



MINUTES

Ordinary Council Meeting
20 February 2024



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

The President, Cr Scott Stirrat, welcomed everyone to the meeting and declared the meeting open at 5:00pm.

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

Nil

4. Disclosure of interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

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 Narembeen Ordinary Council Meeting held on Tuesday 19 December 2023, as presented, be confirmed as a true and correct record of proceedings.

MIN 7722/24 **MOTION** - Moved Cr. Cole Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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.

MIN 7723/24 **MOTION** - Moved Cr. Cole Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by Presiding Member without Discussion

The Presiding Member thanked everyone for their continued sponsorship and support of the Rotary Swim For Reading event held over the weekend. The annual event supports Narembeen and Bruce Rock District High Schools by raising funds for the schools' reading programs. Narembeen once again came away with the win for 2024.

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

MIN 7724/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald Cr Currie. Against: Nil

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.

MIN 7725/24

MOTION - Moved Cr. Bald

Seconded Cr. Cole

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald Cr Currie. Against: Nil

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	Indequate 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.

MIN 7726/24 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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.

MIN 7727/24

MOTION - Moved Cr. Cusack

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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
- b. 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

MIN 7728/24

MOTION - Moved Cr. Currie

Seconded Cr. Cusack

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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.

MIN 7729/24 **MOTION** - Moved Cr. Bray Seconded Cr. Cole

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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

MIN 7730/24 **MOTION** - Moved Cr. Cole Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

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

Nil

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

18.1 Meeting is closed to the public.

Voting Requirements

Simple Majority

Absolute Majority

Recommendation – Item 18.1

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.

MIN 7731/24 **MOTION** - Moved Cr. Bald Seconded Cr. Cusack

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

B Forbes, K Markham and K Conopo left the meeting 5.16pm

In instances of urgent matters or special circumstances, the presiding members may, upon motion and approval by the meeting, address matters without prior notice. The CEO and the presiding member deliberated on the circumstances surrounding the finalisation of employment contractual arrangements for the proposed appointment of the Executive Manager Infrastructure Services, where were concluded after the agenda's preparation. Given the significance of this appointment as a designated senior position, it is incumbent upon the Council to endorse the CEO's intended appointment. Delaying consideration of this matter until the March meeting poses a risk of jeopardising the appointment, potentially resulting in adverse consequences for the council.

18.2 Appointment of Executive Manager Infrastructure Services

Date:	15 February 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	Personnel
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	18.2 Draft Contract of Employment

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to endorse the Chief Executive Officer's proposed appointment of Ken Markham as the Executive Manager Infrastructure Services, noting that this position is/will be deemed to be classed as a Senior Employee for the purposes of Section 5.37 (1) of the *Local Government Act 1995* following a review of the relevant Council Policy.

Officers Recommendation – 18.2

That, Council accepts the Chief Executive Officer's intended appointment of Ken Markham as the Executive Manager Infrastructure Services as per *Local Government Act 1995*, section 5.37(2).

MIN 7732/24 **MOTION** - Moved Cr. Cole Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

B Forbes, K Markham and K Conopo returned at 5.26pm

19. Matters for which the Meeting may be Closed

19.1 CONFIDENTIAL - 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

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and endorse the attached draft lease agreement with Australia Post for the temporary use of Unit 3, 8 Churchill Street, Narembeen.

Officers Recommendation – 19.1

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.

MIN 7733/24 MOTION - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald Cr Currie. Against: Nil

19.2 Meeting is re-opened to the public.

Voting Requirements

- Simple Majority Absolute Majority

Recommendation – Item 19.2

That the Council meeting is re-opened to public.

MIN 7734/24 MOTION - Moved Cr. Cole Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald, Cr Currie. Against: Nil

The meeting was re-opened to the public 5.34pm

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 5.35pm