



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
18 July 2023	5.00pm	Ordinary Council Meeting
15 August 2023	5.00pm	Ordinary Council Meeting

**JUNE MEETING PROGRAM**

2.30pm	Council Forum
5.00pm	Ordinary Council Meeting
6.00pm	Electors Meeting

**MEETING GUESTS**

Nil

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 20 June 2023, commencing at 5.00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 5:10pm

### 2.0 Attendance & Apologies

#### Attendance

#### **Councillors**

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Chris Bray	Member
Cr Amy Hardham	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Warren Milner	Member
Cr Holly Cusack	Member

#### **Officers**

Paul Sheedy	Acting Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)
Diana Blacklock	Economic Development Officer

#### Apologies

*Nil*

#### Approved leave of absence

*Nil*

### 3.0 Declarations of Interest

*Nil*

### 4.0 Announcements

#### 4.1 Application for leave of absence

*Cr Mortimore and Cr Hardham request a leave of absence for the July 2023 Ordinary council meeting.*

## COUNCIL RESOLUTION

*That Cr Hardham and Cr Mortimore's request for Leave of Absence for the July 2023 Ordinary Meeting of Council be approved.*

**MIN 7604/23**

**MOTION** - Moved Cr. Milner

Seconded Cr. Stirrat

**CARRIED 8 / 0**

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

*Nil*

### 6.0 Minutes of Previous Meetings

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

##### 6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 16 May 2023

#### RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 16 May 2023 be confirmed as a true and accurate record of the proceedings.

## COUNCIL RESOLUTION

**MIN 7605/23**

**MOTION** - Moved Cr. Cole

Seconded Cr. Hardham

**CARRIED 8 / 0**

##### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 16 May 2023.

#### 6.2 Receive Minutes - Plant Committee

##### 6.2.1 Receive Minutes – Plant Committee Meeting held on Tuesday 20 June 2023

#### RECOMMENDATION:

That the minutes of the Plant Committee Meeting held on Tuesday 20 June 2023 be received.

**MIN 7606/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 8 / 0**

<b>7.0 Status Report</b>
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**RECOMMENDATION:**

That the Status Report for June be received.

**COUNCIL RESOLUTION**

**MIN 7607/23**

**MOTION - Moved Cr. Hardham**

Seconded Cr. Currie

**CARRIED 8 / 0**

## 8.0 Reports

### 8.1 Chief Executive Officer

#### AGENDA ITEM: 8.1.1 – Councillor Fees and Allowances 2023/24

<b>Subject:</b>	<b>Councillor Fees and allowances 2023/24</b>
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM465
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy- Acting Chief Executive Officer
<b>Date:</b>	6 June 2023
<b>Attachments:</b>	Nil

#### PURPOSE

Council is requested to consider and endorse the change from meeting fees to annual attendance fees for Councillors and President, payment of President and Deputy President allowances, Information and Communication Technology (ICT) allowance and travel reimbursement rate.

#### BACKGROUND

In past years Council has resolved to pay a per meeting fee.

May 2022

Councillors at the Councillor Discussion Forum discussed the merits of paying meeting fees versus attendance fees after it was raised by the Acting CEO.

#### CONSULTATION

Councillors, Acting Chief Executive Officer

#### STATUTORY IMPLICATIONS

Local Government Act 1995, sections 5.98 (5), 5.98A, 5.99 and 5.99A

##### **5.98. Fees etc. for council members**

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
- (a) the annual local government allowance determined for mayors or presidents; or
  - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.

##### **5.98A. Allowance for deputy mayor or deputy president**

- (1) A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

\* *Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

### **5.99. Annual fee for council members in lieu of fees for attending meetings**

A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

\* *Absolute majority required.*

### **5.99A. Allowances for council members in lieu of reimbursement of expenses**

- (1) A local government may decide\* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —
- (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
  - (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

\* *Absolute majority required.*

Salaries and Allowances Tribunal Act 1975 section 7

## **FINANCIAL IMPLICATIONS**

The proposed recommendation to pay the minimum annual attendance fee for Councillors and a higher attendance fee to the President will see a 10% increase on the previous year's meeting fees total, whilst the inclusion of the ICT allowance will see overall costs rise from \$35,000 to \$45,500 plus \$3000 for travel reimbursement (was included last year also).

