



COUNCIL CALENDAR

Date	Time	Meeting
20 February 2024	5.00pm	Ordinary Council Meeting
19 March 2024	5.00pm	Ordinary Council Meeting

DECEMBER MEETING PROGRAM

1.00pm	Citizenship Ceremony
1.45pm	Audit and Risk Committee Meeting
2.30pm	Councillor Discussion Forum
5.00pm	Ordinary Council Meeting

GUESTS

Dianne Latham
Merrick Latham

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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	REASON FOR FINANCIAL DECLARATION	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST			
AGENDA ITEM No.	SUBJECT	REASON FOR IMPARTIALITY DECLARATION	MINUTE No.

PROXIMITY INTEREST			
AGENDA ITEM No.	SUBJECT	REASON FOR PROXIMITY DECLARATION	MINUTE No.

SIGNATURE: _____ **DATE:** _____

NOTES:

- 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.
- This notice must be given to the Chief Executive Officer prior to the meeting.
- It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
- 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:

- Particulars of declaration given to meeting
- Particulars recorded in minutes
- 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 702nd Ordinary Meeting of Council has been convened for:

Date: Tuesday 19 December 2023
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm



Rebecca McCall
Acting Chief Executive Officer
Date: 14 December 2023

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 December 2023, commencing at 5.00pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Officers

Apologies

Ben Forbes – Executive Manager Corporate Services

Approved leave of absence

3.0 Declarations of Interest

Item 8.3.1 - Financial interest – Rebecca McCall, Chief Executive Officer

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 21 November 2023.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 21 November 2023 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 21 November 2023.

6.2 Receive Minutes - Audit and Risk Committee

6.2.1 Receive Minutes – Audit and Risk Committee Meeting held on Tuesday 19 December 2023.

RECOMMENDATION:

That the minutes of the meeting of the Audit Committee Meeting held on Tuesday 19 December 2023 be received and that the following recommendations of the committee be endorsed:

1. Endorse the Independent auditor's report for the year ended 30 June 2023
2. Endorse the Final management letter for the year ended 30 June 2023
3. Endorse the 2023 Annual Report
4. Schedule the Shire of Narembeen Annual Elector's Meeting for 6:00pm on Tuesday 6 February 2024 in Council Chambers.

COUNCIL RESOLUTION

MIN MOTION - Moved Cr. Seconded Cr.

CARRIED /

6.3 Receive Minutes – Great Eastern Country Zone

6.3.1 Receive Minutes – Great Eastern Country Zone Meeting held on 20 November 2023

RECOMMENDATION:

That the minutes of the meeting of the Great Eastern Country Zone Meeting held on 20 November 2023 be received.

COUNCIL RESOLUTION

MIN MOTION - Moved Cr. Seconded Cr.

CARRIED /

6.4 Receive Minutes – Wheatbelt South Regional Road Group Roe Sub-Group

6.4.1 Receive Minutes – Wheatbelt South Regional Road Group Roe Sub-Group held on 22 November 2023.

RECOMMENDATION:

That the minutes of the meeting of the Wheatbelt South Regional Road Group Roe Sub-Group held on 22 November 2023 be received.

COUNCIL RESOLUTION

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

CARRIED /

7.0 Status Report

RECOMMENDATION:

That the Status Report for December 2023 be received.

COUNCIL RESOLUTION

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

CARRIED /

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 – POLICY 4.3.25 REVIEW – WORK HEALTH AND SAFETY

Subject:	Work Health and Safety Policy Review
Applicant:	Not Applicable
File Ref:	ADM541
Disclosure of Interest:	Nil
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 December 2023
Attachments:	Work Health and Safety Policy

PURPOSE

For Council to endorse the revised Work Health and Safety policy.

BACKGROUND

The Work Health and Safety Policy (WHS Policy) is a cornerstone of an effective Work Health Safety Management System and sets out the overall Work Health Safety (WHS) objectives and principles that the Shire of Narembeen will observe in relation to the management of WHS.

