



Agenda for the 659th Ordinary Council Meeting

19 February 2020

COUNCIL CALENDAR		
Date	Time	Meeting
19 February 2020	2.30pm	Ordinary Meeting of Council
18 March 2020	2.30pm	Ordinary Meeting of Council
15 April 2020	2.30pm	Ordinary Meeting of Council

FEBRUARY MEETING PROGRAMME	
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Justin Corrigan - DFES
Murray Dixon Chief Fire Control Officer - Narembeen



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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	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.

COUNCILLOR/STAFF 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 659th Ordinary Meeting of Council has been convened for:

Date: **Wednesday 19 February 2020**

At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: **11 February 2020**

DISCLAIMER

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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 Wednesday 19 February 2020, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes from the Ordinary Meeting of Council of the Shire of Narembeen

6.1.1 Confirmation of Minutes

Confirmation of minutes from the Ordinary Meeting of Council of the Shire of Narembeen held on Wednesday 18 December 2019.

RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held Wednesday 18 December 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held Wednesday 18 December 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 18 December 2019.

CARRIED /

7.0 Status Report

See Attachment Binder for Status Report

RECOMMENDATION:

That the Shire of Narembeen Status Report for February 2020 be received.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the Shire of Narembeen Status Report for February 2020 be received.

CARRIED /

8.0 REPORTS

8.1 Environmental Health Officer

AGENDA ITEM: 8.1.1 - Environmental Health Officer's Quarterly Report (November 2019 - January 2020)

Subject:	Environmental Health Officer (EHO) Quarterly Report November 2019 - January 2020
Applicant:	NA
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr Brendon Gerrard, EHO
Date:	5 February 2020
Attachments:	Nil

SUMMARY

That Council accepts the Environmental Health Officer's (EHO) quarterly report for the period of November 2019 - January 2020.

BACKGROUND

The EHO reports on activities, issues at hand, delegated authority and progress on matters undertaken in Health Services to Council on a quarterly basis.

COMMENT

Emerging Public Health Issues

Coronavirus – formal correspondence received (4th February 2020) from State Health Department to Local Governments advising that the risk of Coronavirus to WA community remains low. Currently there is no role for Local Governments except to support dissemination of trusted information by referring all enquiries to the Healthy WA website. The Healthy WA website includes industry specific information for Health Professionals, Aged Care, Education, and, Hotels and Travel Operators.

Food Businesses

Inspected the following Food Businesses for Food Act compliance-

- Narembeen Roadhouse
- Explaurum
- Santaleuca Bed and Breakfast
- Narembeen Numbats (exempted)
- Narembeen Pharmacy (exempted)

Lodging Houses

State Health Department – Lodging House Management Review

Onsite Effluent Disposal Systems

Nil

Pool Water Sampling

- Prestart season inspection of Narembeen Aquatic Centre complex
- Monthly samples collected from Narembeen Aquatic Centre pool

Public Buildings

Inspected the following for Public Building Regulations compliance-

- Narembeen Men's Shed
- East Narembeen 7th Day Adventist Church and Hall

Street Trading Permits

Lizzy Beans Coffee Van

Wadderin Dam

Contact established with Watercorp. Awaiting Flora and Fauna Survey Report expected early March 2020

Wastewater Reuse Scheme

- Meeting with Angela Herzer from Watercorp regarding scheme and impending scheme audit
- Monthly sampling collected for laboratory analysis
- Backflow device testing arranged with Plumber
- Notification to State Health Department advising Wastewater Reuse Scheme offline due to low water supply

Other

- Environmental Health Officer Letter of Appointment and Authority Card
- Environmental Protection Act Authorisation received from the Department of Water and Environmental Regulation
- Develop Inspection Reports Spreadsheet for Shire of Narembeen
- Order new FSA inspection book for Shire of Narembeen
- Transfer all existing files from EHO laptop (including previous EHO Lauren Bosch's laptop) on to Shire of Narembeen Server for back up and Records Management purposes
- Reconfigure Outlook emails into chronological order (back up to server)
- Set up remote server access with Qbit
- Food Recall Notices protocol discussed with Admin staff
- Attend RoeROC meeting
- Assist with preparation of demolition permit for 24 Thomas Street Narembeen

CONSULTATION

Mr C Jackson, CEO

Mr A Cousins, Works Manager

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911

Health (Public Buildings) Regulations 1992

Public Health Act 2016

Food Act 2008

Local Government Act 1995

Building Act 2011

Building Regulations 2012

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

Shire of Narembeen Health Local Laws 2016

Shire of Narembeen Animals, Environment and Nuisance Local Law 2016

Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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 community.

Goal 3: We contribute to a healthy community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council accepts the Environmental Health Officer's Report for the period of November 2019 - January 2020.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.
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CARRIED /

8.2 Narembeen Community Resource Centre Co-ordinator

AGENDA ITEM 8.2.1: Narembeen Community Resource Centre Report – February 2020

Subject:	Narembeen Community Resource Centre Report –February 2020
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	06 February 2020
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre report for February 2020.

BACKGROUND

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken during the preceding month and any upcoming events, projects and activities for the following month.

COMMENT

EVENT NEWS

Australia Day Breakfast and Awards

The CRC organised the Australia Day breakfast and awards ceremony for the first time this year. The event seemed to run smoothly with approximately 80 happy attendees. I would like to thank the Councillors that attended for helping with the set up and pack up of the event, as well as the cooking of the breakfast. Attendance appeared to be less than in previous years and there has been suggestions of maybe changing it up a bit next year, we are open to any feedback that Council might have on this.

Story Time

The CRC continues to deliver Story Time at the Library each month. Feedback has been very positive and we have been thrilled to see more than 20 under 5-year older children with their parents attend for the fourth time in a row. We have now integrated songs and rhymes in between books as well as craft activities afterwards.

I will be attending an Early Literacy Forum and Rhyme Time Fundamentals workshop in February to further enhance how the CRC offers this service.

The next story time session is planned for Friday, 28 February 2020 and we are hoping to integrate some new ideas from the Early Literacy Forum.

We have had 10 new library members sign up with the Narembeen Public Library since the 2018/2019 year, increasing from 244 to 284 in just six months. This is a great outcome and we will continue to encourage children and their parents to join up and take advantage of the great services the Narembeen Public Library has to offer. As our membership continues to increase we hope to further expand our services and activities whilst potentially accessing increased State Library funding and services.

Morning Coffee Club

February will see the CRC host its first monthly 'Morning Coffee Club'. This event aims to provide both seniors and non-seniors with the opportunity to get together, connect, enjoy a cuppa and have a chat. We will be looking to offering free entertainment such as Bingo, quizzes and other activities like excursions, if possible. We are hoping this event will cater to some of our seniors that struggle

to hear and don't like to attend the monthly movies, and will provide seniors with an opportunity to interact with other people in the community who aren't at work in the morning. The CRC is currently exploring funding opportunities for this event.

Community Engagement Training

The CRC in partnership with the Narembeen Community Shed, funded by the Be Connected program, is continuing to deliver free one-on-one social media/technology sessions throughout the month of February.

