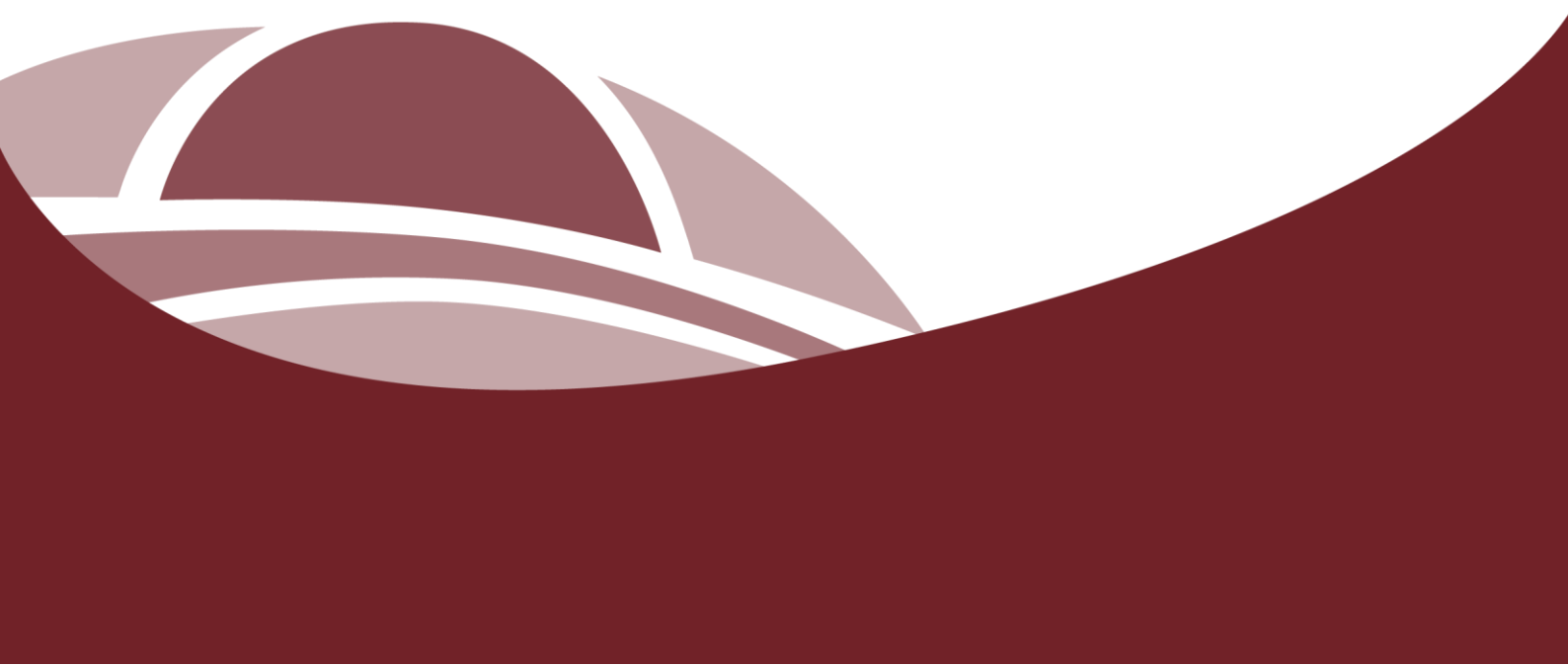




AGENDA

Ordinary Council Meeting
20 February 2024





NOTICE OF MEETING

Dear Elected Members and Members of the Public

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the February Ordinary Council Meeting has been convened for:

Date: Tuesday 20 February 2024

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

15 February 2024

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.

Table of Contents



1.	Official Opening and Welcome
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5	Application for Leave of Absence
6	Deputations/ Petitions/ Presentations/ Submissions
7.	Confirmation of Minutes of the Previous Meeting
7.1	Ordinary Council Meeting 19 December 2023
8.	Minutes of Committee meetings to be Received
8.1	Annual Electors Meeting 6 February 2024
9	Recommendations from Committee Meetings for Council Consideration
10.	Announcements by Presiding Officer without Discussion
11.	Officer's Reports – Office of the Chief Executive Officer
11.1	Corporate Business Plan – Quarterly Monitoring Report – December 2023
11.2	Community Donation Request – eRotary
11.3	Rescinding Motion
12.	Officer's Reports – Development and Regulatory Services
13.	Officer's Reports – Corporate Services
13.1	Monthly Financial Statements month ended 31 December 2023
13.2	Schedule of Accounts Paid – December 2023
13.3	Monthly Financial Statements month ended 31 January 2024
13.4	Schedule of Accounts Paid – January 2024
14.	Officer's Reports – Community Services
15.	Officer's Reports – Infrastructure Services
16.	Elected Member Motions of Which Previous Notice has been given
17.	Elected Member Motions Without Notice
18.	New Business of an Urgent Nature Approved by the Person Presiding or by Decision
19.	Matters for Which the Meeting may be Closed
19.1	Meeting is Closed to the Public
19.2	Commercial Lease Agreement
19.3	Meeting is re-opened to the public
20.	Closure

1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Scott	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Acting Executive Manager Infrastructure Services
Ms K Conopo	Senior Administration Officer

Member of Public:

Apologies:

Cr AM Hardham

3. Public Question Time

4. Disclosure of interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 19 December 2023

Attachment 7.1A

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 19 December 2023, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1 Annual Electors Meeting

Attachment 8.1A

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 8.1

That the minutes of the Shire of Narembeen Annual Electors Meeting held on Tuesday 6 February 2024, as presented, be received.

