocation made as per the motion.

COMMENT

Attached is a Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WRRRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSNF Program to operate within.

The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSNF Program, to be eligible for future funding and project consideration. It is requested by the WSNF Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

Each Shire will need to provide the following to the Steering Committee for approval before any funding will be released and ensure the commitments are made as part of the planning process:-

- Scope
- Budget
- Methodology

- Delivery
- WSFN 5 Year Plan will need to be incorporated in the Shires Long Term Financial Plan and then included in the annual budget
- Funding will be distributed to Shires via MRWA in accordance with Governance Plan.

For the year 2019/20 the WSFN have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
 - Shire of Victoria Plains
 - Lancelin to Meckering Route
 - Mogumber - Yarawindah Road
 - Project value \$1M
- Wheatbelt South
 - Shire of Quairading
 - Cunderdin to Kweda Route
 - Cunderdin - Quairading Road
 - Project Value \$1M

The roads identified in the Shire of Narembeen are as follows:-

- Merredin Narembeen Road
- Mt Walker Road
- Mt Walker Hyden Road
- Bruce Rock Narembeen Road
- Corrigin Narembeen Road
- Cramphorne Road
- Wogarl West and East (under review) Roads
- Kondinin Narembeen Road
- South Kumminin East Road (under review)

CONSULTATION

Wheatbelt Regional Road Groups and Wheatbelt Secondary Freight Network Steering Committee.

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Council Strategy

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Formalise the commitment to the Wheatbelt Secondary Freight Network Program that will enable future projects and funding opportunities to be given serious consideration.
2. Receive the following WSN Program documents which outline how the WSN Steering Committee propose to administer the WSN Program:
 - Program Governance Plan
 - Program Delivery Plan
 - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSN Steering Committee to make decisions in accordance with in the Program Governance Plan.
4. Acknowledge the important work undertaken by members of the Wheatbelt Secondary Freight Network Steering Committee in progressing the WSN, the significant funding that has been approved to date and the opportunities that the WSN provides for the wellbeing and economic benefits that it will bring to Wheatbelt communities.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

That in accordance with Section 5.23 - Meetings generally open to public of the Local government Act 1995 as follows:-

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(a) a matter affecting an employee or employees

It is recommended that that the doors be closed to the public.

CONFIDENTIAL AGENDA ITEM: 8.4.3 – Chief Executive Officer Performance and Contract Review

Subject:	Chief Executive Officer Performance and Contract Review
Applicant:	Cr Rhonda Cole, Shire President
File Ref:	Personal File
Disclosure of Interest (Staff):	Chris Jackson
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	5 September 2019
Attachments:	Nil

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report September 2019

Subject:	Executive Manager Corporate Services Report September 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	9 September 2019
Attachments:	Nil

SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted since the last Council meeting and endorse any actions as appropriate.

BACKGROUND

Monthly reports are provided to inform Council and with a view to assist in the decision making process.

COMMENT

Staffing News

The Shire's new Building Maintenance Officer has commenced and will be working closely with the Corporate Services Team to develop property management plans and undertake a number of renovation projects around town.

Finance

The Shire's auditors have visited to do their on-site testing and other than a few minor points to remedy they seemed happy with their findings.

The next stage of the process is for the Shire to finalise its draft financials and send it through to Moore Stephens for further analysis and questioning.

This is the Shire's final independent audit and moving forward the Office of the Auditor General will dictate who conducts the Shire's audits and will also play a large role in determining the types of things they specifically focus on.

Aquatic Centre

The Aquatic Centre Manager is on holiday at the moment but is eager to get to work tidying up the centre ready for an early November opening.

We are currently awaiting responses to a request for quote for a five year servicing contract to ensure the filtration plant is in good working condition throughout the seasons.

The Building Maintenance Officer will work closely with the Aquatic Centre Manager to assess whether the new entry barrier system can be put in place before the centre opens otherwise work will likely occur at the end of the season.

Caravan Park

The Shire's caravan park has been extremely busy over the last few months and it is great to see lots of the cabins and powered sites in use. The Shire has received a number of positive comments about the cleanliness of the site and the visitors appreciate its proximity to the town's amenities.