## **POLICY IMPLICATIONS**

There are no policies relevant to this item.

## **RISK MANAGEMENT IMPLICATIONS**

As the fees and allowances are within the SAT Band and determination there is no compliance risk and financial risks are considered low given the funds are allocated in the annual budget. Generally, the primary risk implication is reputational with potential negative comments in the community. However, given the low level of fees and allowances provide to the Councillors this risk is considered to be insignificant and unlikely, so the risk is assessed as being Low.

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022-2032

4. CIVIC LEADERSHIP: Well governed and efficiently managed local government

4.2 Compliant and resourced Local Government

### Corporate Business Plan 2022 – 2026

#### CIVIC LEADERSHIP

4.2 Compliant and resourced Local Government

4.2 (a) continue to meet compliance with statutory and regulatory requirements.

## VOTING REQUIREMENTS

Absolute Majority

## COMMENT

The recommendation to move to annual attendance fees versus paying a per meeting fee provides some administration benefits in that the Councillors are no longer required to complete a claim form every time they attend a Council, Committee or other prescribed meeting and staff also process a lot less forms (only twice a year).

The move to annual attendance fees will also allow for the accurate budget allocation as a set fee is determined prior to the budget being adopted each year versus additional claims being received for prescribed meetings which may or may not be claimed by individual Councillors.

The Salaries and Allowances Tribunal in its ruling 1 of 2023 resolved:

*'The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.'*

Councillors are entitled to claim a reimbursement for IT (computer) and communications (telephone) expenses incurred in their role as a Councillor. Alternatively, the Council can decide to provide an annual ICT Allowance in lieu of reimbursement and regarding this allowance SAT has provide the following guidelines:

1. *'In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:*
  - o *the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;*
  - o *the capacity of local governments to set allowances appropriate to their varying operational needs;*
  - o *the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and*
  - o *the varying travel requirements of council members in local governments associated with geography, isolation and other factors.*
2. *With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.*

The ICT Allowance is an allowance that has not previously been provided to Councillors and the recommendation includes a proposal to pay \$1,000 (28.5%) of the annual allowance as prescribed by the Salaries and Allowances Tribunal for a Band 4 local government.



The following allowances for a Band 4 (Narembeen) local government:

<b>Allowance Type</b>	<b>Min</b>	<b>Max</b>
President Allowance	\$535	\$20,875
Deputy President Allowance (max 25% of President allowance)		
Councillor Annual Attendance Fee	\$3,735	\$9,890
Mayor/President Annual Attendance Fee	\$3,735	\$20,325
ICT Annual Allowance	\$500	\$3,500

In the 2022/23 financial year the meeting attendance fees were set at a similar amount for both Councillors and the President. It should be noted that regarding the Annual Attendance Fee SAT provides for a similar minimum for Councillors and the President but a higher maximum for the President, which takes into consideration the *'responsibilities of a mayor, president or chair to preside over meetings.'*

There is no requirement to provide an annual attendance fee for the President that is more than that provided to Councillors, but my experience with past local governments is that generally the fee provided to the President is up to twice the Councillor fee.

The 2022/23 budget included provision for the President Allowance to be increased from \$7,000 to \$7,200. Whilst SAT has increased the Band levels by 1.5% given that the President generally has not been claiming travel costs in most instances when attending functions on behalf of Council a 4% increase in the allowance has been recommended.

#### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council endorse the following allowances for the 2023/24 financial year:

1. In accordance with the Local Government Act 1995 s5.99 an annual attendance fee (meetings) for Councillors of \$3,735 and President annual attendance fee of \$5,000.
2. In accordance with the Local Government Act 1995 s5.98 a President's Allowance of \$7500 per annum.
3. In accordance with the Local Government Act s5.98A(1) a Deputy President's Allowance of \$1875 per annum, being 25% of the President's Allowance,
4. In accordance with the Local Government Act s5.98A(1) an ICT Allowance of \$1,000 per annum for each Councillor.
5. Determine that Councillor allowances are paid twice per year in December and June
6. Council note that the reimbursement of travel expenses rate is determined in the Local Government Officers (Western Australia) Award 2021.

