



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
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

## Contents

<b>1.0</b>	<b>OPENING &amp; WELCOME</b> .....	<b>3</b>
<b>2.0</b>	<b>ATTENDANCE &amp; APOLOGIES</b> .....	<b>3</b>
<b>3.0</b>	<b>DECLARATIONS OF INTEREST</b> .....	<b>3</b>
<b>4.0</b>	<b>ANNOUNCEMENTS</b> .....	<b>3</b>
4.1	APPLICATION FOR LEAVE OF ABSENCE .....	3
NIL		3
<b>5.0</b>	<b>PUBLIC QUESTION TIME &amp; DEPUTATIONS (15 MIN)</b> .....	<b>3</b>
<b>6.0</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> .....	<b>4</b>
<b>6.1</b>	<b>CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL</b> .....	<b>4</b>
6.1.1	CONFIRMATION OF MINUTES .....	4
6.1.2	BUSINESS ARISING.....	4
<b>6.2</b>	<b>COMMUNITY BENEFIT FUND ADVISORY COMMITTEE</b> .....	<b>4</b>
6.2.1	RECEIVE MINUTES .....	4
6.2.2	ENDORSE COMMITTEE RECOMMENDATIONS .....	5
<b>7.0</b>	<b>STATUS REPORT</b> .....	<b>5</b>
<b>8.0</b>	<b>REPORTS</b> .....	<b>6</b>
<b>8.1.1</b>	<b>EXECUTIVE MANAGER CORPORATE SERVICES</b> .....	<b>6</b>
	AGENDA ITEM: 8.1.1 Financial Report March 2022 .....	6
	AGENDA ITEM: 8.1.2 - Schedule of Accounts for March 2022 .....	8
	AGENDA ITEM: 8.1.3 - Fees and Charges 2022/23 .....	10
	AGENDA ITEM: 8.1.4 - Debtor Write Off – Narembeen CRC .....	13
	AGENDA ITEM: 8.1.5 - Write off debt – Deceased Estate A5294 Saunders.....	15
	AGENDA ITEM: 8.1.6 - Emergency Management.....	18
<b>9.0</b>	<b>CONFIDENTIAL REPORTS</b> .....	<b>22</b>
	CONFIDENTIAL AGENDA ITEM: 9.1.1 Provision of Medical Services.....	22
<b>10.0</b>	<b>URGENT BUSINESS AS PERMITTED BY COUNCIL</b> .....	<b>23</b>
<b>11.0</b>	<b>COUNCILLOR’S REPORTS</b> .....	<b>23</b>
<b>12.0</b>	<b>DATE, TIME &amp; PLACE OF NEXT MEETING</b> .....	<b>23</b>
<b>13.0</b>	<b>CLOSURE</b> .....	<b>23</b>
<b>14.0</b>	<b>CERTIFICATION OF MEETING MINUTES</b> .....	<b>24</b>

# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 19 April 2022, commencing at 4.00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Chris Bray	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Warren Milner	Member
Cr Amy Hardham	Member

##### **Officers**

Mr David Blurton	Chief Executive Officer via zoom
Ms Diana Blacklock	Economic Development Officer

#### Apologies

Cr Holly Cusack	Member
Tamara Clarkson	Executive Manager Corporate Services

#### Approved leave of absence

Nil

### 3.0 Declarations of Interest

Cr K Mortimore declared a proximity interest in item 6.2  
Cr A Hardham declared a financial interest in item 6.2  
Cr W Milner declared a financial interest in item 9.1

### 4.0 Announcements

4.1 Application for leave of absence

Nil

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

Nil

## **6.0 Minutes of Previous Meetings**

### **6.1 Confirmation of Minutes 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 7412/22**

**MOTION** - Moved Cr. A Hardham

Seconded Cr. W Milner

**CARRIED 7/0**

#### 6.1.2 Business Arising

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

*Cr Mortimore and Cr Hardham declared proximity and financial interests in item 6.2 and left the chambers at 4.01pm. Cr Stirrat assumed the chair.*

### **6.2 Community Benefit Fund Advisory Committee**

#### 6.2.1 Receive Minutes

#### **RECOMMENDATION/COUNCIL RESOLUTION:**

*That the minutes of the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 6 April 2022 be received.*

**MIN 7413/22**

**MOTION** - Moved Cr. Currie

Seconded Cr. Milner

**CARRIED 7/0**

## 6.2.2 Endorse Committee Recommendations

### RECOMMENDATION/COUNCIL RESOLUTION:

*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:*

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

**MIN 7414/22**

**MOTION** - Moved Cr. C Bray

Seconded Cr. W Milner

**CARRIED 5/0**

*Cr Mortimore and Cr Hardham returned to the chambers at 4.03pm.  
Ms Blacklock left the chambers at 4.03pm.*

<b>7.0 Status Report</b>
--------------------------

### RECOMMENDATION/COUNCIL RESOLUTION:

*That the Status Report for April 2022 be received.*

**MIN 7415/22**

**MOTION** - Moved Cr. T Cole

Seconded Cr. M Currie

**CARRIED 7/0**

## 8.0 Reports

### 8.1.1 Executive Manager Corporate Services

#### AGENDA ITEM: 8.1.1 Financial Report March 2022

<b>Subject:</b>	Financial Report March 2022
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Teresa Cousins, Senior Finance Officer
<b>Date:</b>	19 April 2022
<b>Attachments:</b>	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 \$2,389,626 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$3,500,000 in term deposits.