Upcoming Events

We have the following events coming up over the next few months:

- Business Women Networking Event - New Year New Network - Thu 13 Feb
- Morning Coffee Club - Wed 19 Feb
- Baby First Aid - Thu 20 Feb
- SOCK Week Think Tank - Mon 24 Feb
- Story Time - Fri 28 Feb
- Community Fox Shoot - Fri 28 Feb - Sun 01 Mar
- Seniors Movie - Mon 02 Mar
- Morning Coffee Club - Wed 18 Mar
- Farm Finance for Performance - Wed 25 Mar
- Triathlon - Sat 28 Mar

GENERAL CRC NEWS.

The CRC has been approved for Department of Primary Industries and Regional Development (DPIRD) Funding to offer a 12 month traineeship. A recruitment process has been undertaken and the new trainee will commence on 12 February 2020, working between the CRC and Narembeen Medical Centre, it is expected that they will also begin studying towards a business certificate in March 2020.

We are currently updating our volunteer register to ensure contact details and areas of interest are up to date. Most of our events rely on volunteers and we struggle to find volunteers on a weekly basis, many of our events simply cannot work and will not continue to run without willing volunteers. I would like to encourage Councillors to sign up for our volunteer register but more importantly use their influence within the community to encourage others to put their names forward and become a part of the many great community events and activities we run.

CONSULTATION

Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All activities are being run from the existing 2019/2020 budget and the traineeship position is being covered by the \$30,000 DPIRD grant, medical centre contribution and pre-budgeted CRC employee costs.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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 community.

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

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.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Narembeen Community Resource Centre Report for February 2020 and support the associated actions.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.
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CARRIED /

8.3 Works Manager's Report

AGENDA ITEM: 8.3.1 - Work's Manager's Report February

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins, Works Manager
Date:	11 February 2020
Attachments:	Nil

SUMMARY

Council is to consider this report from the Works Manager for February 2020

BACKGROUND

Each month the Works Manager will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

COMMENT

The following is an overview of the Works Manager's activities for the past 2 months:-

Cowan Rd

Complete gravel carting. Due to anticipated water shortage we were unable to water bind the last couple of Km's.

Emu Hill East Rd

Reconstruct and water bind the base, Cart gravel to fill dips and lift base water bind. Lift second layer and water bind. Total 300mm lift with gravel. Commence car park gravel carting.

Grading

Wipe loose material from Soldiers Rd, Emu Hill East Rd, Wilson Rd, Hedges East Rd, South Kumminin East Rd and Gray Rd.

Rubbish tip

Push up green waste.

Town Oval

Town oval dam has run out of water. Using scheme water from the tanks until advised.

Miscellaneous

KD/NB Rd barrier completed by Erections WA under insurance.
Wilson's have built replacement dam at water bidden

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Work policies to be reviewed in line with current work practices as and when required.

STRATEGIC PLAN REFERENCE

Goal 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

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

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 community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Works Manager's Report for February and all actions be endorsed.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - WALGA State Council Agenda

Subject:	WALGA State Council Agenda
Applicant:	WALGA
File Ref:	ADM109
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	10 February 2020
Attachments:	Copies of WALGA State Council Agenda Items

SUMMARY

WALGA have requested that Chief Executive Officers implement a process whereby State Council agenda items for decision are considered by Councils, either in formal Council meetings, or in briefing or concept forums.

BACKGROUND

Following a recent review of WALGA State Council and Zone processes last year, State Council resolved to implement some changes to the agenda process. A key outcome of the review is to make the State Council agenda shorter, sharper, and more forward-looking with the aim of engendering greater engagement with the agenda by WALGA's members. It has also been resolved to cease the hard copy production of the State Council agenda's.

The agenda has been distributed electronically to all CEO's and Elected Members.

COMMENT

Tony Brown Executive Manager Governance & Organisational Services WALGA has advised that it would be beneficial for State Council agenda items for decision to be considered by Council in a formal or informal meeting to provide guidance and direction to their Zone representatives and to raise awareness of contemporary strategic advocacy and policy issues for all Elected Members and staff. In the March 2020 agenda, there are three items for decision to consider.

A summary of the three items for decision are as follows.

5.1 National Redress Scheme – Future Participation of WA Local Governments (05-086-03-0004 KD)

By Kirstie Davis, Policy Manager Community

Recommendation

That State Council:

1. Acknowledge the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorse the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorse by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

5.2 Submission on Aboriginal Empowerment Strategy (05-032-03-0011 SM)

By Susie Moir, Policy Officer Community

Recommendation

That the submission to the Department of Premier and Cabinet in response to the Aboriginal Empowerment Strategy be endorsed.

5.3 WALGA Submission on Independent Review of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

By Nicole Matthews, Environment Policy Manager

Recommendation

That the submission on the Independent Review of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC) be endorsed

It should be noted that the State Agenda is also presented in full to all Zone meetings.

It is recommended that the Shire of Narembeen commence receiving WALGA State Council agenda items that require a decision. This process to be similar to the process presented today with brief details of the item and that all detail can be located by councillors and staff via the email from WALGA with the link.

The CEO has no additional comment to make on the three items listed.

CONSULTATION

Cr Rhonda Cole

STATUTORY IMPLICATIONS

Contained in the WALGA items if required

FINANCIAL IMPLICATIONS

Printing costs if councillors required that the WALGA Agenda was to be printed. This is not recommended.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council

1. Commence receiving monthly WALGA State Council agenda items that require a decision.
2. Request that a brief summary of each be available in the Shire item with the remaining information available via the WALGA Website.
3. Request that the CEO provide input on the items if relevant and or required
4. Advise WALGA that it has no objections to the three items requiring decision at the WALGA State Council March 2020

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.2– Proposed Motel – Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen

Subject:	Proposed Motel – Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen
Applicant:	Des Smoker
File Ref:	P1085
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Disclosure of Interest (Member):	Nil
Author:	Liz Bushby, Town Planning Innovations (TPI)
Date:	7 February 2020
Attachments:	Applicant written submission

SUMMARY

Council is to consider an application for a motel on Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen.

The application has been advertised for public comment. Advertising closes on the 19 February 2020.

BACKGROUND

Lots 22 and 24 are located near the intersection of Thomas Road and Stanley Street. Lot 24 contains an existing house which is proposed to be demolished.



Location Plan

Note this item was previously presented to the December 2019 ordinary meeting and as a submission has been received the matter is now represented to council for consideration.