**MIN 7608/23**

**MOTION** - Moved Cr. Milner

Seconded Cr. Stirrat

**CARRIED 8 /0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.2 - Health and Safety Compliance Representative

<b>Subject:</b>	<b>Health and Safety Compliance Representative</b>
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM127
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	7 June 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider the report and endorse the recommendation that appointment of a Work, Health and Safety Officer is not pursued at this time to allow the incoming Chief Executive Officer to consider the position as part of an overall future organisational structure.

### BACKGROUND

February 2023

Councillor Bray forwarded the following proposed Notice of Motion for consideration by Council at the February 2023 Council meeting and has provided the following in support.

*'With the introduction of the April 2022 health and safety regulations, the Community of Narembreen's financial position would be severely impacted if Compliance Matters are found not to be in place, also incidents of workplace bullying, in all its forms, must be encouraged to be Reported, in order to Stamp it out completely. If steps are not adopted now, we will be putting our community's wellbeing under further severe Stress.'*

Council in considering the Notice of Motion at its Ordinary council on 21 February 2023 resolved (Minute 7555/23):

*'That Council request that the CEO investigate the appointment of a full time Work Health and Safety Compliance Officer, commencing in the 2023/24 financial year, to oversee and implement the new Work Health and Safety Act 2020 and Regulations 2022, including the sharing of the position with other RoeROC local governments, or other identified local government/s, and provide a report back to the April 2023 Council meeting'*

March 2023

The matter was discussed at the RoeROC meeting on 16 March 2023 where it was resolved as follows:

*'Request the CEOs investigate the feasibility of a full time Work Health and Safety Compliance Officer as a stand alone Roe ROC employee and/or options to outsource to a contractor as a combined contract.'*

### CONSULTATION

Shires of Corrigin, Kulin and Kondinin

### STATUTORY IMPLICATIONS

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

## **FINANCIAL IMPLICATIONS**

There are no current financial implications and the 2023/24 draft budget includes provision for an additional administration employee.

## **POLICY IMPLICATIONS**

There are no current policies relevant to this item.

## **RISK MANAGEMENT IMPLICATIONS**

The changing of the definition of a Volunteer to now being determined as an 'Employee' has certainly raise a great level of awareness of WHS obligations in local government and especially CEO's who are the ones primarily held responsible if an "Employee' is injured or is killed in the workplace.

The development of on-the-job procedures, proper induction of employees and contractors coming on site and proper training in the use/operation of plant and equipment will help to mitigate these risks.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

- 4. CIVIC LEADERSHIP: Well governed and efficiently managed local government
- 4.2 Compliant and resourced Local Government

### Corporate Business Plan 2022 - 2026

- 4. CIVIC LEADERSHIP
- 4.2 Continue to meet compliance with statutory and regulatory requirement.
- 4.2 (a) continue to meet compliance with statutory and regulatory requirements.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

During the discussion of the motion at the RoeROC meeting in March it was obvious that there was not a lot of support from the other local government CEOs for a joint approach, so it was a bit confusing when the proposed motion was passed. Following the RoeROC meeting I contacted the CEOs at Kulin, Kondinin and Corrigin and provided some indicative costs for the employment of a fulltime shared WH&S Officer. They confirmed what had been indicated at the meeting, in that Corrigin are employing a Deport Administration Officer who will be responsible for WH&S, whilst both Kondinin and Kulin currently utilise Prompt Safety Solutions and are currently happy with the service provided.

This Shire is currently a member and contributes financially to the employment of a Regional Risk Manager through LGIS (Shire's insurer) who provides a Risk Support Service to the local governments in the Great Eastern Wheatbelt area This person attends WH&S meetings, provides advice and documentation to assists the Shire to meet its WH&S obligations in the workplace, including an online induction programme for new employees. In addition, the Works Manager engages Prompt Safety Solutions to undertake training of the outside employees in various safety matters and operation of small plant/equipment.

So whilst there may be a gap in the coordination and administration of WH&S in the workplace the Shire is potentially meeting its minimum obligations. However more could be done to mitigate the ongoing risks to the organisation and with a new CEO commencing in September 2023 the

opportunity should be provided to allow that person to review the future needs of the organisation and then discuss with council and make any organisational changes considered necessary

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That appointment of a Work, Health and Safety Officer is not pursued at this time to allow the incoming Chief Executive Officer to consider the position as part of an overall future organisational structure.

