



**COUNCIL CALENDAR**

| <b>Date</b>                 | <b>Time</b> | <b>Meeting</b>           |
|-----------------------------|-------------|--------------------------|
| 18 October 2021             | 4.00pm      | Special Council Meeting  |
| 19 October 2021             | 4.00pm      | Ordinary Council Meeting |
| 16 November 2021            | 4.00pm      | Ordinary Council Meeting |
| December date to be decided | 4.00pm      | Ordinary Council Meeting |

**OCTOBER 2021 MEETING PROGRAM**

|        |                             |
|--------|-----------------------------|
| 3.00pm | Councillor Discussion Forum |
| 4.00pm | Ordinary Council Meeting    |

**MEETING GUESTS**

Nil

## Contents

|             |  |           |
|-------------|--|-----------|
| <b>1.0</b>  | <b>OPENING &amp; WELCOME</b> .....   | <b>5</b>  |
| <b>2.0</b>  | <b>ATTENDANCE &amp; APOLOGIES</b> .....                                    | <b>5</b>  |
| <b>3.0</b>  | <b>DECLARATIONS OF INTEREST</b> .....                                      | <b>5</b>  |
| <b>4.0</b>  | <b>ANNOUNCEMENTS</b> .....   | <b>5</b>  |
| 4.1         | APPLICATION FOR LEAVE OF ABSENCE .....                                     | 5         |
| <b>5.0</b>  | <b>PUBLIC QUESTION TIME &amp; DEPUTATIONS (15 MIN)</b> .....               | <b>5</b>  |
| <b>6.0</b>  | <b>MINUTES OF PREVIOUS MEETINGS</b> .....                                  | <b>5</b>  |
| 6.1         | CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL .....               | 5         |
| 6.1.1       | CONFIRMATION OF MINUTES .....  | 5         |
| <b>7.0</b>  | <b>STATUS REPORT</b> .....   | <b>6</b>  |
| <b>8.0</b>  | <b>CORPORATE BUSINESS PLAN REPORT</b> .....                                | <b>6</b>  |
| <b>9.0</b>  | <b>REPORTS</b> .....   | <b>7</b>  |
| 9.1         | CHIEF EXECUTIVE OFFICER .....  | 7         |
|             | AGENDA ITEM: 9.1.1 Delivery of Rates notices 21/22 .....                   | 7         |
| 9.2         | EXECUTIVE MANAGER CORPORATE SERVICES .....                                 | 9         |
|             | AGENDA ITEM: 9.2.1- Schedule of Accounts for September 2021 .....          | 9         |
|             | AGENDA ITEM: 9.2.2- Financial Report period ending 30 September 2021 ..... | 11        |
| <b>10.0</b> | <b>CONFIDENTIAL REPORTS</b> .....  | <b>13</b> |
| <b>11.0</b> | <b>URGENT BUSINESS AS PERMITTED BY COUNCIL</b> .....                       | <b>13</b> |
| <b>12.0</b> | <b>COUNCILLOR’S REPORTS</b> .....  | <b>13</b> |
| <b>13.0</b> | <b>DATE, TIME &amp; PLACE OF NEXT MEETING</b> .....                        | <b>13</b> |
| <b>14.0</b> | <b>CLOSURE</b> .....   | <b>13</b> |

# DECLARATION OF INTEREST FORM

**TO: CHIEF EXECUTIVE OFFICER**

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

**FINANCIAL INTEREST**

| AGENDA ITEM No. | SUBJECT | NATURE OF INTEREST | MINUTE No. |
|-----------------|---------|--------------------|------------|
|                 |         |                    |            |
|                 |         |                    |            |

**CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST**

| AGENDA ITEM No. | SUBJECT | NATURE OF INTEREST | MINUTE No. |
|-----------------|---------|--------------------|------------|
|                 |         |                    |            |
|                 |         |                    |            |

**PROXIMITY INTEREST**

| AGENDA ITEM No. | SUBJECT | NATURE OF INTEREST | MINUTE No. |
|-----------------|---------|--------------------|------------|
|                 |         |                    |            |
|                 |         |                    |            |

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

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

**OFFICE USE ONLY:**

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


**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

# NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 678<sup>th</sup> Ordinary Meeting of Council has been convened for:

**Date:** Tuesday 19 October 2021  
**At:** Shire of Narembeen Council Chambers  
1 Longhurst Street, Narembeen  
**Commencing:** 4.00pm



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**David Blurton**  
**Chief Executive Officer**  
Date: **14 October 2021**

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## 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 October 2021, commencing at 4.00pm

### 1.0 Opening & Welcome

### 2.0 Attendance & Apologies

#### Attendance

Councillors

Officers

#### Apologies

#### Approved leave of absence

Cr A Hardham

### 3.0 Declarations of Interest

### 4.0 Announcements

4.1 Application for leave of absence

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

Nil

### 6.0 Minutes of Previous Meetings

#### 6.1 Confirmation of Minutes of Ordinary Meeting of Council

##### 6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Thursday 16 September 2021.

#### **RECOMMENDATION:**

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Thursday 16 September 2021 be confirmed as a true and accurate record of the proceedings.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

## **6.2 Narembeen Volunteer Bush Fire Brigade Annual General Meeting**

### **6.2.1 Receive Minutes**

Receive Minutes from the Narembeen Volunteer Bush Fire Brigade Annual General Meeting held on Thursday 30 September 2021.

