



COUNCIL CALENDAR

Date	Time	Meeting
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

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 19 October 2021, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.03pm.

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 Holly Cusack	Member
Cr Warren Milner	Member

Officers

Mr David Blurton	Chief Executive Officer
Miss Tamara Clarkson	Executive Manager Corporate Services
Mrs Sheree Thomas	Economic Development Officer (minute taker)

Apologies

Nil

Approved leave of absence

Cr A Hardham	Member
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3.0 Declarations of Interest

Nil

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on 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 7278/21

MOTION - Moved Cr. W Milner

Seconded Cr. S Stirrat

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.

CARRIED 7/0

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 7279/21

MOTION - Moved Cr. C Bray

Seconded Cr. M Currie

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

CARRIED 7/0

6.3 Confirmation of Minutes of Special Meeting of Council

3.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Special Meeting held on Monday 18 October 2021.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Special Meeting held on Monday 18 October 2021 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7280/21 **MOTION** - Moved Cr. W Milner Seconded Cr. T Cole

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.

CARRIED 7/0

4.14pm – T Clarkson exited the meeting.
4.15pm – T Clarkson returned to the meeting.

7.0 Status Report

RECOMMENDATION:

That the Status Report for October be received.

COUNCIL RESOLUTION

MIN 7281/21 **MOTION** - Moved Cr. M Currie Seconded Cr. C Bray

That the Status Report for October be received.

CARRIED 7/0

8.0 Corporate Business Plan Report
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RECOMMENDATION:

That the Corporate Business Plan Report be received.

COUNCIL RESOLUTION

MIN 7282/21 **MOTION** - Moved Cr. W Milner Seconded Cr. S Stirrat

That the Corporate Business Plan Report be received.

CARRIED 7/0

9.0 Reports

9.1 Chief Executive Officer

AGENDA ITEM: 9.1.1 Delivery of Rates Notices 21/22

Subject:	Delivery of Rates Notices 21/22
Applicant:	N/A
File Ref:	ADM507
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	29 September 2021
Attachments:	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 7283/21 **MOTION** - Moved Cr. S Stirrat Seconded Cr. M Currie

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.*

CARRIED 7/0

9.2 Executive Manager Corporate Services

AGENDA ITEM: 9.2.1 - Schedule of Accounts for September 2021

Subject:	Schedule of Accounts for September 2021
Applicant:	NA
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	4 October 2021
Attachments:	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 7284/21

MOTION - Moved Cr. W Milner

Seconded Cr. M Currie

That Council:

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

CARRIED 7/0

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

Subject:	Financial Report September 2021
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest:	Nil
Author:	Teresa Cousins, Senior Finance Officer
Date:	8 October 2021
Attachments:	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 7285/21 **MOTION** - Moved Cr. T Cole Seconded Cr. M Currie

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

CARRIED 7/0

10.0 Confidential Reports

Nil

11.0 Urgent business as permitted by Council

Nil

12.0 Councillor's Reports

Cr S Stirrat

Attended

- Special Council Meeting
- Eastern Wheatbelt Biosecurity Group meeting. Provided update as follows – Agricultural Minister Alannah McTiernan undertaking a full review of Biosecurity Groups undertaking other works outside of the Biosecurity realm.
- Rose Bowl in Merredin
- Vote Count – congratulations to all newly elected Councillors.

Cr H Cusack

Attended

- Special Council Meeting

Cr T Cole

- Special Council Meeting

Cr W Milner

Attended

- John Curtin Weekend - Lesser Hall Precinct, Historical Museum and the evening meal at Cr Mortimore's.
- Rose Bowl in Merredin
- Pre-Harvest Sundowner at the Lesser Hall Precinct.
- Mental Health Week Breakfast at the Narembreen CRC.
- Opening of the Morning Sun Motel.
- Vote Count at Shire
- Special Council Meeting

T Clarkson did a wonderful job during the Elections and with the Special Meeting yesterday.

Cr M Currie

- Special Council Meeting

Cr C Bray

- Special Council Meeting

Cr K Mortimore

Attended

- Local Government Week
- John Curtin Weekend dinner
- Pre-Harvest Sundowner at the Lesser Hall Precinct
- Rose Bowl in Merredin and Tour
- Fencepost AGM
- Historical Society Meeting
- Special Council Meeting

13.0 Date, time & place of next meeting

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

14.0 Closure

There being no further business the Chair declared the meeting closed at 5.00pm.

15.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 18 October 2021, as show on pages 1 to 13 are confirmed as a true and correct record of the meeting.

Cr Kellie Mortimore
SHIRE PRESIDENT

Date