**MIN 7609/23**

**MOTION** - Moved Cr. Currie

Seconded Cr. Bray

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.1.3 - Local Roads and Community Infrastructure (LRCI) Phase 3

<b>Subject:</b>	<b>Local Roads and Community Infrastructure (LRCI) Phase 3 – Churchill Street Improvements</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM674
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	7 June 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider and endorse in priority order, subject to final costings, components to be undertake as part of the LRCI Phase 3 ‘Churchill Street Improvements’ budget allocation of \$350,000.

### BACKGROUND

January 2022

At a special meeting of the Council on 31 January 2022 it was resolved (Minute 7315/22) as follows:

‘That Council nominate the following projects for funding as part of Phase 3 LRCI program;

Walker Lake Exercise Equipment	\$	50,000
Naremben Public Hall Upgrade – stage 2	\$	102,730
Old Church Museum – stage 2	\$	115,229
Footpath Infrastructure	\$	175,725
Churchill Street Improvements – stage 2	\$	350,000
Electronic Sign Board	\$	50,000
Seal Laneway Savage St	\$	250,000

Since that meeting consultants were contracted to develop a ‘Town Centre Revitalisation Concept Plan and engage with the community seeking comment on the Plan and from that Plan several projects have been identified to be completed utilising the LRCI Phase 3 funding.

December/January 2022/2023

A number of the proposals from the Concept Plan were canvassed to the community via various social media and newspapers seeking their comment and priority rating of these proposals.

February 2023

Following the completion of the survey (32 responses) the Councillor Discussion Forum on 21 February 2023 was presented with nine (9) projects in priority, based on the survey results, for consideration and endorsement by Councillors, which were:

1. Pavement levels in front of IGA
2. New Pedestrian Pathways
3. Wayfinding Signs
4. Caravan Parking Bay
5. Pocket Parklet
6. Historical Interpretation
7. Lighting Improvements
8. Enclosed Toddler Playground – Jones Park

At the Councillor Discussion Forum Councillors indicated that the priorities should be:

- *Fixing the Pavement*
- *Signage and*
- *Lighting*

May 2023

At the Councillor Discussion Forum on 16 May 2023 Councillors were advised that a petition with thirty-two (32) signatures from the Narembeen Play School, had been received by the Shire, requesting that the Enclosed Toddler Playground in Jones Park be given priority and included in the proposed Churchill Street Improvements program.

Councillors supported its inclusion (5/3).

The Shire received a letter from the Federal Minister for Infrastructure, Transport, Regional Development and Local Government advising that regarding LRCI Phase 4 guidelines are expected to be release on 1 July 2023, with Grant Agreements and Project Nominations forms to follow soon after. Phase 4 projects will need to be completed by 30 June 2025. As part of this advice the Shire was advised that a new part B had been added to the program with funding available to councils classified as rural, regional, or outer-urban to be spent on road projects.

## **CONSULTATION**

Councillors, community members, Acting Chief Executive Officer, Economic Development Officer.

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The initial approved funding from LRCI Phase 3 was \$350,000, with some works now completed (concept plan, lighting) the balance remaining is \$314,063 which will be included in the 2023/24 adopted budget.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Funding for this phase of the program has been extended from its previous completion date with the 30 June 2024 being the final approved extension and any funds not spent by that date will potentially have to be returned to the Commonwealth Government.

A further delay in agreeing on the approved projects increases the risk of projects not being completed by the 30 June 2024. The potential risk for this to occur is considered possible with the consequences considered to be major (Council could be required to fund started but uncompleted projects) and therefore the risk has been assessed as being 'high'.

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

2. Economy: Retain and grow existing businesses, employment and attract new industry

2.1. Support the diverse industry across the Shire

## Corporate Business Plan 2022 – 2026

### 2. Economy

2.1(b) Continue to improve townsite attractiveness and work with business/property owners to a set standard.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

There have been numerous discussions on the various components that should be included in the Churchill Street Improvement project over several months at the Councillor Discussion Forums, but with no formal decision of Council on the priorities, there appears to be ongoing discussion about additions and deletion and the concerns are that this will not assist in completing the project and acquitting the funds by 30 June 2024. Therefore, it has been determined to bring the matter to the Council for a formal decision so that components of the project can be included in the 2023/24 adopted budget with some confidence of Council support.

