



COUNCIL CALENDAR

Date	Time	Meeting
16 August 2022	4.00pm	Ordinary Council Meeting
20 September 2022	4.00pm	Ordinary Council Meeting

19 July 2022 MEETING PROGRAM

2.00 pm	Audit and Risk Committee
2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembreen Ordinary Council Meeting Tuesday 19 July 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 4.01pm

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
Cr Holly Cusack	Member

Officers

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services
Salma Khan	Corporate Services Officer (Minute Taker)

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Cr W Milner declared a financial interest in item 8.3.2
Cr H Cusack declared a financial interest in item 8.1.2
Cr S Stirrat declared a financial interest in item 8.1.2
Cr T Cole declared a financial interest in item 8.1.2
Cr M Currie declared a financial interest in item 8.1.2
Cr K Mortimore declared a financial interest in item 8.1.2

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 Narembreen Ordinary Meeting held on Tuesday 21 June 2022

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembreen Ordinary Meeting held on Tuesday 21 June 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7457/22 **MOTION** - Moved Cr. T Cole Seconded Cr. W Milner

CARRIED 8/0

- 6.1.2 Business Arising
Shire of Narembreen Ordinary Meeting held Tuesday 21 June 2022.

Nil

6.2 Receive Minutes - Audit and Risk Committee

- 6.2.1 Receive Minutes
Audit and Risk Committee Meeting held on Tuesday 19 July 2022

COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembreen Audit Risk Committee Meeting held on Tuesday 19 July 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7458/22 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

CARRIED 8/0

- 6.2.2 Business Arising
Audit and Risk Meeting held on Tuesday 19 July 2022 .

Nil

7.0 Status Report

RECOMMENDATION:

That the Status Report for July 2022 be received.

COUNCIL RESOLUTION

MIN 7459/22 **MOTION** - Moved Cr. M Currie Seconded Cr. S Stirrat

CARRIED 8/0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 2022-23 Budget adoption

Subject:	Adoption of 2022-2032 Budget adoption
Applicant:	Not Applicable
File Ref:	ADM465
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	4 July 2022
Attachments:	Shire of Narembeen Annual Budget 2022/23

PURPOSE

To adopt the 2022/23 Annual Budget.

BACKGROUND

A draft budget document has been prepared by staff and Councillors and Staff have worked through the document in a separate workshop session. This has informed the final budget document which is attached for adoption.

Council have previously adopted a schedule of Fees and Charges and a Plant Replacement Schedule which are both included in the final budget document.

CONSULTATION

Not applicable.

STATUTORY IMPLICATIONS

Section 6.2 of the Local Government Act refers to budget adoption for Local governments.

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the consequences of the COVID-19 pandemic and to prepare a detailed estimate for the current year of —
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges.
- and
- (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]

Given the level of capital expenditure proposed to be undertaken by the Shire and its direct focus on improving access to the town, commodity routes and tourist/community amenities, it can be deemed that this budget has taken regard to the consequences of COVID-19 and while they have been minimal across the district it provides for larger than normal expenditure to help stimulate the WA economy.

FINANCIAL IMPLICATIONS

The implementation of the Shire of Narembeen 2022/23 Annual Budget will set the financial implications for the rest of this financial year.

POLICY IMPLICATIONS

Shire of Narembeen – Policy 3.1.1 Budget Adoption

Council is to receive a draft budget for consideration at the July meeting of each year with a view to adoption by 31 July in that year.

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen – Strategic Community Plan

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

Absolute majority

COMMENT

The attached Annual Budget 2022/2023 is broken up into five parts:

1. Budget Introduction and Statutory Components required for the budget to meet the requirements of the *Local Government Act 1995*.
2. Notes to and forming part of the Statutory Budget.
3. Operating Activities – a breakdown of the areas of spending for the Shire and the account codes to be used to guide Shire employees .
4. Non-Operating Activities – a breakdown of the Shire's non-operating grants, asset acquisitions, with relevant job numbers, and asset disposals. These will be reported on in the Shire's monthly financial reports.
5. Schedule of Fees and Charges – to be adopted as part of the annual budget as part of the Local Government Act 1995 requirements.