#### **RECOMMENDATION:**

That Council receive minutes from the Narembeen Volunteer Bush Fire Brigade Annual General Meeting held on Thursday 30 September 2021.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

|                          |
|--------------------------|
| <b>3.0 Status Report</b> |
|--------------------------|

#### **RECOMMENDATION:**

That the Status Report for October be received.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

|   |
|---|
| <b>4.0 Corporate Business Plan Report</b> |
|---|

#### **RECOMMENDATION:**

That the Corporate Business Plan Report be received.

#### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

## 5.0 Reports

### 5.1 Chief Executive Officer

#### AGENDA ITEM: 9.1.1 Delivery of Rates notices 21/22

|                                |   |
|--------------------------------|---|
| <b>Subject:</b>                | Delivery of Rates Notices 21/22         |
| <b>Applicant:</b>              | N/A                                     |
| <b>File Ref:</b>               | ADM507                                  |
| <b>Disclosure of Interest:</b> | N/A                                     |
| <b>Author:</b>                 | David Blurton – Chief Executive Officer |
| <b>Date:</b>                   | 29 September 2021                       |
| <b>Attachments:</b>            | Nil                                     |

#### PURPOSE

To inform the Council of late delivery of some rates notices due to a change in Australia Post policy and to recommend some actions relating to accrued interest and discount concessions of these notices.

#### BACKGROUND

Council staff distributed 21/22 rates notices on 30 July 2021 through Australia Post, however those notices that were unable to be delivered (42) were returned to the shire offices after a period of one month.

Following this, staff contacted each impacted ratepayer where possible and placed notification in the fencepost requesting that ratepayers who had not received their notice to contact the shire as soon as possible.

Unfortunately, this occurred after the due date for rates which means that the discount for early payment of rates was unable to be claimed by these ratepayers. Some of these ratepayers have since paid the full amount of rates and others have paid the discounted amount. Further, Council's rating system automatically accrues penalty interest for payments that are received after the due date.

Australia Post has advised that returning mail after 30 days of being unable to be delivered is standard policy. All the returned mail are addressed to street addresses rather than PO box numbers and staff have encouraged affected ratepayers to advise of a PO Box number to ensure this does not occur again.

#### CONSULTATION

Executive Manager Corporate Services  
Senior Finance Officer

#### STATUTORY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

It is estimated the cost of discounts to be provided is approximately \$1500.00

## **POLICY IMPLICATIONS**

Council has delegated authority to the CEO to write off minor amounts owing, however collectively this amount exceeds the authorisation level.

## **RISK MANAGEMENT IMPLICATIONS**

Minor Risk – Reputational

## **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 could advise effected ratepayer of the strict legal position as per the act and not consider any write off or discount for those effected ratepayers. However, given that this is not the fault of any ratepayer, the relatively minor financial impact and positive goodwill generated, it is recommended that Council consider writing off any accrued interest beyond 35 days from receipt of rates notice and allow effected ratepayers to claim the discount.

## **OFFICER RECOMMENDATION**

That Council, in relation to the rates assessments identified in this report;

1. Write off accrued interest where payment is made before 35 days of receipt.
2. Recognise the discount for the early payment of rates where payment is made in full within 35 days of receipt.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**



## 5.2 Executive Manager Corporate Services

### AGENDA ITEM: 9.2.1- Schedule of Accounts for September 2021

|                                |  |
|--------------------------------|--|
| <b>Subject:</b>                | <b>Schedule of Accounts for September 2021</b>   |
| <b>Applicant:</b>              | NA   |
| <b>File Ref:</b>               | NA   |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>Author:</b>                 | Kathryn Conopo – Administration Officer  |
| <b>Date:</b>                   | 4 October 2021   |
| <b>Attachments:</b>            | Creditors Payment List – September 2021, Credit Card Payments List 14 August – 13 September 2021 |

#### PURPOSE

For Council to review the payments made by the Shire of Narembeen in September 2021.

#### 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

Executive Manager Corporate Services

#### 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 September 2021 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 419,303.20

## **OFFICER RECOMMENDATION**

That Council:

1. Receive the Creditors Payment List for September 2021
2. Receive the Credit Card Payment List for 14 August – 13 September 2021

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

## AGENDA ITEM: 9.2.2- Financial Report period ending 30 September 2021

|                                |  |
|--------------------------------|--|
| <b>Subject:</b>                | Financial Report September 2021        |
| <b>Applicant:</b>              | Shire of Narembeen                     |
| <b>File Ref:</b>               | N/A                                    |
| <b>Disclosure of Interest:</b> | Nil                                    |
| <b>Author:</b>                 | Teresa Cousins, Senior Finance Officer |
| <b>Date:</b>                   | 8 October 2021                         |
| <b>Attachments:</b>            | September 2021 Financial Report        |

### PURPOSE

The monthly statement of Financial Activity discloses the Shires financial activities for the period ending 30 September 2021.

### 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 adjusted net Current funding position at 30 September 2021 as calculated on Note 1 is \$4,146,708. This reconciles to the YTD Actual shown on the Statements of Financial Activity.

Note 3 provides Council with a breakdown of actual cash balances totalling \$5,546,927 which includes reserve funds of \$2,813,325 and Trust funds of 6,906.

## **OFFICER RECOMMENDATION**

That Council receive the Shire of Narembreen's Financial Report for the month of September 2021.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

Seconded Cr.

**CARRIED /**

**6.0 Confidential Reports**

Nil

**7.0 Urgent business as permitted by Council**

**8.0 Councillor's Reports**

**9.0 Date, time & place of next meeting**

Tuesday 16 November 2021, 4.00pm at the Shire of Narembeen Council Chambers.

**10.0 Closure**

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