Consideration is being given to the resealing Churchill Street with asphalt and new line marking as part of the Improvements project with the potential to fund this work with the LRCIP Phase 4 part B allocation (or part of the funding) of \$315,430 recently announced by the Federal Government, if the existing allocation from Phase 3 is not sufficient.

The following is proposed under each of the components.

### **Pavement/Footpath Repairs**

- Rectification of damaged footpaths sections along Churchill Street
- Installation of ramp into IGA
- Levelling of footpath and replacement of pavers (to provide supply for broken ones elsewhere) in front of IGA with concrete aggregate or similar (like existing seating/shelter area in front of carpark)

### **New Pedestrian Pathways**

- Connecting Longhurst Street to Churchill Street (via hall and Jones Park)
- Improving existing crossovers with improved line marking, signage and safety

### **Wayfinding Signage**

- Direction signage for vehicles into carparks, caravan parking bay and Churchill Street

### **Caravan Parking Bay**

- Installation of kerbed and sealed drive through and parking bays in north/western end of Historical Society lot
- Installation of lighting

### **Pocket Parklet**

- Go Narembene have indicated that as they are unsure if there is sufficient space for the structure and as they are only a small group of volunteers, with the main purpose being the annual cropping program they are not in a position to enter into a MOU. So this project has been removed from the proposed works.

### **Historical Interpretation**

- Upgrading of historical signage

### **Lighting improvements**

- Street lighting upgrades have been completed.
- Installation of ground lighting in footpath at various points utilising solar panels

### **Enclosed Toddler Playground – Jones Park**

- Removal of existing lawn area
- Installation of fenced toddler playground elements

Finally proposed project works previously submitted and approved by Infrastructure Australia included the development of concept plans for:

- Re engineering the footpath in front of IGA to include an access ramp
- A sidewalk extension (parklet) that provides more space and amenities for people using this end of the street.
- Road surface improvements, signage and line marking for increased safety.
- Street art and beautification on the Thomas Street side of Churchill Street.

Once Council has endorsed their preferences for Churchill Street Improvements and variation will be submitted to Infrastructure Australia for approval

### **OFFICER RECOMMENDATION**

That Council:

1. Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding:
  - a) Pavement/Footpath Repairs – Churchill Street
  - b) New Pedestrian Pathways
  - c) Wayfinding Signage
  - d) Caravan Parking Bay
  - e) Historical Interpretation/Signage
  - f) Lighting Improvements
  - g) Enclosed Toddler Playground – Jones Park
  - h) Resealing (asphalt) and Line Marking
2. That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430



## COUNCIL MOTION

*That Council:*

1. *Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding:*
  - a) *Pavement/Footpath Repairs – Churchill Street*
  - b) *New Pedestrian Pathways*
  - c) *Wayfinding Signage*
  - d) *Caravan Parking Bay*
  - e) *Historical Interpretation/Signage*
  - f) *Lighting Improvements*
  - g) *Resealing (asphalt) and Line Marking*
  - h) *Enclosed Toddler Playground – Jones Park*
  
2. *That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430*

**MOTION** - Moved Cr. Stirrat

Seconded Cr. Bray

***Motion withdrawn with permission of Mover and Seconder***

## COUNCIL RESOLUTION

*That Council:*

1. *Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding:*
  - a) *Pavement/Footpath Repairs – Churchill Street*
  - b) *New Pedestrian Pathways*
  - c) *Wayfinding Signage*
  - d) *Caravan Parking Bay*
  - e) *Historical Interpretation/Signage*
  - f) *Lighting Improvements*
  - g) *Enclosed Toddler Playground – Jones Park*
  - h) *Resealing (asphalt) and Line Marking*
  
2. *That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430*

**MIN 7610/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Milner

**MOTION LOST 2 / 6**

## COUNCIL RESOLUTION

*That Council:*

1. *Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding:*
  - a) *Pavement/Footpath Repairs – Churchill Street*
  - b) *New Pedestrian Pathways*
  - c) *Wayfinding Signage*
  - d) *Caravan Parking Bay*
  - e) *Historical Interpretation/Signage*
  - f) *Lighting Improvements*
  - g) *Resealing (asphalt) and Line Marking*
  
2. *That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430*

**MIN 7611/23**

**MOTION** - Moved Cr. Stirrat

Seconded Cr. Currie

**CARRIED 6 / 2  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.1.4 - Local Roads and Community Infrastructure (LRCI) Phase 4

<b>Subject:</b>	<b>Local Roads and Community Infrastructure (LRCI) Phase 4</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM668
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	8 June 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider and endorse the projects to be funded under the LRCI Phase 4 Federal Funding program to allow staff to lodge applications with the Department of Infrastructure once the program opens in July 2023.