## **OFFICER RECOMMENDATION/COUNCIL RESOLUTION**

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

**MIN 7416/22 MOTION** - Moved Cr. C Bray

Seconded Cr. M Currie

**CARRIED 7/0**

## AGENDA ITEM: 8.1.2 - Schedule of Accounts for March 2022

<b>Subject:</b>	<b>Schedule of Accounts for March 2022</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kathryn Conopo, Administration Officer
<b>Date:</b>	4 April 2022
<b>Attachments:</b>	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/COUNCIL RESOLUTION

*That Council:*

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

**MIN 7417/22 MOTION** - Moved Cr. S Stirrat

Seconded Cr. T Cole

**CARRIED 7/0**

*The CEO took a question on notice relating to EFT15509 windscreen repairs \$1,744. Which plant item was this payment for?*

## AGENDA ITEM: 8.1.3 - Fees and Charges 2022/23

<b>Subject:</b>	Fees and Charges 2022/23
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM555
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	7 April 2022
<b>Attachments:</b>	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

*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.*
3. *Review caravan park fees for 2022/2023 in comparison with neighbouring shires and recent improvements.*

**MIN 7418/22**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Milner

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**Reason for change:** Council consider that a more in depth analysis of charges levied is warranted to compare similar charges levied by surrounding shires and in consideration of recent improvements undertaken at the park.

## AGENDA ITEM: 8.1.4 - Debtor Write Off – Narembeen CRC

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

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

**MIN 7419/22**

**MOTION - Moved Cr. S Stirrat**

**Seconded Cr. A Hardham**

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

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

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

*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.*

**MIN 7420/22**

**MOTION** - Moved Cr. T Cole

Seconded Cr. A Hardham

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.6 - Emergency Management

<b>Subject:</b>	Emergency Management
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM553
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	22 March 2022
<b>Attachments:</b>	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/ COUNCIL RESOLUTION**

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

**MIN 7421/22**      **MOTION** - Moved Cr. S Stirrat      Seconded Cr. M Currie

**CARRIED 7/0**

**9.0 Confidential Reports**

Cr Milner declared a financial interest in item 9.1 and left the chambers at 5.05pm

*That Council close the meeting to the public*

**COUNCIL RESOLUTION**

**MIN 7422/22 MOTION** - Moved: Cr C Bray

Seconded: Cr A Hardham

**CARRIED 7/0**

**CONFIDENTIAL AGENDA ITEM: 9.1.1 Provision of Medical Services**

<b>Subject:</b>	Provision of Medical services
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM093
<b>Disclosure of Interest:</b>	Not Applicable
<b>Author:</b>	David Blurton – Chief Executive Officer
<b>Date:</b>	8 April 2022
<b>Attachments:</b>	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 7423/22 MOTION** - Moved Cr. S Stirrat

Seconded Cr. C Bray

**CARRIED 6/0**

Cr Milner returned to the chambers at 5.15pm

*That Council open the meeting to the public*

**COUNCIL RESOLUTION**

**MIN 7424/22 MOTION** - Moved: Cr M Currie

Seconded: Cr C Bray

**CARRIED 7/0**

## 10.0 Urgent business as permitted by Council

Nil

## 11.0 Councillor's Reports

### Cr K Mortimore

Attended

- LEMC meeting, ANZAC meeting, WALGA webinar, Ramelius Resources and Shire of Naremben Community Benefit Fund Committee Meeting, Great Eastern Country Zone of WALGA executive meeting.

Cr Mortimore noted that the march for ANZAC day will commence at the War Museum on Longhurst Street rather than the hall this year.

### Cr S Stirrat

Attended

- Nil

### Cr T Cole

Attended

- Naremben Main Street Festival

### Cr C Bray

Attended

- Naremben Historical Society meeting, Men's Shed meeting and attended the Council owned storm water pump shed which he noted was in poor condition.

### Cr A Hardham

Attended

- Naremben Main Street Festival which was well received, Triathlon, Women in Business event.

### Cr M Currie

Attended

- Nil

### Cr W Milner

Attended

- Naremben Street Festival, Triathlon.

General business – The bridge on the entrance to town has become potholed and in poor condition from the continued use of trucks. The CEO noted and will discuss with Works Manager upon his return.

There will be no fencepost next week.

## 12.0 Date, time & place of next meeting

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

## 13.0 Closure

There being no further business the Chair declared the meeting closed at 5.29pm.

## **14.0 Certification Of Meeting Minutes**

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 19 April 2022, as show on pages 1 to 24 are confirmed as a true and correct record of the meeting.