9. Recommendations from Committee Meetings for Council Consideration

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – December 2023

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM172
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A IPR Quarterly Progress Report – December 2023

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for December 2023 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen’s second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the yearly budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementing identified goals.

It is crucial for the Shire to assess and track the success of the initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation is dedicated to reviewing internal reporting mechanisms to ensure alignment with its commitments and priorities.

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for December 2023 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 D(a) of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

- Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the CBP recognise outcomes. Identified outcomes from the CBP are factored into the Council's Long-Term Financial Plan.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – December 2023 as presented in Attachment 11.1A

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM061
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to approve the requested financial support to enable two young people from the Shire of Narembeen to attend the 2024 Rotary Youth Program of Enrichment.

Background

Rotary Youth Program of Enrichment (RYPEN) is a weekend-long camp for young people aged 14-17 years. The program is designed to develop young people's potential through a mixture of lecture-style sessions and adventure-based learning. The camp focuses on developing skills such as communication, problem-solving, conflict resolution, teamwork, initiative, and leadership fundamentals.

RYPEN is supported by Rotary Clubs and is usually twice a year in southern Western Australia. The fee per attendee is \$340. e-Rotary WA has previously facilitated the attendance of several Narembeen young people at RYPEN.

Comment

As part of e-Rotary's promotion of the RYPEN opportunity, they have invited RYPEN graduates to help communicate the benefits of the program. Past Narembeen participants Makayla Cole and Sheldon Kuhne-Munroe have agreed to act as RYPEN ambassadors who appeared in promotional videos that were very well received in the community.

e-Rotary are offering the RYPEN development opportunity in conjunction with the Rotary Wheatbelt Swim for Reading again in 2024, and respectfully request financial support from the Shire of Narembeen for two (2) places. A total funding sought of \$680.

The request aligns with the Strategic Community Plan to deliver opportunities for young people across the Shire. It is recommended that Council approves the financial request to enable two young people within the Shire of Narembeen to attend the program.

Consultation

Elected Members

Statutory Implications

Section 6.8 (1)(b) of the *Local Government Act* 1995 requires expenditure from the municipal fund not include in the annual budget except where the expenditure is authorised in advance by resolution.

Policy Implications

Delegation A.1 – Donations; Council delegates its authority and power to the Chief Executive Officer to grant request for donations from local community groups and/or not-for-profit organisations for community-based activities, to the amount of \$500 per donation per annum, subject to relevant budget allocation.

Strategic Implications

Strategic Community Plan

Strategic Priority: Community
Objective: Happy, safe, healthy, and inclusive community
Strategy: 1.1 Together with key stakeholders identify and deliver opportunities for young people across the Shire

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Unsubstantiated, low impact, low profile or 'no news' item
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Delegation A.1
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The 2023-2024 Budget has an allocation for Councillor Donations GL 4118000. The financial request of \$680 can be accommodated within the existing budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.2

That Council contributes \$680 to enable two young people from the Shire of Narembeen to participate in the 2024 Rotary Youth Program of Enrichment.

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM668
Previous Meeting Reference	MIN 7612/23
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to revoke the previously endorsed decision made at the Ordinary Council Meeting dated June 202, as referenced in MIN 7612/23.

Background

At its June 2023 Ordinary Council Meeting, projects to be funded under the Local Roads and Community (LRCI) Phase 4 were reviewed and endorsed by Council.

That Council:

- Endorse the allocation of the LRCIP Phase 4 Part A funding of \$546,842 to the following project:

➤ Swimming Pool Heating	\$100,000
➤ Hall accessibility Upgrades	\$ 75,000
➤ Culvert on Corrigin/Naremben Road	\$120,000
➤ Townsite Drainage	\$251,842
- Defer making a decision on the allocation of the LRCI Phase 4 Part B funding of \$315,430 until the final total costs for the 'Churchill Street Improvements' is known.

MIN 7612/23 MOTION - Moved Cr. Hardham Seconded Cr. Bray

CARRIED 8 / 0 BY SIMPLE MAJORITY

Comment

Issues arose subsequently to the decision due to changes in management and project planning delays. Upon review, it was found that one project did not align with community aspirations in the Strategic Community Plan and Corporate Business Plan priorities. Additionally, some projects were inadequately scoped and costed.

Moreover, at the time of Council's decision, guidelines for Phase 4 Part B were unavailable, leading to misalignment with funding criteria for several projects.

During the December 2023 Discussion Forum, the Chief Executive Officer (CEO) presented detailed project briefs for the originally endorsed projects. It was concluded that the Town Hall accessibility upgrades were not a priority according to strategic plans, and sufficient funds were available in the 2023-2024 budget for the Churchill Street Improvements.