### BACKGROUND

July 2022

As part of the 2022/23 budget adoption the following LRCI phase 4 (phase3A) projects were included:

➤ Cemetery Shade/Seating	\$ 35,000
➤ Swimming Pool Heating	\$150,000
➤ Hall accessibility Upgrades	\$ 75,000
➤ Signage strategy	\$ 50,000
➤ Culvert on Corrigin/Narembeen Road	\$120,000
➤ Vehicle Charging Station	\$116,842
<b>Total</b>	<b>\$546,842</b>

May 2023

At the Councillor Discussion Forum on 16 May 2023 Councillors were requested to consider a variation to the previously approved projects with the following put forward for consideration and support.

➤ Swimming Pool Heating	\$100,000
➤ Hall accessibility Upgrades	\$ 75,000
➤ Culvert on Corrigin/Narembeen Road	\$120,000
➤ Townsite Drainage	\$251,842
<b>Total</b>	<b>\$546,842</b>

The Shire received a letter from the Federal Minister for Infrastructure, Transport, Regional Development and Local Government advising that regarding LRCI Phase 4 guidelines are expected to be release on 1 July 2023, with Grant Agreements and Project Nominations forms to follow soon after. Phase 4 projects will need to be completed by 30 June 2025. As part of this advice the Shire was advised that a new part B had been added to the program with funding available to councils classified as rural, regional, or outer-urban to be spent on road projects.

### CONSULTATION

Councillors, Acting Chief Executive Officer, Economic Development Officer.

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As the projects are fully funded by the Federal Government's LRCI program there is no financial implications for the Shire. Projects and funding are required to be completed/acquitted by 30 June 2025 so there may be some inclusions in the 2024/25 budget.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

As the timeframe for acquitting this funding is two years until 30 June 2025 the risk of not completing projects is considered low.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

1. Communitarity: happy, safe healthy and inclusive community

1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles.

### Corporate Business Plan 2022 - 2026

2 Economy: Retain and grow existing businesses, employment and attract new industry

2.2 Safe and efficient transport network enables economic growth.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

The changes to the previously agreed funding allocation was on the basis that the smaller projects (cemetery shade and signage) should be funded from the Shire's normal budget, the pool heating costs are not expected to be as high as previously expected, the vehicle charging station was for a low level charger, so it was agreed that the Shire should wait until funding for the fast chargers is available and drainage in the townsite was considered a priority..

With the announcement of the additional part B funding which is for road projects only and not community infrastructure projects Council has the ability to allocate additional funding to road works. As indicated in the previous agenda item (8.1.3) it's suggested that this funding or part of it be allocated to the asphalt sealing and line marking of Churchill Street.

Given that the phase 3 funding has to be acquitted by 30 June 2024 and this Part B funding does not have to be acquitted until 30 June 2025 Council has the ability to defer making a final decision on the allocation of these funds until early 2024 or when the final total costings for the 'Churchill Street Improvements' are known. At that point a council decision on the allocation of the total amount of \$315,430 can be made.

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. 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/Narembeen Road	\$120,000
➤ Townsite Drainage	\$251,842

2. 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**

## AGENDA ITEM: 8.1.5 - CEACA Management Committee – Council Representative

<b>Subject:</b>	<b>CEACA Management Committee – Council Representative</b>
<b>Applicant:</b>	Central East Accommodation and Care Alliance (CEACA)
<b>File Ref:</b>	ADM197
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	8 June 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council is requested to nominate a council representative (Councillor) to attend the quarterly CEACA Management Committee meetings commencing in August 2023.