As per the Rate Setting Statements associated with the Annual Budget, the Shire has allocated \$1,942,098 to be raised from general rates to fund 100% of the Shire's budget deficit.

Note 1(a) Rates and Service Charges (page 10) has set how the required rates income will be achieved. Staff have prepared the budget based on a 4% overall increase in rating income and have determined that the most equitable model to achieve a fair rating increase across each category is as follows;

Category	Recommended rate	Recommended Minimum	Rate Income Generated	% Increase over 21/22
GRV	0.1237	485	248,725	5.2
UV	0.01236	485	1,698,488	3.5

Thanks to the early receipt of the Financial Assistance Grants and lower than expected expenditure, the Shire's opening surplus at 30 June 2022 is budgeted to be \$2.71m. The better than anticipated opening position and the increase in non-operating grants to \$6.1m has allowed the Shire to budget for asset acquisitions of \$8.8m, with a few projects beyond those planned for in the Corporate Business Plan. Non-operating activities are summarised as per pages 45-47.

Many of the projects included in the 22/23 budget represent unspent Local Community and Infrastructure (LRCI) funds from rounds 1 and 2 and a further \$546k in grant funding will be received as part of round 3A of the LRCI program.

The closing balance for 2021/2022 financial year is estimated based on some assumptions and is likely to change with the finalisation of the end of year accounts in September / October. The budget will then be adjusted during the budget review in February 2023 to account for the correct opening surplus.

Overall, the 2022/2023 Annual Budget represents a strong use of the Shire's resources and shows the Shire is taking full advantage of available grant funding to stimulate the local economy and create a more liveable district for the community.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council adopts the following for the 2022/2023 Financial Year:

1. *The Shire of Narembreen Annual Budget 2022/2023, as attached, including the below items and all other income and expenditure.*
2. *That the General Rate GRV - Rate in the Dollar of \$0.1237*
3. *That the General Rate UV – Rate in the Dollar of \$0.01236*
4. *That a general minimum rate of \$485 be applied per property for all GRV and UV rateable properties within the district.*
5. *Offering to ratepayers the following payment options for 2022/2023:*

Option

Option A – One Payment

Option B – Four Instalment Options

Due By

31 August 2022

31 August 2022

31 October 2022

9 January 2023

9 March 2023

6. *No instalment option is offered for rubbish charges – no instalment interest or penalty interest to apply.*
7. *An Instalment Plan Administration fee of \$10.00 per reminder rate notice (Option B)*
 - a. *Those deemed as suffering Financial Hardship due to COVID-19 under the Council Policy – Financial Hardship will be excluded from the payment of this fee*
8. *Instalment interest to be levied at 5.5%*
 - a. *Those deemed as suffering Financial Hardship due to COVID-19 under the Council Policy – Financial Hardship will be excluded from the payment of this interest charge*
9. *Late payment penalty interest to be levied at 7% for unpaid Rates and Emergency Services Levy for all outstanding rates from the applicable due date.*
 - a. *Those deemed as suffering Financial Hardship due to COVID-19 under the Council Policy – Financial Hardship will be excluded from the payment of this interest charge*
10. *Rates discount for prompt payment – under Section 6.46 of the Act, a 2% discount to all rates paid on or before the due date, being 31 August 2022.*
11. *The Schedule of Fees and Charges as presented within the Annual Budget 2022-2023.*
12. *A Material Variance of 10% of year to date budget or \$25,000, whichever is greater, by reporting program as the Material Variance under Financial Management Reg. 34(5) for the purpose of statements of financial activity presented to Council each month.*
13. *The Accounting Policies contained within the 2022/2023 Annual Budget be adopted as Council's Accounting Policies and the Policy Manual be updated accordingly.*

MIN 7460/22

MOTION - Moved Cr. W Milner

Seconded Cr. A Hardham

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Councillors Mortimore, Stirrat, Cusack, Cole and Currie declared a financial interest in item 8.1.2. and requested to remain in chambers and participate in discussion as per section 5.68. of the Act.

The CEO called for nominations for Chairperson. Cr C Bray nominated Cr A Hardham who accepted the nomination. Cr Hardham assumed the Chair.