COMMENT

- **Description of proposed development**

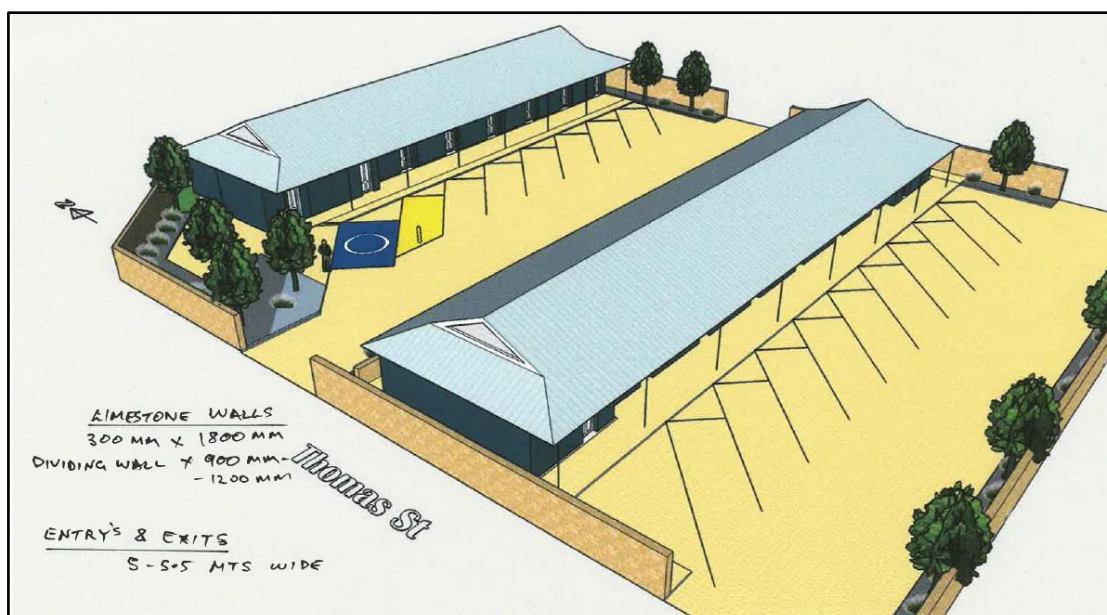
The application initially proposed a 15 unit motel comprising of two buildings with a combined floor area of approximately 503m². Each motel room will have their own bathroom.

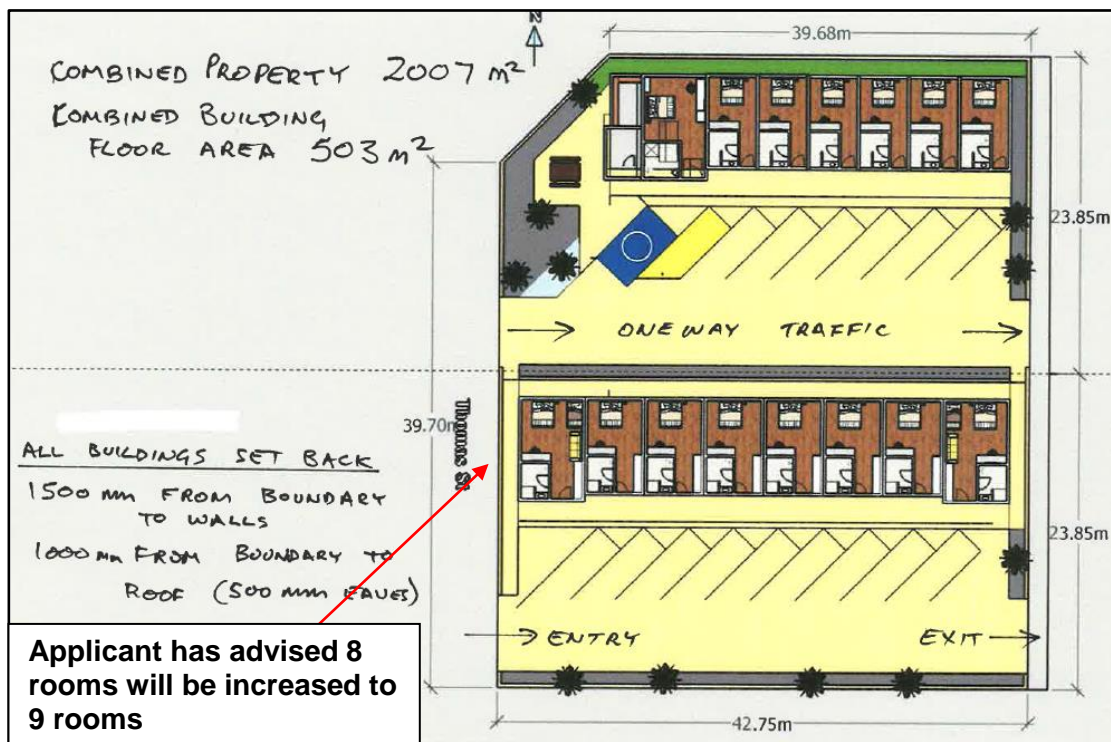
The applicant has since written to the Shire and advised that:

1. The builder has been requested modify the plans to increase the number of rooms from eight to nine (for the southern building);
2. A 2 metre setback to any boundary can be achieved with revised plans.

No revised plans have been submitted to the Shire therefore TPI can only present the original plans to Council.

The motel will include one room specifically designed and built to disabled specifications that will include 2 beds. The building will include a store room for cleaning products and a laundry with washers and dryers.





- **Zoning and Land Use permissibility**

The lots are zoned 'Residential' under the Shire of Narembreen Town Planning Scheme No 2 ('the Scheme').

Under Clause 4.11.1 the objectives of the Residential zone are:

a) to retain the single house as the predominant form of residential development in the town.

b) to provide for lifestyle choice in and around the town with a range of residential densities.

c) to allow for the establishment of non-residential uses subject to local amenities not being adversely affected.

The proposed land use is for a motel which is defined in the Scheme as '*means premises, which may be licensed under the Liquor Control Act 1988 –*

a) *used to accommodate guests in a manner similar to a hotel; and*

b) *with specific provision for the accommodation of guests with motor vehicles.'*

A 'motel' is listed as a 'SA' use in the Town Centre zone under the 'Zoning Table' in the Scheme which '*means that the use is not permitted unless the local government has granted development approval after giving notice in accordance with Clause 64 of the deemed provisions*'.

The application has been advertised for 14 days as required by the Shires Scheme. In determining the application Council has to consider whether the land use is compatible with surrounding residential land uses and if it will adversely impact on amenity.

- **Car parking**

Car parking is to the discretion of Council. Clause 4.3 of the Scheme states that *'a person shall not develop or use any land or erect use or adapt any building unless car parking spaces specified by the local government are provided and such spaces are constructed and maintained in accordance with the requirements of the local government.'*

Clause 4.12.3.4 of the Scheme states that *'the layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car park.'*

The applicant proposes that each motel building be serviced by one way accesses from Thomas Street with exits onto an adjacent right of way to the east.

A total of 15 car parking bays and one disabled bay are proposed, which allows for one car bay per every room. No parking for staff has been provided on the plans submitted.

The applicant has advised that most patrons will leave before cleaning staff are required to attend the site. The applicant has also advised that one additional staff bay can be accommodated near the laundry.

Any revised plan need to demonstrate that car parking bays have adequate manoeuvrability areas.

TPI has not assessed the adequacy of car parking dimensions or reversing areas as a scaled revised site plan has not been lodged. If the number of total rooms is increased it is recommended that one car bay be required per room.

- **Perimeter Wall**

Under the Residential Design Codes fencing in the front setback area is required to be visually permeable (ie see through). The proposal is for non-residential development and proposes a 1.8 metre solid limestone wall along each lot boundary.

The introduction of solid fencing will be a departure from the existing streetscape. If the development is approved it is recommended that a condition be imposed requiring open fencing along Thomas Road, particularly adjacent to the proposed landscaping area.

The applicant has advised in writing that they are agreeable to complying with the fencing requirements of the Residential Design Codes.

- **Management**

The owner has advised that they have two options in regards to management including; (1) to sublet the complex to a third party to manage and operate or (2) to employ managers, cleaners and staff to help them administer the motel as the owner lives nearby.