CONSULTATION

Executive Manager Corporate Services
Councillors – November 2023 Discussion Forum

STATUTORY IMPLICATIONS

Work Health Safety Act 2020
Work Health Safety (General) Regulations 2022

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

The existing Executive Policy – Workplace Health & Safety will be superseded when the new Council Policy comes into effect.

RISK MANAGEMENT IMPLICATIONS

Risk Rating – Low
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032
4.2 Compliant and resourced local government.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The Executive Policy was last reviewed in May 2022.

This policy is required to ensure Council's compliance with the requirements of the *Work Health Safety Act 2020* and *Work Health Safety (General) Regulations 2022*. This policy provides Councillors, the CEO, staff, contractors, and volunteers with clear direction and understanding of the Shire of Narembeen's responsibilities in terms of implementing an effective Work Health Safety Management System.

OFFICER RECOMMENDATION

That Council endorses the Work Health Safety Policy as attached.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1- COUNCIL POLICY REVIEW DECEMBER 2023

Subject:	Council Policy Review December 2023
Applicant:	Not applicable
File Ref:	ADM022
Disclosure of Interest:	Not applicable
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	1 December 2023
Attachments:	Shire of Narembeen – Procurement Framework 2023

PURPOSE

Council to endorse the revised Procurement Framework policy.

BACKGROUND

One of Council's roles under the *Local Government Act 1995* is to determine the policies of the Local Government. Council's policies provide direct guidance and instruction to the Chief Executive Officer in their administration of the Local Government.

The existing policy was adopted in July 2019 and last reviewed in August 2022. The existing policy is silent on several contemporary aspects, including an outline of a supplier order of priority and guidance as to the establishment of supplier panels.

Most notably, the existing policy's quotation requirements for purchases from \$0 - \$1,499 and \$1,500 - \$7,499 create a material amount of administrative work. In addition, the language in the existing policy effectively nullifies any potentially efficient or effective use of credit cards.

The new policy will work in conjunction with newly implemented practices and new executive policies to ensure that the flexibility afforded to authorised staff in the revised policy does not come at the cost of safeguards against mismanagement.

A draft of the proposed Procurement Framework was tabled at the November 2023 discussion forum for Councillors to ask questions and provide feedback.

This policy will function together with the proposed delegation changes before Council.

CONSULTATION

Chief Executive Officer
Councillors – November 2023 discussion forum

STATUTORY IMPLICATIONS

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

6.7. Municipal fund

- (2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and

- (ba) the minimum number of oral quotations and written quotations that must be obtained; and
- (b) the recording and retention of written information, or documents, in respect of-
 - (i) all quotations received; and
 - (ii) all purchases made.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with the proposed policy.

POLICY IMPLICATIONS

This motion will cause the existing Procurement Framework to be invalidated and for the new policy to come into effect.

RISK MANAGEMENT IMPLICATIONS

The proposed policy, the relevant executive policies, and the established procedures all ought to sufficiently safeguard against the risk of mismanagement or fraud. Council should note that current procedures and internal review processes drastically reduce the scope for potential fraud due to the amended requirements for quotes; controls and scrutiny of changes to suppliers in addition to redundant reviews of all invoices prior to payment are designed to ensure that purchases are legitimate.

The marginal risk implications of this policy over the existing policy are, in management's opinion, insignificant or non-existent.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4.2 Compliant and resourced Local Government

VOTING REQUIREMENTS

Absolute Majority

COMMENT

The Procurement Policy is arguably Council's most important policy, as it seeks to directly guide and control the procurement process to ensure the best value for money is attained on behalf of the ratepayers and that there are sufficient safeguards against mismanagement or fraud.

Given the context, the notion of giving staff more flexibility may be of concern, but an overly onerous procurement policy will fail on one of its own core tenants; by being too restrictive a procurement policy will fail to deliver the best value for money as it will create unnecessary administrative oversight and divert resources from more productive functions.

The revised policy should not perceptibly change the level of risk but should contribute to a more efficient administration.