The extent of each member's interest was discussed and the remaining members determined that Councillors Mortimore, Stirrat, Cusack, Cole and Currie to be allowed to remain in the room and participate in discussion and voting in line with the Local Government Act Section 5.65 as the financial interest was insignificant and unlikely to influence members decision.

MIN 7461/22 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

CARRIED 3/0

Cr Mortimore resumed the Chair.

AGENDA ITEM: 8.1.2 Licence to access CBH site for purposes of water capture and reuse

Subject:	CBH Town Dam Licence
Applicant:	Not Applicable
File Ref:	ADM550
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	4 July 2022
Attachments:	CBH Agreement

PURPOSE

For Council to consider a land use agreement with CBH for the use of the CBH town dam site for the purposes of water storage re-use.

BACKGROUND

The Council has an old agreement in place with CBH to use water runoff from the Naremben CBH site for the purposes of irrigating the town oval.

The dam has recently been identified as a drowning risk given its proximity to the oval and staff have engaged Chris Batty to erect a 1.8m chainmesh fence around the site at a cost of \$17,700 ex GST. Given the land is owned by CBH, permission was sought from CBH to erect the fence and for CBH to contribute towards the cost of the fence.

CBH have given approval for the fence and have agreed to pay half of the cost, however discussions have triggered a new land use agreement to replace the previous version. The new agreement requires the use of the Council's common seal which staff do not have delegated authority to use. A site plan is provided below.



CONSULTATION

Works Manager
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The new agreement is significantly more detailed than the previous version and is intended to better protect each parties' interests in line with new legislation.

STRATEGIC PLAN REFERENCE

Shire of Narembbeen – Strategic Community Plan

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

The signing of the agreement is a formality which staff would normally execute, however the requirement for common seal triggers the need for Council approval.

The new agreement is for 5 years.

OFFICER RECOMMENDATION

That Council authorise the use of the common seal to the licence to access agreement with CBH for purposes of dam water as presented. – Subject to amendment to reflect fence line – New boundary line

COUNCIL RESOLUTION

That Council authorise the use of the common seal to the licence to access agreement with CBH for purposes of dam water as presented, subject to an amendment to attachment 1 to reflect the correct alignment of dam boundary fence.

MIN 7462/22

MOTION - Moved Cr. C Bray

Seconded Cr. S Stirrat

CARRIED 8/0

Reason for voting against recommendation

Council considered that the agreement should more accurately reflect where the boundary fence has been installed.

AGENDA ITEM: 8.1.3 Adoption of Strategic Community Plan 2022-2032

Subject:	Adoption of Strategic Community Plan 2022-2032
Applicant:	Not Applicable
File Ref:	ADM171
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	4 July 2022
Attachments:	Strategic Community Plan 2022-2032

PURPOSE

For Council to consider the adoption of its Strategic Community Plan 2022-2032.

BACKGROUND

The Council appointed 150 Square consultancy (Caroline Robinson) to undertake its major review of its strategic community plan document. Council have previously adopted the document in draft format and have since undertaken a 21-day period of public consultation inviting submissions/feedback

The comments received are presented to the Council for consideration as part of its final adoption process.

CONSULTATION

A 21-day public consultation process has been completed and no comments have been received at time of writing.

STATUTORY IMPLICATIONS

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

FINANCIAL IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

This will replace the previous Community Strategic Plan.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

The adoption of the Strategic Community Plan is significant in that the plan informs the strategic vision, objectives, and priorities for the Narembeen community over the next 10 years.

Following adoption, staff and 150 Square will progress the Corporate Business Plan 2022-2026 document and other subsidiary plans which form part of the integrated planning framework. This document will identify specific deliverables over the next four years and it will consider resourcing and asset management aspects required for council to achieve its long-term strategic goals.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council adopt the Strategic Community Plan 2022-2032 as presented.

MIN 7463/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. T Cole

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.4 Proposed Delegation to CEO - Temporary Works

Subject:	Exemption for Temporary Works
Applicant:	Not Applicable
File Ref:	ADM022
Disclosure of Interest:	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations
Date:	5 July 2022
Attachments:	Nil

PURPOSE

Council to consider delegating power to the Chief Executive Officer to exempt temporary works from the need for any planning approval. Any temporary works must be in place no longer than 12 months, after which the works would cease, and any structures removed.