The floor plans only consist of the 15 motel rooms for guests and no provisions has been made for any on site manager accommodation. Unless there is a manager on site during the night, it is difficult to understand how the owner / operate will adequately deal with any situation where a guest may cause noise nuisance or act unsociably.

As the habits of guests may be different to the habits and behaviours of residents, management is an important land use compatibility issue.

The applicant was requested to provide additional information on management of the premises. They have reinforced they are still looking at two management options. They have also advised that:

- i) The preference is for the premises to be run by someone else.
- ii) There is no plan to have an on-site resident manager.
- iii) Booking, picking up keys etc can all be done by modern computerised methods. Bookings can be made by phone or computer.
- iv) Guests will be required to sign and give assurances of normal responsibilities (eg payment, car registration and personal details).
- v) There is equipment available that can dispense keys to guests using an access code.
- vi) As we live nearby we can talk to any guests that cause a nuisance or call the police if it beyond our control.

The applicants' submission is included as **Attachment A**.

Any planning approval would run with the land and the developed lot can be on sold. It cannot be assumed that the current owner will always be available, live locally or continue to be involved in the management of the business.

It is therefore recommended that if the development is imposed a condition require a management plan to be prepared and lodged to the Shire for separate written approval. A management plan can outline that a local owner or manager will be available at all times to deal with any guest behavioural issues, can include the managers contact details, and can outline a complaints procedure.

- **Amalgamation**

As an integrated development is proposed on two separate green title lots, it is recommended that Council consider requiring the lots to be amalgamated as a condition of any future planning approval, in the event that an approval is granted.

CONSULTATION

Advertising is compulsory under the Shires Scheme and closes on the 19 February 2020.

One submission had been received at the time of writing this report as summarised below:

Summary of Submission	TPI Officer Comment
As the two blocks are zoned residential there is concern over whether the existing Sewerage System, Water Supply and the Electrical Supply will be adequate to maintain 16 motel units.	Servicing of the lot is the responsibility of the developer. A condition can be imposed requiring the development to be connected to sewerage. The developer will need to liaise with each servicing authority for any new service connections and upgrading.
The existing Storm Water Drainage System may also need to be looked at as it will probably not handle the additional catchment off the motel roofs compared to the existing single residential house roof. At times that existing intersection has completely flooded.	Even on residential lots there are cases where the density code may allow for more than one house on a lot. TPI has liaised with the Shire CEO and it is understood that (1) there is no option for on-site drainage due to soil types; and (2) the existing system has sufficient capacity to accommodate additional run off for this development.
Will it be Stallion Homes responsibility to submit the necessary mentioned upgrades to the Shire and the Building Inspector. Are all costs to the developers expense. Do the Shire incur any costs because of the development?	The developer will pay for all servicing costs with the exception of drainage, however the Shire has indicated that no upgrades to the existing drainage system are anticipated as a result of the development.

There is large nice old tree in the middle of one block. Do the owners need a permit to remove this tree?	The owner can remove any existing vegetation contained within their lot boundary. No Shire approval is required for clearing vegetation on a residential lot.
I assume that the existing gravel lane which will become the motel exit will be bituminised for the extent of the exit.	<p>Council may impose a condition on any approval requiring the laneway adjacent to the lots to be upgraded/ sealed and drained.</p> <p>The main issue is whether the condition passes the test of being 'fair and reasonable'.</p> <p>A condition is valid if:</p> <ol style="list-style-type: none"> 1. it has a planning purpose; 2. it fairly and reasonably relates to the development; and 3. it is not so unreasonable that no reasonable planning authority could have imposed it. 4. the condition is certain and final. <p>If upgrading of the lane way is required because it is necessary to cater for the increase of traffic associated with the development then there likely is a case that it is fair and reasonable.</p> <p>The issue is however more complicated as:</p> <ol style="list-style-type: none"> a. Sealing the laneway will create increased drainage run off. b. There are likely services in the laneway which need to be accessed for maintenance. c. The development does not rely solely on the laneway as some access is still from the street. <p>If Council seeks to require upgrading of the laneway then it needs to provide clear advice on what is required to meet the condition.</p> <p>Council has to consider whether the increased traffic levels warrant complete upgrading of the laneway.</p>

STATUTORY IMPLICATIONS

Shire of Narembreen Town Planning Scheme No 2 –

Under Clause 4.11.1 the objectives of the Residential zone are:

- a) to retain the single house as the predominant form of residential development in the town.
- b) to provide for lifestyle choice in and around the town with a range of residential densities.
- c) to allow for the establishment of non-residential uses subject to local amenities not being adversely affected.

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 Narembreen Town Planning Scheme No 2.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council:

1. Note that the application for a motel on Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen has been advertised for 14 days. Advertising closes on the 19th February 2019.
2. Note that this report includes a summary of a submission received to date. Any additional submissions will be tabled at the Council meeting.
3. Approve the application for a motel on Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen subject to the following conditions and footnotes:
 - (i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
 - (ii) All trafficable areas including vehicle parking, vehicle manoeuvring and circulation areas on the approved site plan shall be designed, constructed, sealed (concrete and/ or bitumen) and drained to the satisfaction of the Shire Chief Executive Officer prior to commencement of operation of the development.
 - (iii) All vehicle parking, vehicle manoeuvring and circulation areas on the approved site plan shall be maintained to the satisfaction of the Shire Chief Executive Officer.
 - (iv) A minimum of one car parking bay per motel room and one staff parking bay is required to be provided on site. All car parking shall be designed to the satisfaction of the Chief Executive Officer.
 - (v) If lighting is installed in the car parking area, all illumination shall be confined within the property boundaries to the satisfaction of the Shire.
 - (vi) Prior to use of the development all vehicle crossovers shown on the approved plans shall be constructed to the satisfaction of the Chief Executive Officer.
 - (vii) All crossovers shall be restricted to one way entries only from Thomas Street and one way exits to the adjacent right of way, and shall be clearly signposted.
 - (viii) All stormwater from roofed and paved areas shall be collected and disposed of off-site through connection to the existing Shire drainage system. No water discharge shall occur into the adjacent right of way unless otherwise approved in writing by the Chief Executive Officer.

- (ix) A detailed landscaping and reticulation/watering plan shall be prepared and submitted to the Shire for separate written approval by the Chief Executive Officer. The plan shall be submitted within 6 months of this approval unless otherwise agreed to in writing by the Chief Executive Officer.
- (x) Landscaping shall be installed and a watering plan shall be implemented in accordance with a landscaping and reticulation/watering plan approved by the Shire. All landscaping shall be maintained to the satisfaction of the Chief Executive Officer.
- (xi) A Management Plan shall be submitted to the Shire for separate written approval by the Chief Executive Officer prior to commencement of use. The Plan shall include the contact details for a local manager, outline the managers responsibilities, booking protocol, complaints procedure and guests behaviour.
- (xii) Lodgement of a detailed external lot boundary fencing plan for separate written Shire approval prior to the issue of a building permit. The plan shall include visually permeable fencing along the Thomas Street frontage and no fencing shall exceed 1.8 metres in height.
- (xiii) The development shall substantially commence within 2 years from the date of this decision. If the development does not substantially commence before expiration of the 2 year period, this approval becomes invalid and expires.