### BACKGROUND

September 2022

Housing Working Group met on 1 September 2022 to discuss housing needs in Narembeen and in part recommended that Council identify lot 104 Currall Street as the preferred location for development of staff housing subject to further site investigations.  
Council at its meeting on 21 September 2022 in part resolved (Min 7489/22):

*‘That Council:*

- 2. Identify Lot 104 (27) Currall Street, Narembeen as the preferred location of the employee housing project, subject to further site investigation;’*

April 2023

Richard Marshall, CEACA Executive Officer attended Narembeen on 12 April 2023 and provided a presentation and update on CEACA operations and future housing plans.  
Discussion on CEACA membership and future housing developments in Narembeen by CEACA undertaken at the Councillor Discussion Forum on 18 April 2023.

May 2023

Council at its Ordinary meeting on May 2023 resolved (minute 7593/23) as follows:

*‘That Council agrees to:*

- 1. Make application to the Central East Accommodation and Care Alliance (CEACA), for ‘General Membership’, from 1 July 2023; and*
- 2. Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing on Lot 104 Currall Street, Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.’*

### CONSULTATION

CEACA Executive Officer, Councillors, Acting CEO.

### STATUTORY IMPLICATIONS

There are no statutory implications at this time relevant to this item.

## **FINANCIAL IMPLICATIONS**

General membership of CEACA is \$15,000 and funding will be included in the 2023/24 and future budgets for the membership. Being a member of CEACA will potentially result in the Shire having additional housing built in Narembeen without Council being required to contribute the full construction costs.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

The only risk implication for the Shire will be if CEACA are able to source further funding in the future which would result in the Shire contributing \$15,000 per year with no benefit in return.

However as being a member of CEACA is a requirement to receive future funding and housing allocations, joining the organisation increases this opportunity.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

2. Economy: Retain and grow existing business, employment and attract new industry

2.4 Retain and grow our local skills base.

### Corporate Business Plan 2022 – 2026

2.4 (a) Develop and implement Housing Strategy.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

As a member of CEACA the Shire is required to appoint a person to be the Shires representative to attend Management Committee meetings, whilst the CEO is also invited to attend the quarterly meetings.

The meetings are held quarterly with the next meeting in August 2023 and they are normally held in Merredin or Kellerberrin.

With local government elections planned for October 2023 this nomination will only apply until then after which all council representations are reconsidered.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council nominate Councillor Holly Cusack as the Shire's representative on the Central East Accommodation and Care Alliance Inc (CEACA) Management Committee.

**MIN 7613/23**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Milner

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.1.6 - Local Roads and Community Infrastructure (LRCI) Phase 3 – Churchill Street Improvements

<b>Subject:</b>	LRCI Phase 3 – Narembeen Town Centre Revitalisation Concept Plan Report
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM674
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Diana Blacklock – Economic Development Officer
<b>Date:</b>	7 June 2023
<b>Attachments:</b>	Concept Implementation Report - Elements

### PURPOSE

Council to consider and endorse the final Narembeen Town Centre Revitalisation Concept Plan Report as a guiding document to inform Council on future projects subject to funding and Council endorsement.

### BACKGROUND

At a special meeting of the Council on 31 January 2022 it was resolved (Minute 7315/22) as follows:

That Council nominate the following projects for funding as part of the Phase 3 LCRI program;

Walker Lake Exercise Equipment	50,000
Narembeen Public Hall Upgrade – Stage 2	102,730
Old Church Museum Restoration – Stage 2	115,229
Footpath Infrastructure	175,725
Churchill Street Improvements – Stage 2	350,000
Electronic Sign Board	50,000
Seal Laneway Savage Street	250,000

As part of the Churchill Street Improvements, a Town Centre Revitalisation Concept Plan was developed by Elements – *‘the art and science of place’* The plan incorporates the components specified in the LRCI grant application along with other suggestions and recommendations made by the consultant.

A community engagement survey on the Draft Concept Plan was canvassed to the community via community events, the website, various social media platforms and the local newsletter seeking comments and priority ratings on the components.

Elements then compiled the subsequent community and councillor priorities and comments from the survey along with other considerations and variations such as available funds and resources to finalise the plan with recommendations.