This matter is raised by TPI due to the need for the Shire to maintain flexibility during a challenging time for owners, businesses and other key stakeholders.

BACKGROUND

In March 2020, the Western Australian Government declared a State of Emergency and Public Health State of Emergency in response to the pandemic caused by COVID-19.

The State of Emergency has been extended twice, with the current Emergency Declaration due to expire on the 15 July 2022. At the time of writing this report, it was unknown whether the State of Emergency will be further extended.

There is evidence that the housing and building industry are experiencing major challenges due to a combination of factors including a general shortfall in workers and tradespersons in WA, Covid 19 supply chain delays, increased transport costs; increased input costs of steel and timber, and impacts associated with the war in Ukraine.

There is also reportedly a high demand for housing due to the Federal government Homebuilder stimulus package released in the first years of the pandemic. New Sensation Homes and Home Innovation Builders are two major building companies that went into liquidation in April 2022.

There is also anecdotal evidence of a general lack of accommodation for construction workers in regional towns, and a general difficulty in finding builders to undertake construction works in the regions.

CONSULTATION

No consultation has been undertaken in regard to this item, as it is an administrative matter.

STATUTORY IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015 and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Local Planning Scheme No 2.

Clause 61 outlines '*development for which development approval not required*'. In other words, Clause 61 lists development that is exempted from the need for any planning approval.

Under Clause 61(2) (f) development approval of the local government is not required for any *‘temporary use that is in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period’*.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

FINANCIAL IMPLICATIONS

There are no known direct financial implications. Increased flexibility for temporary development may have broader financial benefits to owners, developers, and key stakeholders.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

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.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Due to the economic pressures explained in the background section of this report, TPI recommends that the Shire examine opportunities to maintain flexibility and be in a position to that allows the Chief Executive Officer with the ability to grant exemptions for temporary works.

There may circumstances where temporary development is needed, will be removed after an agreed period, and ultimately the land is restored to its pre-development state.

An example may be for use of sea containers for building materials during construction, an office for construction sites, emergency storage for agricultural farms or businesses, temporary storage for building materials, and temporary mobile traders (such as food vans).

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

- 1. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to grant an exemption from the need for planning approval for temporary works (not exceeding a 12-month period) in accordance with Clause 61(2) (f) of the Regulations.*
- 2. Grant this delegation for a period of 12 months from the 19 July 2022 to the 19 July 2023.*

MIN 7464/22

MOTION - Moved Cr. T Cole

Seconded Cr. A Hardham

**CARRIED 7/1
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.5 Bendering Landfill Management Plan

Subject:	Bendering Landfill Management Plan
Applicant:	Not Applicable
File Ref:	ADM164
Disclosure of Interest:	Nil
Author:	David Blurton, Chief Executive Officer
Date:	5 July 2022
Attachments:	Bendering Landfill Management Plan

PURPOSE

Council to endorse the final Bendering Landfill Management Plan.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin and Narembreen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bendering Landfill Site in 2007. The four shires signed an agreement with Avon Waste in 2018 for a seven year period for kerbside and commercial waste collection and recycling as well as management of the landfill site. The contract also provides for transfer of waste from local transfer stations and the use of hook bins.

The Bendering Landfill site is registered as a Category 89 Prescribed Premises under Part V of the Environmental Protection Act. The Environmental Protection (Rural Landfill) Regulations 2002 apply to Category 89 Prescribed Premises in Schedule 1 Part 2 of the Environmental Protection Regulations 1987 for putrescible landfill site that accepts between 20 and 5,000 tonnes of waste per year.

In 2021 Roe Regional Organisation of Councils (Roe ROC) engaged Talis Consultants to produce a Landfill Management plan to outline the current and future landfill development options and closure requirements for the site in compliance with the WA Landfill Regulations.

The plan provides the Roe ROC shires with clear direction on operations and works required to facilitate the future development and rehabilitation of the landfill in accordance with the Western Australia Environmental Protection (Rural Landfill) Regulations, 2002, (Rural Landfill Guidelines).

These regulations outline requirements for the tipping area, covering and containing of waste, the control of surface water runoff, dust suppression, separation distances, disposing of asbestos and clinical waste and a post-closure plan.

The Site, a Category 89 Landfill, can accept the following waste types for landfilling, as defined in the Landfill Waste Classification and Waste Definitions 1996 (as amended 2019):

- Clean Fill;
- Inert Waste Type 1 – Contaminated Solid Waste meeting acceptance criteria for Class I and
- Class II Landfills
- Special Waste Type 1 - Asbestos
- Special Waste Type 2 – Biomedical Wastes; and
- Putrescible Waste.

The draft Landfill Management Plan was endorsed at the Roe ROC meeting on 22 July 2021 and delegates moved the following resolution:

That the Landfill Management Plan drafted by Talis be received by ROEROC. Management investigates further options including the feasibility and implementation of drilling the whole site.

The delegates passed a resolution in support of additional costs to complete the Landfill Management Plan and update void modelling using newly provided trial pit information and update the lifespan calculations to feed into budget provision schedule. A modified capping design was also included following the decision to change the approach and move to stage 2 and 3 rather than raise the waste up to 2m in Stage 1.

The report was updated following the results of electromagnetic imaging of the site in May 2022.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Rural Landfill) Regulations 2002

Environmental Protection Regulations 1987

Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The proceeds from the Bendering Landfill site are distributed to shires at the end of each financial year.

Roe ROC delegates previously resolved that each shire would contribute \$5,000 per annum to a reserve for future provision for the Bendering Tip. Council has budgeted to transfer \$90,559 to the Bendering Waste Reserve in the 22/23 budget.

The predicted cost of capping works required to close stage 1 of the landfill site will be heavily dependent on the rate of waste intake.

COMMENT

The Landfill Management Plan will assist the Roe ROC shires in planning the future development of waste trenches of the Landfill site and associated costs.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council endorse the final Bendering Landfill Management Plan prepared by Talis Consultants for the Roe Regional Organisation of Councils (Roe ROC) as presented.

MIN 7465/22

MOTION - Moved Cr. C Bray

Seconded Cr. W Milner

CARRIED 8/0

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 – Annual Report – Training Undertaken by Elected Members

Subject:	Annual Report – Training Undertaken by Elected Members
Applicant:	Not applicable
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Salma Khan – Corporate Services Officer
Date:	24 June 2022
Attachments:	Annual Report – Training Undertaken by Elected Members of the Shire of Narembeen 2021-2022

PURPOSE

Council acknowledges the Annual Report on training undertaken by Elected Members of the Shire of Narembeen during the 2021 - 2022 year.

BACKGROUND

It is a requirement of the *Local Government Act 1995* that local governments must prepare a report for each financial year on the training completed by elected members in that financial year.

CONSULTATION

Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council Policy – Continuing Professional Development of Council Members

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

GOAL 3: We contribute to a healthy community

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The intent of the report on training is for the Shire to report back to the community on training undertaken by Councillors. The Shire is encouraged to include all training rather than just the Council Member Essentials course.

There is no requirement in the Act for the report to be endorsed by Council, however given the report is about Council members themselves, it is believed to be prudent for the CEO to provide it to Council prior to publishing it on the Council website.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council acknowledge the receipt of the Shire of Narembeen Annual Report of Training Undertaken by Elected Members of the Shire of Narembeen 2021-2022 and that the Chief Executive Officer is now required to post the report on the Shire of Narembeen website.