Footnotes:

- (a) Planning consent is not an approval to commence construction. A building permit must be obtained for all work.
4. Note that additional conditions may be imposed as discussed in the body of this report and are included in this resolution for Council consideration and discussion:
- (xiv) Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen shall be amalgamated and a new Certificate of Title obtained for the amalgamated lot prior to the issue of a building permit or alternative time period as agreed to in writing by the Shire Chief Executive Officer.
 - (xv) Satisfactory arrangements being made with the local government for the full cost of upgrading, construction and drainage of the right of way adjacent to Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen to the satisfaction of the Shire Chief Executive Officer.
5. Note that this report includes a summary of a submission received to date. Any additional submissions will be tabled at the Council meeting.

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. 2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.3 – Chief Executive Officer’s Report – February 2020

Subject:	Chief Executive Officer’s Report – February 2020
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	10 February 2020
Attachments:	FAQ Drought Programme and 52 new Councils list added to the programme.

SUMMARY

To provide Council with updates on various projects and other matters.

BACKGROUND

Monthly reports by the CEO are presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

COMMENT

Narembeen Fire Preparedness

Murray Dixon the Shire of Narembeen Chief Bush Fire Control Officer and Justin Corrigan Area Officer Lower Wheatbelt Northam District Office Goldfields/Midlands Region Country Operations Department of Fire & Emergency Services will attend Council’s meeting on the 19th February 2020 and have been asked to discuss the following.

- The status of the changeover to a VFES including details of the building lease and that the equipment/response vehicle status.
- Reinforce what this change means for Narembeen (we have a number of new councillors who have not been involved in the process).
- Given the significant fires on the East Coast and elsewhere how prepared is the Shire of Narembeen and our region?
- Please provide a brief update on the new Rural Fire Division and Bushfire Centre of Excellence.

Drought Communities Programme Extension – Shire of Narembeen

On 28 January 2020, the Australian Government announced that it would provide funding under the Drought Communities Programme (DCP) - Extension to a further 52 councils experiencing hardship due to the drought. These eligible councils will be provided up to \$1 million* to complete local infrastructure and other drought relief projects, and brings the total commitment under the DCP Extension to \$300 million since 2018-19. * Councils of less than 1,000 people will receive up to \$500,000 and councils with a larger population will receive up to \$1 million.

The Shire of Narembeen has been included in the additional 52 Councils announced and will be eligible for funding up to \$500,000.

Declared Councils need to supply adequate information to enable the Department to assess the eligibility of proposed projects seeking DCP funding. Declared Councils must meet at least one of these criteria.

- How the project is expected to lead to the employment of locals and the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed.

- How the project is expected to lead to the employment of locals and over what period they are expected to be employed; o the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed by the project;
 - the employment expected to be created beyond the immediate construction phase of the project and into the longer-term; and,
 - the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.
- How the project is expected to contribute to the economic activity of communities/regions in the Declared Councils o local businesses, suppliers and services are expected to be used to complete the projects;
 - equipment and services are expected to be purchased from local regions/communities; and,
 - the project will encourage investment, business activities and other economic benefits to communities/regions.
- How the project is expected to lead to the retention of businesses, services and facilities in Declared Councils o the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities;
 - the expected longer-term employment benefits to the agricultural sector from the project; and,
 - the number of people that are expected to use the approved project.

Applications close 20 June 2020. Item presented for Council discussion on a suitable project or project and the process to be put in place to development the application.

Regional Bike Network Grants

The Shire of Narembeen has been successful in securing grant funding totalling \$70,000 in 2020-21 for design and construction of the Currall Street Shared Path Project through the Regional Bicycle Network (RBN) Local Governments Grants Program.

Congratulations to Sheree Thomas for the hard work put into this application.

Town Site Blackspot Projects

It is planned to be able to present an updated design of stage one of the Town Site Blackspot project which deals with the Longhurst Street and Latham Road intersection (Town Hall/Shire Office) at the more complicated Latham, Churchill Latham Roads intersection will be dealt with in the New Year with a possible extension required.

Narembeen South Industrial Land Development

Engineering consultants Roads West have been engaged to provide engineering and technical services that will include survey, design and preparation of full cost estimates for the project.

The grant application to the Regional Economic Development Grants program (RAD) was submitted in September 2019 and it is expected that the Minister will make an announcement of successful projects soon. **It should be noted that other development commissions RED have been announced.**

Roads Board Building

Whilst work to complete this project has been slow it is anisate that we should be in position to discuss a relation by the Historical Society Mid to late March.

The final floor sand and seal is yet to be completed and external works include patching, painting and some drainage works that includes a concrete apron.

Storm Water Drain- 15 Longhurst Street, Narembeen

Council at its 2019 December ordinary meeting resolved as follows;

The CEO, Cr. Stirrat and Cr. Milner meet with the applicant to discuss the requirements and expectations in relation to the storm water drain and his property.

The site will be inspected and discussion held with Mr Brad Butler prior to the council meeting.

Audit Committee Meeting and Compliance Audit Return

The Audit Committee normally held in February has been deferred until March. The Compliance Audit Return needs to be submitted to the audit committee and then council for adoption by 31 March each year.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
24 February 2020	Understanding Local Government/Conflicts of Interest (1 day) – Kondinin Cr's DeLuis, Hardham, Milner, Stirrat and Mortimore
26 February 2020	Community Wellbeing Plan Committee Meeting
27 February 2020	Great Eastern Zone Meeting - Kellerberrin
9-10 March 2020	Serving on Council – Kondinin Cr's Mortimore, Milner, Lines and Cole
13 March 2020	Dick Law Annual Rose Bowl - Narembeen
16 March 2020	Meeting Procedures – Kondinin Cr's Mortimore, Milner and Lines
18 March 2020	Council Meeting and Audit Committee
23 March 2020	Understanding Financial Reports – Kondinin Cr's Milner and Lines

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Narembeen 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.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Chief Executive Officer's January 2020 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.	CARRIED /
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8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1- Executive Manager Corporate Services Report February 2020

Subject:	Executive Manager Corporate Services Report February 2020
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	6 February 2020
Attachments:	Nil

SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted since the last Council meeting and endorse any actions as appropriate.

BACKGROUND

Monthly reports are provided to inform Council and with a view to assist in the decision making process.

COMMENT

Finance

The Shire's auditors are scheduled to be onsite in March 2020 to conduct the interim audit. The Shire has been assigned Moore Stephens as our auditors via the Auditor General.

The Shire has appointed AssetVal Pty Ltd to undertake this years Plant, Furniture and Equipment revaluations, they are scheduled to be onsite in early April 2020.

The Budget Review process has been undertaken and a report is scheduled for Council's adoption at this Council meeting.

Aquatic Centre

The Aquatic Centre is half way through its season and to date we have had 4,046 patrons use the facilities – this is slightly down on last year so hopefully the numbers pick up over the coming weeks. January visitation has been considerably down on the other months but hopefully as people return to town after their holidays we see them returning to the pool.