Revised projects have been proposed utilising previously unallocated funds, with management recommending them due to the ease of contracting and implementation within the required timeframe and strategic alignment.

Consultation

Executive Manager Corporate Services
Acting Executive Manager Infrastructure Services
Council Discussion Forum December 2023

Statutory Implications

Section 5.25 (1)(e) of the Local Government Act 1995 makes provision for a decision made at a council meeting to be revoked or changed.

Part 2 Section 10 of the Local Government (Administration) Regulations 1996 specifies the requirements of revoking or changing decisions made a council meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nominated projects will need to be factored in the Asset Management Plan to ensure adequate lifecycle cost is captured.

Long Term Financial Plan

Nominated projects will need to be factored in the Long-Term Financial Plan to ensure adequate lifecycle cost is captured.

Risk Implications

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)

Key Controls in Place	Project Management Framework
Action / Treatment	Detailed project briefs and documented variations
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Inadequate Supplier / Contract Management
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	Contract Management System
Action / Treatment	Review meetings and documented variations
Risk Rating After Treatment	Adequate

Financial Implications

The revised projects will be considered during the review of the 2023-2024 Budget and factored in the 2024-2025 Budget.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 11.3

That Council:

1. revokes the endorsement of the allocation of the Local Roads and Community Infrastructure Phase 4 Part A funding as per the previous decision.
2. authorises the Chief Executive Officer discretion to submit projects nominations for the Local Roads and Community Infrastructure Phase 4 Part A and Part B to align with strategic priorities.

12 Officers Reports - Development and Regulatory Services

Nil

13 Officers Reports - Corporate Services

13.1 Monthly Financial Statements for the Month Ended 31 December 2023

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembeen – Financial Statements for month ended 31 December 2023

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 31 December 2023.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates.

The Statement of Financial Activity Report summarises the Shire's financial activities.

Comment

Council's closing funding surplus as at 31 December 2023 is \$4,423,976, with cash on hand of \$9,122,349 including \$4,734,815 of restricted reserves.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 We have sound financial and asset management policies and practices in place

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.1

That Council receive the monthly financial statements for the month ended 31 December 2023.

13.2 Schedule of Accounts Paid for Month Ended 31 December 2023

Date:	12 December 2023
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Schedule of Accounts for Month Ended 31 December 2023 13.2B Credit Card Payments December 2023

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 December 2023.

Background

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

Comment

As per the attached schedules, accounts paid from Municipal funds for the month ended 31 December 2023 total \$759,061.43, including \$5,533.56 incurred on Council credit card.

Consultation

Chief Executive Officer

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

Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 We have sound financial and asset management policies and practices in place.
Transparent, accountable, and integrated reporting.

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 13.2

That Council receive the following, as attached:

1. Schedule of accounts paid, December 2023
2. Credit card payments, December 2023

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference:	
Disclosure of Interest:	Nil
Attachments:	13.3A Shire of Narembeen – Financial Statements for Month Ended 31 January 2024

Purpose of Report

Executive Decision

Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 31 January 2024.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

Comment

Council's closing funding surplus as at 31 January 2024 is \$4,118,077, with cash on hand of \$8,877,357 including \$4,734,815 of restricted reserves.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.2 We have sound financial and asset management policies and practices in place

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 13.3

That Council receive the monthly financial statements for the month ended 31 January 2024.

13.4 Schedule of Accounts Paid for Month Ended 31 January 2024

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.4A Schedule of Accounts for Month Ended 31 January 2024 13.4B Credit Card Payments January 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 January 2024.

Background

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

Comment

As per the attached schedules, accounts paid from Municipal funds for the month ended 31 January 2024 total \$354,784.56, including \$8,105.68 incurred on Council credit cards.

Consultation

Chief Executive Officer

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

2. 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.

4. 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

Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 We have sound financial and asset management policies and practices in place.
Transparent, accountable, and integrated reporting.

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 13.4

That Council receive the following, as attached:

1. Schedule of accounts paid, January 2024
2. Credit card payments, January 2024

14. Officers Reports - Officer's Reports – Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

16. Elected Member Motions of which Previous Notice has been given

Nil

17. Elected Member Motions Without Notice

18. New Business of an Urgent Nature Approved by the Presiding Person or Decision

19. Matters for which the Meeting may be Closed

19.1 Meeting is closed to the public.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 19.1

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

19.2 Commercial Lease Agreement

Date:	14 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM090
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.2 Draft Lease Agreement

Officers Recommendation – Item 19.2

That Council:

1. Endorse the attached lease agreement with Australia Post for the use of Unit 3, 8 Churchill Street, Narembeen.
2. Authorise Chief Executive Officer to make minor alterations to the final version of the lease following any further feedback and discussions with Australia Post.
3. Authorise the Chief Executive Officer to execute the lease agreement in its final form.

19.3 Meeting is re-opened to the public.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 19.3

That the Council meeting is re-opened to public.

20. Closure of Meeting

The next meeting will be held on Tuesday 19 March 2024 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at ___pm