OFFICER RECOMMENDATION

That Council endorse the attached Council Policy – Procurement Framework 2023.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.2 - DELEGATIONS REVIEW DECEMBER 2023

Subject:	Delegations Review December 2023
Applicant:	Not applicable
File Ref:	ADM022
Disclosure of Interest:	Not applicable
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	1 December 2023
Attachments:	Delegation F.1 – Payments from Municipal and Trust Funds Delegation F.3 – Sole supplier arrangements

PURPOSE

Council to endorse the updated delegations to the Chief Executive Officer for payments from Municipal and Trust funds and for the assessment and approval of sole supplier arrangements.

BACKGROUND

To assist in the effective administration of the Shire, Council delegates some of its authorities. Under the Local Government Act 1995, Council may only make delegations to the Chief Executive Officer (CEO) or committees where an absolute majority decision of Council is not required. Where appropriate, the CEO may sub-delegate to other officers.

The delegation to the CEO and other officers to incur expenditure on behalf of Council and subsequently make payments should, in conjunction with Council's Procurement Framework and any executive policies, allow management to be sufficiently flexible in the procurement of goods without onerous compliance requirements and without sacrificing accountability or best practice principles.

The existing delegation does not work in the context of the revised Procurement Framework, which is also brought to Council for endorsement this month; in reviewing the Procurement Framework the relevant delegations must be updated too.

The CEO and any sub-delegates must always exercise any delegated authority in accordance with Council policies and the staff Code of Conduct.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

6.7. Municipal fund

- (2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
 - (i) the municipal fund; and
 - (ii) the trust fund,
of a local government.

Local Government (Financial Management) Regulations 1996

11. Payments, procedures for making etc.

- (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 subregulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of —
 - (i) the method of payment; and
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to 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.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (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; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; 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 requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

11. Payments, procedures for making etc.

- (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 —

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;

- (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with the proposed revision to the delegations.

POLICY IMPLICATIONS

This delegation functions together with the new Procurement Framework.

RISK MANAGEMENT IMPLICATIONS

Use of delegated authority by staff must be recorded in the delegation register, which is accessible to Council for review and critique. All payments made in accordance with Delegation F.1 must be brought to Council each month for review and endorsement in accordance with the *Local Government Act 1995*.

The delegations relate to Council's procurement processes which need to be extensively documented and scrutinised according to internal processes and audit requirements. Accordingly, the risk of staff acting outside of their specified authority is low.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4.2 Compliant and resourced Local Government

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Council entrusts the administration to fulfill its objectives and to operate in an efficient manner. The proposed delegations work with the new Procurement Framework and revised executive policies to make the entire procurement framework more efficient without sacrificing accountability or safeguards against mismanagement.

OFFICER RECOMMENDATION

That Council endorse the proposed Delegations F.1 and F.3 as attached.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

**CARRIED /
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.2.3 – BUDGET AMENDMENT – FEES AND CHARGES

Subject:	Fees and charges for hire of trailer-mounted generator
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	6 December 2023
Attachments:	Nil

PURPOSE

For Council to consider and adopt a budget amendment to include fees for the hire of Council's new trailer-mounted generator

BACKGROUND

Under Section 6.19 of the *Local Government Act 1995*, Council is required to give local public notice if it wishes to impose any new fees or charges after the annual budget has been adopted.

Accordingly, if Council endorses the proposed fees and charges, management will conduct the necessary advertising prior to the new fee coming into effect as of 31 January 2024.

CONSULTATION

Councillors
Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.19. Local Government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

FINANCIAL IMPLICATIONS

The addition of fees and charges will generate unbudgeted revenue for the 2024 financial year, an estimate of which will be included in the budget review.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4.2 Compliant and resourced Local Government.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Outside of community use to hold functions at the Mount Arrowsmith tennis club or use by the Shire in the event of an emergency, the new generator has no specifically intended use. It is therefore worthwhile allowing the public to hire the generator to both generate additional revenue and provide another amenity to the ratepayers.

It is important to note that, in addition to a bond, hiring the generator must come on two provisions:

1. use by the community for functions at the Mount Arrowsmith tennis club will always have priority, pending (2)
2. at any time and at their absolute discretion the CEO may deny use of the generator or demand its immediate return in the event of an occurring or possible emergency.

OFFICER RECOMMENDATION

That Council adopts the inclusion of the below listed fees and charges:

Hire of 35KVA diesel trailer-mounted generator		Ex-GST
1322110	Community groups	Nil
1322110	Individuals and commercial entities (per day)	\$100.00

*A refundable bond of \$300.00 must be paid in advance of any bookings.

**The Chief Executive Officer may cancel or deny any booking at any time in the event of an actual or potential emergency.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

**CARRIED /
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.2.4 - MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 30 NOVEMBER 2023

Subject:	Monthly financial statements for month ended 30 November 2023
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Executive Manager Corporate Services
Date:	12 December 2023
Attachments:	Shire of Narembeen - Financial statements for month ended 30 November 2023

PURPOSE

For Council to accept the financial statements for the month ended 30 November 2023.

BACKGROUND

The monthly financial reports are 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

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

- Compliance risk - low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk - moderate.
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4.2 We have sound financial an asset management policies and practices in place.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council's closing funding surplus as at 30 November 2023 is \$5,199,269, with cash on hand of \$9,470,568 including \$4,734,815 of restricted reserves.

Councillors should note that some figures will change in the next monthly financial statements following the incorporation of the finalised accounts as at 30 June 2023. Predicted variance from these adjustments is a funding deficit of ~\$450,000 owing to an overstatement of the opening surplus.

OFFICER RECOMMENDATION

That Council receive the monthly financial statements for the month ended 30 November 2023.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.5 - SCHEDULE OF ACCOUNTS PAID FOR MONTH ENDED 30 NOVEMBER 2023

Subject:	Schedule of accounts paid for month ended 30 November 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	12 December 2023
Attachments:	Schedule of accounts paid November 2023 Credit card payments – 14 September - 13 October 2023

PURPOSE

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 30 November 2023.

BACKGROUND

The Shire's schedule of accounts paid is to be provided to Council each month, pursuant to the requirements of *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 2022-2032

4.2 We have sound financial an asset management policies and practices in place.

VOTING REQUIREMENTS

Simple majority

COMMENT

As per the attached schedules, accounts paid from Municipal funds for the month ended 30 September 2023 total \$670,602.43, including \$7,551.93 on Council credit cards.

OFFICER RECOMMENDATION

That Council:

1. Receive the schedule of accounts paid for the month ended 30 November 2023
2. Receive the credit card payments list for the period 14 September 2023 – 13 October 2023.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

8.3 Confidential Reports

RECOMMENDATION

That Council close the meeting to public, under Section 5.23 (2) (a) of the Local Government Act 1995, as the following item relates to a matter affecting an employee.

COUNCIL RESOLUTION

MIN **MOTION** – Moved Cr. Seconded Cr.

CARRIED /

CONFIDENTIAL AGENDA ITEM: 8.3.1 – CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

Subject:	Chief Executive Officer Key Performance Indicators
Applicant:	Not Applicable
File Ref:	EMP249
Disclosure of Interest:	Financial Interest
Author:	Rebecca McCall, Chief Executive Officer
Date:	11 December 2023
Attachments:	CEO Key Performance Indicators – Review Period Year 1

PURPOSE

To consider the Chief Executive Officer's (CEO) key performance indicators for the year one review period and if satisfactory, adoption.

OFFICER RECOMMENDATION

That Council resolves to adopt the CEO Key Performance Indicators for the review period September 2023 to September 2024 as identified in the attachment.

COUNCIL RESOLUTION

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

CARRIED /

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN **MOTION** – Moved Cr. Seconded Cr.

CARRIED /

9.0 Urgent business as permitted by Council

10.0 Councillor's Reports

Cr S Stirrat

Attended

-

Cr H Cusack

Attended

-

Cr C Bray

Attended

-

Cr A Hardham

Attended

-

Cr T Cole

Attended

-

Cr H Bald

Attended

-

Cr M Currie

Attended

-

11.0 Date, time & place of next meeting

Tuesday 20 February 2024, 5.00pm at the Shire of Narembeen Council Chambers.

12.0 Closure

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