ICT

The Shire's new ICT support team is in place and hard at work, resolving some long standing issues. An initial ICT Health Check has been undertaken and a number of items have been identified as critical or high priority. The Shire will begin work remedying these issues immediately. One of these issues is that a large amount of our hardware is at "End of Life". Over the next few weeks the Shire will be looking to replace some ICT Hardware but will have to undertake further upgrades over the next 12 months to bring all systems up to a safe and functional level.

Over the coming months the Shire will be developing a 5 Year ICT Plan to provide more structure and guidance around how ICT systems are used and managed.

Asset Management

The Community Precinct has had new push button operated door openers fitted and the Shire is very happy with the way they are set up and performing. Community feedback seems positive

especially at the Pharmacy and Medical Centre where elderly patrons were visiting and struggling with the doors on a daily basis.

The blinds at the Narembreen Recreation Centre have received a major overhaul with seven of them needing new motors. The previous issues seemed to be attributed to power spikes resetting or blowing the system. The Building Maintenance Officer, Colestan Electrics and the Recreation Centre's Bar Manager all received training on how to operate and repair the blinds with the view to avoiding and shortening the time needed to resolve these issues in future.

The Recreation Centre has also received a full service and repair of its Fire Suppression System. This system was non-functional and not up to Australian Standards, the repairs have been affective and the Centre should now be able to rely upon the suppression system if it is needed.

The Shire's Building Maintenance Officer is hard at work at the Royal Flying Doctor Service facility at Narembreen Airstrip. So far:

- old cupboards have been removed along with the out dated plumbing
- a new kitchenette has been constructed and installed
- the old transfer room ceiling has been removed
- ceiling and door of the bathroom facilities has been replaced
- installed new frame and door to entrance of transfer room
- Installation of new motorised roller door and associated electrical services.

The Caravan Park has also undergone some routine maintenance with repairs to washing machines and laundry plumbing, new bathroom fittings in the double cabins, soap dispensers installed in shower cubicles, repaired and reinstalled damaged air-conditioning unit to Cabin 5.

The Shire has undergone the process of evicting tenants from a couple of joint venture houses and it is envisaged that repair work will need to be undertaken on these properties once they are fully vacated.

Strategic Planning

A meeting of the Sport and Recreation working group was held on 4 February 2020 and planning for the Narembreen Sport and Recreation Plan 2020 – 2030 is starting to take shape.

Planning for the next round of the Shire's Financial Business Plan Review is underway with projects and goals for the next 1-3 years starting to be identified. At this time the Executive Team is proposing that an abnormal increase in employee cost may be required for next financial year to allow for an FTE increase to accommodate the increased demands placed upon the administration from the Auditor General and other bodies requiring a higher standard of planning and compliance.

Policies are still under review and it is envisaged the next round of Council Policies to be reviewed in March 2020 will relate to employee management which is essentially a core duty of the CEO.

Other strategic focus areas have been identified and plans will be developed over the coming months.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Receive the Executive Manager Corporate Services Report for February 2020 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.2- February 2020 Budget Review

Subject:	February 2020 Budget Review
Applicant:	Shire of Narembeen
File Ref:	ADM121
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	11 February 2020
Attachments:	Budget Review Report for the Period Ended 31 January 2020

SUMMARY

For Council to discuss, consider and adopt items, resulting in an amendment to the 2019/2020 annual budget.

BACKGROUND

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to carry out between the 1 January and 31 March each year, a review of its annual budget for that year. In the past this has been the only budget review conducted by the Shire.

With the adoption of the 2019/2020 annual budget the Shire decided to conduct three budget reviews during the financial year. This, February 2020, review will act as the full formal annual budget review to be submitted to the Department of Local Government in line with legislation.

COMMENT

The Shire of Narembeen's Financials for the period ended 31 January 2020 shows a financial situation roughly in line with budget expectations. The main variation from year to date budget expectations relates directly to the operating income associated with rates being received in the first two months of the year as opposed to spread evenly throughout the year. This is a budget profiling error that will be rectified in next year's budget.

A detailed analysis of the budget review is provided in the attached Budget Review Report for the Period Ended 31 January 2020. Below is a summary of the main review items.

Operating Expenses

The Shire has a need to increase operational expenditure at the town oval. As of 23 January 2020, the town dam no longer has water available for use on the town oval; as such the Shire has had to switch to scheme water to maintain the playing surface. In the 10 days since the switch the Shire accrued water use charges of \$3,080. In order to maintain a reasonable playing surface at the town oval throughout the next few months, if we expect minimal rainfall, the Shire is budgeting an increase in expenditure of \$60,000, calculated at \$3,000 per week for the next 20 weeks.

Capital Expenditure

The Shire has implemented the new electronic procurement system and the automation of the Community Precinct doors both for \$6,000 less than budgeted.

The Shire needs to assign an \$8,200 budget to job 1523 for the Fricker Road/Grain Freight Network, there was a delay in installing and paying for safety barriers on the new road. As such the bill for this work has been received and needs to be assigned to this job as it is a capital upgrade.

The Shire has taken on a new operational ICT provider who has been reviewing all of our practices, policies, hardware and software. They have been able to implement a number of ICT security initiatives such as modifying remote access, closing ports, updating security certificates

and the firewall system. These operational updates have negated the need to purchase security related hardware this year – thus it is proposed to transfer this budget to general ICT Hardware renewal where the need is more pressing given the Shire has a large number of PCs beyond useful life. The Shire also replaced the Dentist Server PC for \$3,000 less than budgeted and it is proposed to transfer this to balance to general ICT hardware also. These amendments increase the budget of job 2032 relating to ICT Hardware Renewal to \$23,000 – this should allow for the replacement of approximately 10 workstations across the Shire, CRC and Medical Centre.

Non – Cash Items

The previous October amendment to the loss on sale of asset attributed to the CEO vehicle and skeleton weed vehicle needed to be offset by way of an addition to items excluded from operating activities as these are essentially non-cash items.

The Shire also needs to adjust the depreciation rates for the ESL building and the Community Precincts as since their upgrades they are now generating more depreciation than budgeted. Again this is non-cash and doesn't impact the bottom line in terms of the predicted end of year closing surplus/deficit.

Overall Impact

Once all the proposed amendments are applied the Shire's overall end of year financial position is expected to improve. The October amendments and the proposed February amendments result in an end of year closing funding surplus of \$56,075.

This is a healthy surplus amount to be expecting at this stage of the year as projects may finish slightly under or over budget so it is prudent to maintain some flexibility.

It is the plan of the Executive Team to propose in the May Budget Review to allocate a large proportion of any predicted end of year surplus to the Land Development Reserve. This reserve is currently set up to finance future development within the Shire and at this stage only holds \$21,000. It is expected that the Shire will expend all of these funds if the industrial land project goes ahead over the coming years and given the size of this project it seems prudent to increase the funds within this reserve, where possible.

CONSULTATION

Chief Executive Officer
Finance Officer
Works Manager
Building Maintenance Officer
Community Resource Centre Co-ordinator

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Regulation 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

The financial implications related to these amendments are outlined in this report but result in an overall improvement of the Shires cash position amounting to \$56,075.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

There are no known related party transactions.

OFFICER RECOMMENDATION

That Council:

1. Endorse the budget review and budget amendments as per attached budget review report for the period ended 31 January 2020 – noting the specific budget amendments detailed in Note 4.