MIN 7466/22 **MOTION** - Moved Cr. W Milner Seconded Cr. M Currie

CARRIED 8/0

AGENDA ITEM: 8.2.2 - Financial Report period ending 30 June 2022

Subject:	Financial Report May 2022
Applicant:	Shire of Narembeen
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Teresa Cousins – Senior Finance Officer
Date:	19 July 2022
Attachments:	Financial Report June 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period June 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 30 June 2022 amounts to \$2,698,225 with current assets of \$8,983,516 and \$4,133,567, in Reserve funds.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

MIN 7467/22 MOTION - Moved Cr. C Bray

Seconded Cr. M Currie

CARRIED 8/0

AGENDA ITEM: 8.2.3- Schedule of Accounts for June 2022

Subject:	Schedule of Accounts for June 2022
Applicant:	Not Applicable
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	11 July 2022
Attachments:	Creditors Payment List – June 2022, Credit Card Payments List 13 April – 13 May 2022

PURPOSE

For Council to review the payments made by the Shire of Narembeen in May and June 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 June 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account:	\$ 1,024,006.59
Trust Account:	\$ 2,356.00

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. *Receive the Creditors Payment List - June 2022*
2. *Receive the Credit Card Payments List 13 April – 13 May 2022*

MIN 7468/22 MOTION - Moved Cr. W Milner

Seconded Cr. S Stirratt

CARRIED 8/0

COUNCIL RESOLUTION

That Council close the meeting to public, under Section 5.23 (2) (c) of the Local Government Act 1995, so that it can discuss contractual matters.

MIN 7469/22 MOTION - Moved Cr. M Currie

Seconded Cr. C Bray

CARRIED 8/0

4.58pm the meeting was closed to public.

8.3 Confidential Reports

CONFIDENTIAL AGENDA ITEM 8.3.1: Disposal of Shire Owned Land

Subject:	Disposal of Shire Owned Land
Applicant:	Syd Parsons, Bermuda Farms Pty Ltd
File Ref:	ADM143
Disclosure of Interest:	Not Applicable
Author:	Tamara Clarkson – Executive Manager Corporate Services
Date:	8 July 2022
Attachments:	Nil

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 possible contract for the purchase of Shire owned land.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. *Authorise staff to accept the offer of \$34,000 for the sale of Lot 68 Cheetham Way, Narembeen*
2. *In accordance with section 3.58 (3) of the Local Government Act 1995, advertise by local public notice of its intention to dispose of Lot 68 Cheetham Way, Narembeen for \$34,000 to Syd Parsons, Bermuda Farms Pty Ltd.*
3. *In accordance with section 3.58 (4) c (ii), declare the market value of the proposed disposition to be \$33,664.*
4. *Consider any submissions received on the proposed disposal at its meeting in August 2022.*

MIN 7470/22 **MOTION** - Moved Cr. S Stirrat Seconded Cr. A Hardham

CARRIED 8/0

COUNCIL RESOLUTION

That Council allow Urgent Business

MIN 7471/22 **MOTION** - Moved Cr. C Bray Seconded Cr. T Cole

CARRIED 8/0

Cr Milner declared a financial interest in item 8.3.2 and left the chambers at 5.02pm

CONFIDENTIAL AGENDA ITEM 8.3.2: 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:	18 July 2022
Attachments:	Nil

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 possible contract for the purchase of Shire owned land.

OFFICER RECOMMENDATION

That Council

1. Commence recruitment of a new full time GP service with the assistance of Rural Health West.
2. Discuss the opportunity to share in the GP recruitment process with the RoeRoc group of Councils.
3. Reconsider the current contract for provision of medical services upon successful recruitment of a new GP service.

COUNCIL RESOLUTION

That Council

1. *Commence recruitment of a new full time GP service with the assistance of Rural Health West.*
2. *Discuss the opportunity to share in the GP recruitment process with the RoeRoc group of Councils.*
3. *Renegotiate the current contract for provision of medical services.*

MIN 7472/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 7/0

COUNCIL RESOLUTION

That Council re-open the meeting to public.

MIN 7473/22 **MOTION** – Moved Cr. C Bray Seconded Cr. T Cole

CARRIED 7/0

5:30pm The meeting was re-opened to the public

5:30pm Cr Milner returned to the meeting.

5:31pm Salma Khan left the meeting and did not return.

Urgent business as permitted by Council

LATE AGENDA ITEM: 9.1.1 - RFQ04-22 Supply and delivery of cement and lime stabilisation products for a three-year period.

Subject:	RFQ04-22 Supply and delivery of cement and lime stabilisation products for a three-year period
Applicant:	Not applicable
File Ref:	ADM053
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	18 July 2022
Attachments:	Nil

PURPOSE

To present quotes received for RFQ04-22 Supply and delivery of cement and lime stabilisation products for a three-year period which was undertaken through the WALGA preferred supplier program.

BACKGROUND

Cement and Lime stabilisation products are regularly used by the Shire to minimise wear on and to strengthen gravel roads.

Rather than conduct a tender process every time the Shire needs the products supplied a Request for Quote (RFQ) process has been undertaken with a view to locking in a three-year contract for supply and deliver the quantities required. A similar approach has been taken with engineering services and supply of bitumen products.

The Shire expects to use a more than 80,000m² of lime and cement products each year of the next three years.

RFQ 04-22 was conducted in the WALGA preferred supplier portal and closed on 9th July 2022 with 6 responses being received. The table below scores the outcomes based on the assessment criteria contained in the RFQ documentation.

CONSULTATION

Works manager
SMEC
WALGA

STATUTORY IMPLICATIONS

The WA Local Government Act (1995) and associated regulations requires a tender process where the total amount over the life of the contract is expected to be more than \$250,000. There is a specific exemption to the requirement to tender which allows the use of the WALGA preferred supplier process in lieu of a tender process.

FINANCIAL IMPLICATIONS

It is anticipated that Council will spend in excess of \$100,000 per annum on stabilisation products each year over the next three years.

POLICY IMPLICATIONS

Executive Policy – Tender Management – includes process for WALGA preferred supplier use.

Executive Policy – Purchasing Goods and Services states a tender process to be undertaken or exemption for amounts over \$150,000

Procurement Framework – under this policy CEO purchasing authority is limited to \$150,000

RISK MANAGEMENT IMPLICATIONS

This process minimises the risk that several smaller purchases exceed the tender amounts and therefore noncompliance with both policy and the Act.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council may recall that undertaking a RFQ process for a range of regularly used services has been recommended by auditors in the past. This should ensure value for money and ensure compliance obligations are met.

The following table summarises the outcome of the RFQ process. Based on the outcome and positive reference checks it is recommended to appoint Stabilised Pavements Australia as the preferred supplier of Lime and Cement Stabilisation products for a period of three years. It is also recommended to appoint an alternative supplier in the event that the preferred supplier be unable to supply during the term of the agreement.

	Qualatative Criteria				
	Relevant Experience	Demonstrated Understanding		local component	total
Submission	35%	25%	Price 30%	10%	score %
Downer Infrastructure	35	25	18	8	86.0
Maca Infrastructure	28	25	0	8	61.0
Stablised Pavements Australia	35	25	30	6	96.0
WA Stabilising	35	25	12	6	78.0
WCP Civil	28	20	24	2	74.0
Western Stablisers	35	20	6	6	67.0

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

1. Appoint Stabilised Pavements Australia (SPA) as the preferred supplier of lime and cement stabilisation products for a period of three years.
2. Nominate Downer Infrastructure as an alternative supplier of lime and cement stabilisation product in the event SPA is unable to supply.

MIN 7474

MOTION - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 8/0

9.0 Councillor's Reports

Cr K Mortimore

Attended

- Budget Workshop
- SOCK Week events
- Multisurface Facility meeting
- Meeting with Dr Lines
- Great Eastern Zone meeting
- Historical Society

Cr S Stirrat

Attended

- Budget Workshop
- Multisurface Facility meeting
- Meeting with Dr Lines

Cr H Cusack

Attended

- Nil

Cr T Cole

Attended

- Budget Workshop
- SOCK Week events

Cr C Bray

Attended

- Budget Workshop
- SOCK Week events
- Jordan Sprigg Sculptures presentation
- Rural Water Council

Cr A Hardham

Attended

- Budget Workshop
- SOCK Week events
- Jordan Sprigg Sculptures presentation

Cr M Currie

Attended

- Budget Workshop

Cr W Milner

Attended

- Budget Workshop
- SOCK Week events

10.0 Date, time & place of next meeting

Tuesday 16 August 2022, 4.00pm at the Shire of Narembreen Council Chambers.

11.0 Closure

There being no further business the Chair declared the meeting closed at 5.35pm.