Policies

The Chief Executive Officer has approved the Executive Policy – Purchasing Goods and Services and Shire employees will soon undergo training on how to comply with policy and conduct a compliant purchasing process.

The next stage of improving compliance with Council's Procurement Framework will be to implement the electronic purchase order system as detailed in the budgeting process.

Fencepost

The Shire has entered into a Community Lease with the Fencepost for the back office at the Community Resource Centre and this document will provide a solid framework to ensure a successful partnership between the two organisations is maintained for the term of the lease which is for at least the next 10 years.

Sport and Recreation

In terms of developing an improved Council Policy/Strategy for providing sport and recreation facilities – work has begun, however I have not progressed as much as I would have liked given the time consumed by end of financial year commitments.

My initial findings are that Council made a motion to transfer the sporting club fees to the Recreation Reserve and to repurpose that reserve to upgrade or provide new recreational facilities within the Shire in October 2016, this transfer specifically related to the 2016/2017 financial year.

COUNCIL RESOLUTION

MIN6299/16 MOTION - Moved: Cr. Padfield 2nd: Cr. Parsons

That Council;

- 1. Amend the 2016/17 Shire of Narembeen budget to transfer to the Recreation Reserve an amount of \$30,910 being the sum of the sporting clubs' contribution;*
- 2. Rename the Purpose of the Recreation Reserve to read: To be used to upgrade or provide new recreation facilities within the Shire;*
- 3. Advertise the proposed change of Purpose in the Fence Post and on Local Notice Boards in accordance with Section 6.11 of the Local Government Act 1995*

**CARRIED 8/0
ABSOLUTE MAJORITY**

This resolution was made after the original item was put aside in September 2016 for more details to be sought.

In August 2016, a letter was sent to the sporting clubs outlining that no ground fees were charged during the construction of the new recreation centre and as the recreation centre was now complete, charges were being reimposed. It also states that the charges being imposed should be considered a contribution towards the cost of providing, maintaining and operating the facilities i.e.:

- Ground Preparation
- Power Usage
- Depreciation on the Asset
- Repairs and maintenance
- Insurance

The letter then goes on to state that once paid the charge will be transferred to the Recreation Reserve with a matching Shire contribution to ensure future maintenance and upgrades needed to the Shire's recreational facilities are in line with the principles of responsible asset management.

I have been unable to find an Asset Management Plan related directly to recreational or sporting infrastructure (transport and plant plans were in place). The Strategic Resource Plan that was developed in 2018 does mention certain recreational infrastructure, however this plan is quite high level and highlights improvements needed to the Shire's planning processes in various areas.

As such I believe essentially the principles of responsible asset management alluded to, are that money should be put away for future maintenance and replacement but it appears as though no further policy or strategy was developed.

Neither the letter sent to clubs or the council report seem to mention that the co-contribution to reserves would be an ongoing practice but it is my belief that this may have been the intention of Council based on open discussions at the budget workshop.

The October 2016 Council Report highlighted that the recreation reserve held funds of \$52,830 as of 30 June 2016. As of today the Recreation Reserve holds funds of \$141,866.84.

For the 2019/2020 financial year sporting club ground fees are budgeted to return an income of \$15,454. In comparison the cost of the Shire maintaining the town oval in the 2018/2019 financial year was \$63,300 and the depreciation on the bowling green was \$21,145.

The 2019/2020 budget has not accounted for this co-contribution to the reserve and this has allowed the Shire to keep rate increases low by using operating income to offset a portion of the operating costs associated with sporting facilities. This being said if a surplus position is estimated during a budget review, Council could consider allocating funds to the recreation reserve if this is deemed the best use of the funds.

It must be remembered that essentially these assets belong to the Shire and their existence could be considered part of the core business of providing a liveable district.

The Shire can employ a number of different strategies to try and manage recreation infrastructure capital renewal and its burden upon the ratepayer and sporting groups. In the past Shire's have employed a one third to two third system but now with an increased focus on asset management and strategy the larger councils are moving more towards recreation planning where the local government covers the full cost at a base level and clubs cover out of policy additions.

The way club fees are set also differs across local governments where some charge on a per member basis so the large clubs feel a heavier burden whereas others charge on a sport basis given sports like cricket have a larger impact on turf maintenance and others charge based on the standard of facility being used, i.e. local, regional, district or state standard.

Given the Shire has a number of options available and needs to better understand the future costs that will likely result from sport and recreation infrastructure, it is proposed that Council assign two Council representatives to work with the Executive Manager Corporate Services and the Chief Executive Officer to further develop a framework/strategy/policy on this matter, regular updates to be provided to Council on the progress of this topic.

In the meantime the Shire intends to issue invoices to the sporting clubs for the 2019/2020 ground fees as per the budgeted fees and charges, given any changes to policy/strategy will probably only be in place in time to affect the fees and charges set for 2020/2021.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Executive Manager Corporate Services Report for September 2019
2. Assign Cr. _____ and Cr. _____ to the Sport and Recreation Strategy Working Group.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.2 - August 2019 Schedule of Accounts

Subject:	August 2019 Schedule of Accounts
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	10 September 2019
Attachments:	August Credit Card Payment List and August Creditors Payment List See Attachment Binder

SUMMARY

For Council to review the payments made in August 2019.

BACKGROUND

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

COMMENT

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

Municipal Account Payments	\$269,194.34
Trust Account Payments:	\$561.65

The following payments greater than \$15,000.00 were made during the month of August 2019:

EFT12417	08/08/2019	Phoenix Landscaping Services Pty Ltd	Emu Hill Cemetery - 2nd Instalment - Niche Wall, Gazebo, Demolition old Niche etc	55000.00
EFT12454	21/08/2019	It Vision Australia Pty Ltd	Annual License fee for Synergy Soft	21899.90
EFT12478	29/08/2019	Australian Taxation Office	BAS July 2019	32940.00
EFT12483	29/08/2019	Hasta Manana Pty Ltd T/A Artificial Lawn Supplies	Mt Walker Tennis Club Resurfacing - 25%DEPOSIT	35417.25

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
 - a. Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b. Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
 - a. Subject to sub regulation (4), are not to be paid in cash; and
 - b. Are to be made in a manner which allows identification of –
 - i. The method of payment;
 - ii. The authority for the payment; and
 - iii. The identity of the person who authorised the payment.
4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund –
 - a. If the local government has delegated the CEO the exercise of its power to make payments from those funds by the CEO; or
 - b. Otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Reg 13. List of Accounts

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Creditors Payment List for August 2019.
2. Receive the Credit Card Payment List for August 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3 - Financial Activity Report August 2019

Subject:	Financial Activity Report August 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	10 September 2019
Attachments:	August 2019 Financial Activity Report, Bank Reconciliation for August 2019 See Attachment Binder

SUMMARY

To review the Shire of Narembeen's financial activity as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 August 2019.

COMMENT

Council's closing position at 31 August 2019 amounts to a surplus position of \$3,925,625 with current assets of \$6,933,609 and \$2,604,641 in reserve funds.

WANDRRA update:

- Main Roads WANDRRA claim 23 submitted \$789,016 and received 13 August 2019
- Main Roads WANDRRA claim 24 submitted \$124,227
- Main Roads WANDRRA claim 25 submitted \$115,238
- Main Roads WANDRRA claim 26 submitted \$19,968

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 Activity Report for the month of August 2019;
2. Receive the bank reconciliation for the month of August 2019;

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Urgent Business as Permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr P Lines

Attended

-

General Business

-

Cr B Thomas

Attended

-

General Business

-

Cr B Cowan

Attended

-

General Business

-

Cr S Stirrat

Attended

-

General Business

-

Cr A Wright

Attended

-

General Business

-

Cr A Hardham

Attended

-

General Business

-

Cr K Mortimore

Attended

-

General Business

-

Cr R Cole

Attended

-

General Business

11.0 Date, Time & Place of Next Meeting

Wednesday 16 October 2019 at Narembeen Shire Council Chambers.

12.0 Closure

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