**Absolute Majority Required*

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3- Financial Report December 2019 and January 2020

Subject:	Financial Report December 2019 and January 2020
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	07 February 2020
Attachments:	December 2019 Financial Report, Bank Reconciliation for December 2019, January 2020 Financial Report, Bank Reconciliation for January 2020

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 December 2019 and 31 January 2020.

COMMENT

Council's closing position at 31 January 2020 amounts to \$ 2,866,300 with unrestricted cash of \$2,630,025 and \$2,633,773 in reserve funds.

July to September operating revenue has been amended in the graphs from what was originally reported due to WANDRRA funding being moved to accrued expenses as per the auditor's recommendations.

WANDRRA update:

- Main Roads WANDRRA claim 24 - \$87,522 – paid 7 November 2019
- Main Roads WANDRRA claim 25 submitted to main roads - \$100,290 – awaiting approval to invoice
- Main Roads WANDRRA claim 26 submitted to main roads - \$26,858 – awaiting approval to invoice
- Main Roads WANDRRA claim 27 submitted to main roads - \$32,818 – awaiting approval to invoice
- Main Roads WANDRRA claim 28 submitted to main roads - \$36,814 – awaiting approval to invoice

CONSULTATION

Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

This report provides Council with the Shire's monthly financial activity statements in accordance with the Local Government (Financial Management) Regulations, specifically Reg. 34 - Financial Activity Statement.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembreen's Financial Report for the month of December 2019 and January 2020;
2. Receive the bank reconciliation for the month of December 2019 and January 2020 for all Shire Bank Accounts;

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.4- Schedule of Accounts for December 2019 and January 2020

Subject:	Schedule of Accounts for December 2019 and January 2020
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	4 February 2020
Attachments:	December 2019 Creditors Payment List, December Credit Card Payment List, January 2020 Creditors Payment List, January 2020 Credit Card Payment List

SUMMARY

For Council to review the payments made by the Shire of Narembeen in December 2019 and January 2020.

BACKGROUND

The Shire's schedule of accounts is to be provided to council each month pursuant to the Local Government (Financial Management) Regulation 1996.

COMMENT

A schedule of accounts paid during the months of December 2019 and January 2020 is attached to this report and the total amounts paid from the municipal and trust funds are as follows:

	December	January
Municipal Account Payments	658,416.29	211,321.67
Trust Account Payments	907.40	-

The following payments greater than \$15,000.00 were made during the month of December 2019:

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT12794	02/12/2019	Barrett Exhibition Group Pty Ltd	Supply and install Lesser Hall Precent signage PO 25906	55,000.00
EFT12811	05/12/2019	Phoenix Landscaping Services Pty Ltd	NBN Lesser Hall	75,460.00
EFT12826	12/12/2019	Australian Taxation Office	BAS November 2019	35,903.00
EFT12835	12/12/2019	Liberty Oil Rural Pty Ltd	Fuel Delivered 05/12/2019	19,012.00
EFT12851	20/12/2019	Bitutek Pty Ltd	Mt Walker Rd - Bitumen Supply, Truck and Operator Supply and Pre-coating	183,321.91
EFT12857	20/12/2019	GJ & WJ Wilson & Sons	Cowan Rd, Pushing up Gravel x 25000m3	27,500.00
EFT12858	20/12/2019	Gh & Cl Fagan	Cartage of Blue Metal from Hanson Byford to Mt Walker - 1002.99 Tonne	33,098.67
EFT12859	20/12/2019	Hanson Construction Materials Pty Ltd	Mt Walker Road - Washed Metal, Period: 09/12/19 -13/12/19	33,457.77
EFT12867	20/12/2019	Phoenix Landscaping Services Pty Ltd	Cemetery Work - Instalment 3 PO#25242	45,510.30

The following payments greater than \$15,000.00 were made during the month of January 2020

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT12920	15/01/2020	Narembeen Medical Centre	Quarterly payment October December 2019	20,900.00

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

STRATEGIC PLAN REFERENCE

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.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for December 2019
2. Receive the Creditors Payment List for January 2020
3. Receive the Credit Card Payment List for December 2019
4. Receive the Credit Card Payment List for January 2020

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Urgent Business as Permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr K Mortimore

Attended

-

General Business

-

Cr P Lines

Attended

-

General Business

-

Cr R DeLuis

Attended

-

General Business

-

Cr A Hardham

Attended

-

General Business

-

Cr S Stirrat

Attended

-

General Business

-

Cr A Wright

Attended

-

General Business

-

Cr W Milner

Attended

-

General Business

-

Cr R Cole

Attended

-

General Business

-

11.0 Date, Time & Place of Next Meeting
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Wednesday 18 March 2020 at Narembreen Shire Council Chambers.

12.0 Closure

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

LATE AGENDA ITEM

9.1 Urgent Business as Permitted by Council

AGENDA ITEM: Proposed Subdivision – Lots 18355 & 18357 Soldiers Road, Wadderin

Subject:	Proposed Subdivision – Lots 18355 & 18357 Soldiers Road, Wadderin
Applicant:	Ron Rogers
File Ref:	P5197
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the
Disclosure of Interest (Member):	Shire – Section 5.60A of <i>Local Government Act 1995</i>
Author:	Nil
Date:	Liz Bushby, Town Planning Innovations
Attachments:	30 January 2020
	Nil

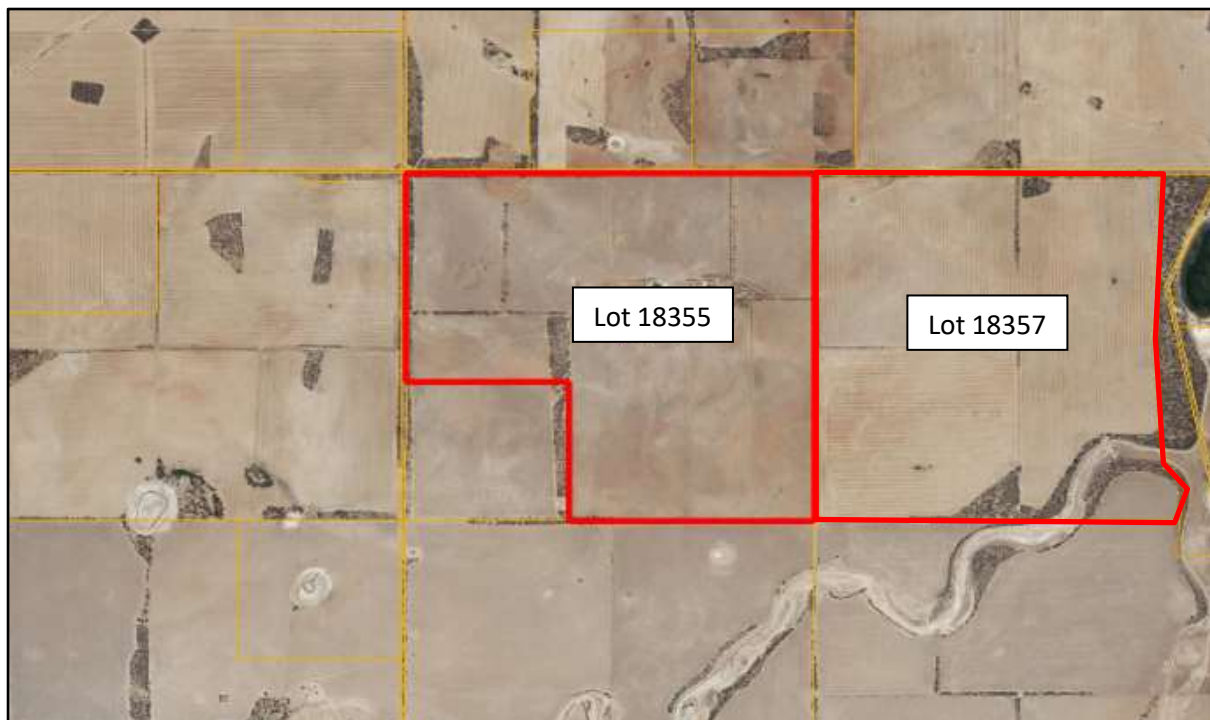
SUMMARY

Council is to consider an application proposing a boundary realignment between two existing lots.