### CONSULTATION

Councillors, Community members, Acting Chief Executive Officer and Economic Development Officer

### STATUTORY IMPLICATIONS

Nil



## **FINANCIAL IMPLICATIONS**

The cost (\$24,280) of the Report was paid for by the LCRI phase 3 Funding, with no further cost to the Council

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

2. Economy: Retain and grow existing business, employment and attract new industry

Corporate Business Plan 2022 – 2026

2.1(b) Continue to improve townsite attractiveness and work with business/property owners to set a standard.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

This Concept Plan is an important engagement tool for the community and other stakeholders to assist with the constant improvement of the town. The plan helps identify, visualise, and prioritise the various components that support the development of the townsite whilst supporting community objectives over the longer term. Components identified in the report can be considered in future development's scoping and planning stages for efficiency and continuity across time.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council endorse the final Narembeen Town Centre Revitalisation Concept Plan Report as a guiding document to inform Council on future projects subject to funding and Council endorsement.

**MIN 7614/23**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Currie

**CARRIED 7 / 1  
BY SIMPLE MAJORITY**

## 8.2 Executive Manager Corporate Services

### AGENDA ITEM: 8.2.1 - Monthly financial statements for the month ended 31 May 2023

<b>Subject:</b>	Monthly financial statements for May 2023
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes – Executive Manager Corporate Services
<b>Date:</b>	8 June 2023
<b>Attachments:</b>	Monthly financial statements – May 2023

#### PURPOSE

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

#### CONSULTATION

Acting 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.

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

- Compliance risk - low.  
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk - moderate.  
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

Strategic priority 4.2: “We have sound financial and asset management policies and practices in place”

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

Council’s closing funding surplus as at 31 May 2023 is \$1,853,500 with cash on hand of \$7,109,819 including \$4,218,323 of reserves.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

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

**MIN 7615/23**

**MOTION** - Moved Cr. Cole

Seconded Cr. Stirrat

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.2.2 - Schedule of Accounts for Period Ended 31 May 2023

<b>Subject:</b>	<b>Schedule of Accounts for Period Ended 31 May 2023</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM018
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Annette Byrne – Administration Officer
<b>Date:</b>	7 June 2023
<b>Attachments:</b>	Creditors Payment List – 1 May to 31 May 2023, Credit Card Payments List 16 March 2023 to 14 April 2023

### PURPOSE

For Council to review the payments made by the Shire of Narembeen in May 2023.

### BACKGROUND

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

### CONSULTATION

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

### RISK MANAGEMENT IMPLICATIONS

Nil

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022 - 2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place

Transparent, accountable, and integrated reporting.

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

A schedule of accounts paid during the month of May 2023 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account:   \$ 390,792.81

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council:

1. Receive the Creditors Payment List – 1 May to 31 May 2023
2. Receive the Credit Card Payments List 16 March 2023 to 14 April 2023

**MIN 7616/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## 9.0 Urgent business as permitted by Council

*Nil*

## 10.0 Councillor's Reports

### **Cr K Mortimore**

Attended

- Plant Committee Meeting
- CWP Meeting
- Centenary Meeting
- Zone Executive Meeting
- Budget Workshop
- Cultural Heritage Act Workshop Merredin
- Dr recruitment meeting - Albany

### **Cr S Stirrat**

Attended

- Budget workshop
- Biosecurity board meeting, and Zoom meetings
- Dr recruitment meeting - Albany

### **Cr H Cusack**

Attended

- Budget workshop
- Local Government Centenary Meeting

### **Cr T Cole**

Attended

- Budget workshop
- Plant Committee Meeting

### **Cr C Bray**

Attended

- LEMC
- Cultural Heritage Act Workshop Merredin
- Budget workshop
- Wellness plan

### **Cr A Hardham**

Attended

- Budget workshop
- Town team has been invited to apply for an RAC grant "Connected Safe and Sustainable". Grants of \$9000 or more are available. NBTT considering applying to install some simple artwork along the raised paving that shows it's a cross walk and slows cars down.

### **Cr M Currie**

Attended

- Budget workshop
- Plant Committee Meeting

**Cr W Milner**

Attended

- Budget
- Roe ROC
- Plant

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

Tuesday 18 July 2023, 5.00pm at the Shire of Narembeen Council Chambers.

**12.0 Closure**

There being no further business the Chair declared the meeting closed at 6.00pm.

**13.0 Certification of Meeting Minutes**

I, \_\_\_\_\_, \_\_\_\_\_ certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 20 June 2023, as shown on pages 1 to 31 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**Date**