



COUNCIL CALENDAR

Date	Time	Meeting
17 May 2022	4.00pm	Ordinary Council Meeting
21 June 2022	4.00pm	Ordinary Council Meeting

19 April 2022 MEETING PROGRAM

2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

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.

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 [Click here to enter text](#). Ordinary Meeting of Council has been convened for:

Date: Tuesday 19 April 2022
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 4.00pm



David Blurton
Chief Executive Officer
Date: 11 April 2022

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
Tuesday 19 April 2022, commencing at 4.00pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors
Officers

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 Tuesday 15 March 2022

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 15 March 2022 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 15 March 2022

6.2 Community Benefit Fund Advisory Committee

6.2.1 Receive Minutes

Receive minutes from the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 6 April 2022

RECOMMENDATION:

That the minutes of the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 6 April 2022 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. Seconded Cr. **CARRIED /**

6.2.2 Endorse Committee Recommendations

Endorse Committee recommendation from the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 6 April 2022

RECOMMENDATION:

That the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that the Shire of Narembeen Council approve the following grant applications:

Club/Group	Project/Event	Amount
Narembeen Junior Football Club	Subs and Football	<i>Partial</i> \$1,000.00
Narembeen Church of Christ – Uke Kids Club	Instruments and music books	<i>Partial</i> \$951.30
Narembeen H20 Ski Club	Rebuild boat ramp	<i>Not Successful</i>
Narembeen District High School and Parents and Citizens Group – iPads	iPad for Classroom	<i>Not Successful</i>
Narembeen District High School and Parents and Citizens Group – Shade	Shade structure for playground	<i>Not Successful</i>
Narembeen Hockey and Netball Club Combined	Sub and Affiliations Fees	<i>Partial</i> \$850.00
Narembeen Church of Christ – Dorcas Second Chance of Life	Ceiling repairs	<i>Partial</i> \$5,000.00
Narembeen Football Club	Mobile video screen	<i>Partial</i> \$6,000.00
Mt Walker Golf Club	Upgrade seating	<i>Not Successful</i>
Narembeen Hockey Club	Drinking fountain	<i>Not Successful</i>
Wadderin Wildlife Sanctuary	Drinking stations for animals	<i>Full</i> \$1,947.00
The Co-Op Cafe	Meat slicer	<i>Full</i> \$920.00
Narembeen Community Resource Centre	High Tea for Mums event	<i>Full</i> \$1,450.00
TOTAL		\$18,118.30

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. Seconded Cr. **CARRIED /**

7.0 Status Report

RECOMMENDATION:

That the Status Report for April 2022 be received.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

8.0 Reports

8.1.1 Executive Manager Corporate Services

AGENDA ITEM: 8.1.1 Financial Report March 2022

Subject:	Financial Report March 2022
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Teresa Cousins, Senior Finance Officer
Date:	19 April 2022
Attachments:	Financial Report March 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period March 2022.

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

- Minor Compliance risk considered low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

- Financial Impact risk considered moderate.
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.

Corporate Business Plan 2020/21 – 2023/24

Goal Area 1. Focus upon 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 31 March 2022 amounts to \$1,932, 999.15 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$3,500,000 in term deposits.

OFFICER RECOMMENDATION

That Council receive the Shire of Narembreen's Financial Report for March 2022.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.1.2 - Schedule of Accounts for March 2022

Subject:	Schedule of Accounts for March 2022
Applicant:	Not applicable
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	4 April 2022
Attachments:	Creditors Payment List – March 2022, Credit Card Payments List 15 January – 11 February 2022

PURPOSE

For Council to review the payments made by the Shire of Narembeen in March 2022.

BACKGROUND

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

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

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 February 2022 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 597,297.29

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List - March 2022
2. Receive the Credit Card Payments List 15 January – 11 February 2022

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. Seconded Cr.

CARRIED /

AGENDA ITEM: 8.1.3 - Fees and Charges 2022/23

Subject:	Fees and Charges 2022/23
Applicant:	Not applicable
File Ref:	ADM555
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	7 April 2022
Attachments:	Current Fees and Charges Schedule 2021/22, and Draft Fees and Charges Schedule 2022/23

PURPOSE

Council to accept the draft Fees and Charges Schedule 2022/23 for inclusion and adoption in the Annual 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 it advertises the proposed changes accordingly (Absolute Majority required).

The proposed 2022/2023 Fees and Charges Schedule is attached for Council's information and review.

CONSULTATION

All Staff

STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)

Subdivision 2 — Fees and charges

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

- (b) supplying a service or carrying out work at the request of a person;

- (c) subject to section 5.94, providing information from local government records;

- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- (e) supplying goods;

- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and

- (b) amended* from time to time during a financial year.

* Absolute majority required.

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances;or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

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 implicit acceptance at this stage will allow the Shire to develop the Annual Budget revenues more accurately.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Minor compliance risk

Minor financial 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

Staff have undertaken a thorough review of the Fees and Charges Schedule to gain greater understanding of the basis of charges and amend entries where applicable. The 2021/2022 Fees and Charges Schedule is attached for comparison.

Any statutory changes have been amended but not noted as they are externally set and not at the discretion of Council.

The Domestic Rubbish charges may be increased in line with the expected CPI increase, Avon Waste are yet to confirm. This will be reviewed prior to the adoption of the final budget.

OFFICER RECOMMENDATION

That Council

1. Accepts the 2022/2023 Fees and Charges Schedule as proposed, and
2. Directs the CEO to include the Fees and Charges Schedule in the 2022/2023 Annual Budget for adoption.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.1.4 - Debtor Write Off – Narembeen CRC

Subject:	Debtor Write Off – Narembeen CRC
Applicant:	Not applicable
File Ref:	ADM139
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	11 April 2022
Attachments:	Nil

PURPOSE

Council to write off the amount \$5,603.80 for Debtor 80138 – Narembeen Community Resource Centre.

BACKGROUND

For the Shire of Narembeen to operate effectively it must manage and control monies owed to the Shire and reduce the likely occurrence of unrecoverable debts, consequently council staff are continually reviewing accounts to finalise outstanding matters.

In 2019, Narembeen Community Resource Centre formally joined with the Shire of Narembeen. At the end of the financial year, there was an outstanding amount owing to the Shire of \$5,603.80. It is not clear what the debt comprises and it is suggested that the amount should be written off.

CONSULTATION

Chief Executive Officer
Coordinator Community Resource Centre

STATUTORY IMPLICATIONS

Local Government Act 1995

- 6.12. Power to defer, grant discounts, waive, or write off debts.
- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
which is owed to the local government.

* Absolute majority required.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

- 6.13. Interest on money owing to local governments.
(1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection (6).

* Absolute majority required

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

A decision of Council is required to clear this amount in the system.

OFFICER RECOMMENDATION

That Council approve the write off \$5,603.80 for Debtor 80138 Narembeen Community Resource Centre.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

**CARRIED /
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.5 - Write off debt – Deceased Estate A5294 Saunders

Subject:	Write off debt – Deceased Estate A5294 Saunders
Applicant:	Shire of Narembeen
File Ref:	P5294
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	2 February 2022
Attachments:	Nil

PURPOSE

Council to approve writing off a debt of \$1,851.91 that is considered unrecoverable and commence the process to transfer land to the Crown.

BACKGROUND

For the Shire of Narembeen to operate effectively it must manage and control monies owed to the Shire and reduce the likely occurrence of unrecoverable debts, consequently staff are continually reviewing accounts to finalise outstanding matters.

Ms Lily Saunders is the owner of Lot 18 King Street, Kumminin. This is now a deceased estate. The land is marked below in yellow. The 2021/22 rates notice was unable to be delivered due to incomplete addresses, both postal and residential. The land is vacant.



CONSULTATION

Chief Executive Officer
Senior Finance Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
which is owed to the local government.

* Absolute majority required.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

6.13. Interest on money owing to local governments.

- (1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection (6).

* Absolute majority required.

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs \$1851.91plus any interest accrued since 11 April 2022.

POLICY IMPLICATIONS

Council Policy – Debt Management

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

VOTING REQUIREMENTS

Absolute Majority

COMMENT

The Shire does not have any further details for Lily Saunders. The residential address on file is 'Emu Hill WA 6369'. There is no forwarding address and staff are not aware of any family members or close contacts of Ms Saunders.

The figure represents three years of debt on the small portion of land. There is no history before 2019, it appears it was valued and included in our system, but no information was included.

To ensure interest and rates charges do not continue to be incurred, it is recommended to return the land to the Crown.

Council also has the option to transfer the land to itself and/or sell the land however this is not recommended due to the lack of services, small size and location it is unlikely to sold. Transferring to the Shire will require Council to maintain the land.

OFFICER RECOMMENDATION

That Council:

1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and
2. Direct the CEO to commence the process to return the land to the Crown.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

**CARRIED /
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.6 - Emergency Management

Subject:	Emergency Management
Applicant:	Not applicable
File Ref:	ADM553
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	22 March 2022
Attachments:	Local Emergency Management Arrangements

PURPOSE

To adopt the Local Emergency Management Arrangements (LEMA).

BACKGROUND

Senior Shire Officers met with Yvette Grigg, District Emergency Management Advisor, Wheatbelt District DFES on 22 October 2021 to discuss and recommence formal emergency management planning for the Shire of Narembeen.

The Wheatbelt Police District Superintendent of the Wheatbelt District Emergency Management Committee wrote to the CEO on 16 November 2021 advising the five-year review date of the Local Emergency Management Arrangements would be due October 2022. There are several authorities to review and then endorse the LEMA and this process can take many months.

For several reasons, the Shire of Narembeen Local Emergency Management Committee (LEMC) has not met formally since 2018 and there have been several changes to membership during this time.

The LEMC has now met several times and the draft LEMA has been updated. The Committee endorsed the LEMA at their meeting on 17 March 2022.

DFES has then checked the document for compliance and provided approval to forward to Council for adoption.

CONSULTATION

Local Emergency Management Committee
DFES

STATUTORY IMPLICATIONS

The *Emergency Management Act 2005* states;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.

- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Significant risk by not ensuring local emergency management plans are considered and in place.

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple majority

COMMENT

Local governments are key stakeholders in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish a LEMC for the local government's district. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Emergency Management is considered important and complex, together with the added challenge of COVID-19 and the impacts that the pandemic continues to have on our community, the reinvigoration of the LEMC in 2022 will ensure the best level of preparedness for our community.

Local Governments are required to develop, maintain and implement Local Emergency Management Arrangements.

DFES provided several resources including a model copy of local emergency management arrangements and the Shire of Toodyay's LEMA to assist preparation of the draft LEMA.

Once Council approves the LEMA, the District Emergency Management Committee will review before final presentation at the State Emergency Management Committee.

OFFICER RECOMMENDATION

That Council adopt the Local Emergency Management Arrangements and direct the Chief Executive Officer to forward to the District Emergency Management Committee.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

9.0 Confidential Reports

Provided under separate cover

CONFIDENTIAL AGENDA ITEM: 9.1.1 Provision of Medical Services

Subject:	Provision of Medical services
Applicant:	Not Applicable
File Ref:	ADM093
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	8 April 2022
Attachments:	Contract – Agreement for provision of Medical Services dated 10/9/2009 and Variation to Agreement for Provision of Medical Services dated 25/9/2019

In accordance with Section 5.23 (2) (c) it is recommended that the meeting be closed to the public to discuss a matter relating to a potential contractual agreement.

OFFICER RECOMMENDATION

That Council Support the proposed changes to Medical Service delivery in Narembeen on a trial three-month basis as proposed by Dr Lines and review the effectiveness of the trial after the end of the trial period.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

10.0 Urgent business as permitted by Council

11.0 Councillor's Reports

Cr K Mortimore

Attended

-

Cr S Stirrat

Attended

-

Cr H Cusack

Attended

-

Cr T Cole

Attended

-

Cr C Bray

Attended

-

Cr A Hardham

Attended

-

Cr M Currie

Attended

-

Cr W Milner

Attended

-

12.0 Date, time & place of next meeting

Tuesday 17 May 2022, 4.00pm at the Shire of Narembreen Council Chambers.

13.0 Closure

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