The application has been lodged with the Western Australian Planning Commission (WAPC) who is the determining authority. The WAPC has requested the Shire's recommendation and comments.

BACKGROUND

Lot 18355 and lot 18357 have existing areas of 399.9 and 435.2 hectares respectively.

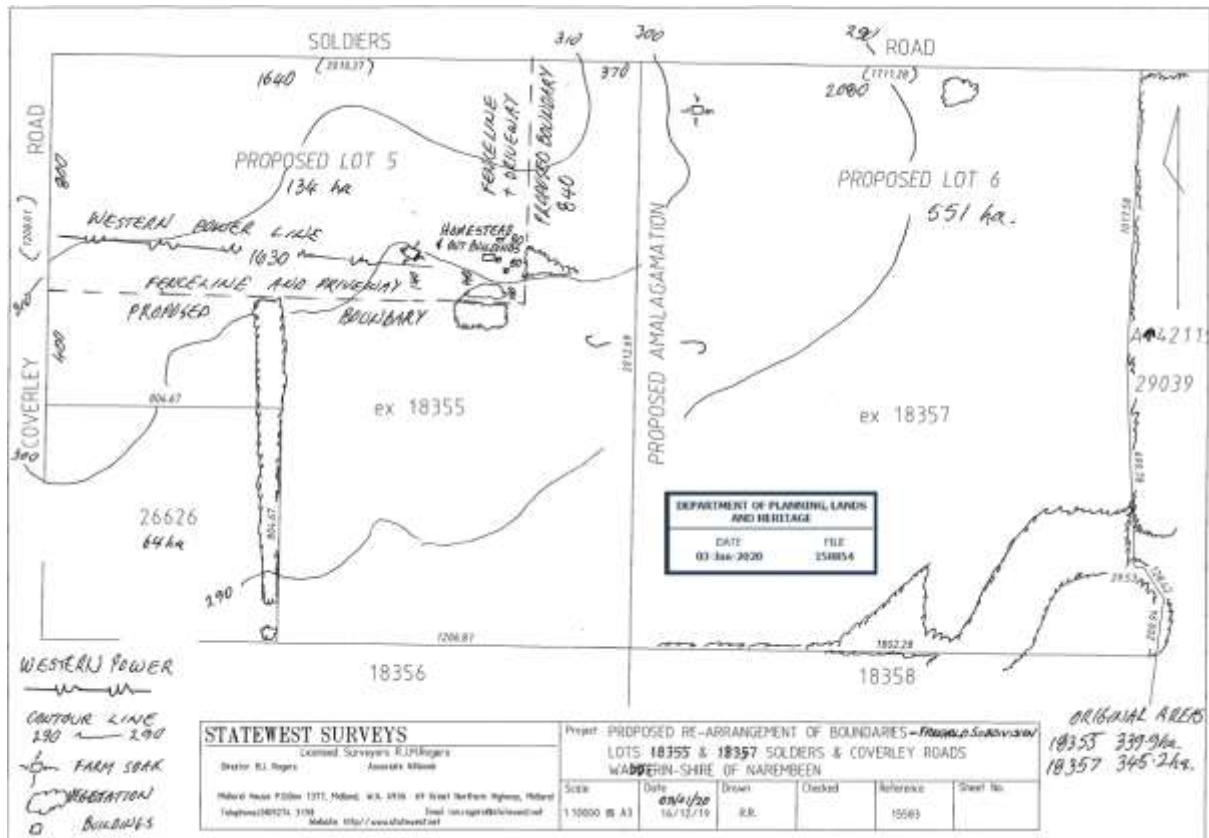


Both lots are zoned 'Farming' under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

COMMENT

- **Description of proposed subdivision**

The application proposes to re-align the boundaries between the existing 2 lots. An existing house and outbuilding will be retained on a 134 hectare lot on the corner of Soldiers Road and Coverley Road. The balance land will be a 551 hectare lot.



- **WAPC Development Control Policy 3.4**

The Western Australian Planning Commission 'Development Control Policy 3.4: Subdivision of Rural Land' sets out the principles which will be used by the WAPC in determining this application.

The Policy outlines limited and specific circumstances where the subdivision of rural land may be considered including:

- where there is a significant physical division (such as a major highway or large river);
- property rationalisation where there is no increase in lot yield;
- homestead lots;
- for conservation of heritage buildings or places; or
- to separate specific land uses onto their own title (such as an abattoir).

The application is a boundary realignment and will also create a homestead lot (ie a lot with an existing house).

The WAPC Policy limits the size of homestead lots to 20 hectares however it should be noted in this case that:

- (1) There are already a number of smaller 64.7 hectare lots in the immediate surrounds; and
- (2) There is not lot size limitation for lot rationalisations / boundary realignments.

Nearby Lots 21412, 22325, 22691, 22164, 25615, 26626, 26049 and 27431 all have an area of 64.7 hectares – refer plan below. The proposed lot sizes are larger than some in the immediate area.



The proposed boundary realignment will not result in any increase in lot yield, allows for retention of an existing house on a smaller lot, and the balance land can continue to be used for rural purposes.

The proposed new dividing lot boundary follows an existing fence line resulting in a practical and logical boundary alignment. Accordingly support for the application is recommended.

CONSULTATION

The Western Australian Planning Commission has referred the application to the Department of Biodiversity, Conservation and Attractions, Department of Water and Environment Regulation, Department of Mines Industry Regulation and Safety, the Water Corporation and Western Power.

STATUTORY IMPLICATIONS

Shire of Narembreen Town Planning Scheme No 2 –

The objectives of the Farming zone are:

- a) to ensure the continuation of broad-hectare farming as the principal land use in the District and encourage where appropriate the retention and expansion of agricultural activities.
- b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.
- c) to allow for facilities for tourists and travellers, and for recreation uses.

Clause 4.17.4 of the Scheme outlines circumstances where Council will consider subdivision in the Farming zone, including for farm adjustment where dwellings are restricted.

The subdivision is only a boundary realignment, will not result in any increased dwelling entitlements or any increase in lot yield.

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 Town Planning Scheme No 2.

Regulation 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council recommend that the Western Australian Planning Commission approve the application (No 158854) unconditionally to re-align the boundaries between Lots 18355 & 18357 Soldiers Road, Wadderin.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /