



COUNCIL CALENDAR

Date	Time	Meeting
20 May 2020	2.30pm	Ordinary Council Meeting
17 June 2020	2.30pm	Ordinary Council Meeting
15 July 2020	2.30pm	Ordinary Council Meeting

MAY MEETING PROGRAMME

2.00pm	Councillor Discussion Forum
2.30pm	May Ordinary Council Meeting

MEETING GUESTS

Nil

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DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

As required by Section 5.65 of the Local Government Act 1995, I _____
 hereby disclose my interest in the following matters of the agenda papers for the Council meeting
 dated _____.

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

SIGNATURE: _____ **DATE:** _____

NOTES:

1. *For the purposes of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.*
NB: It is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom you are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.
2. *This notice must be given to the Chief Executive Officer prior to the meeting.*
3. *It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.*
4. *A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.*

OFFICE USE ONLY:

1. **PARTICULARS OF DECLARATION GIVEN TO MEETING**
2. **PARTICULARS RECORDED IN MINUTES**
3. **PARTICULARS RECORDED IN REGISTER**

CHIEF EXECUTIVE OFFICER: _____ **DATED:** _____

NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 662nd Ordinary Meeting of Council has been convened for:

Date: 20 May 2020

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

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: 13 May 2020

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.

AGENDA

Shire of Narembeen Ordinary Council Meeting
Wednesday 20 May 2020, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

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 Wednesday 15 April 2020.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 15 April 2020 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 15 April 2020.

7.0 Status Report

RECOMMENDATION:

That the Status Report for May 2020 be received.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 - Participation in National Redress Scheme

Applicant:	Shire of Narembeen
File Ref:	ADM664
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	22 April 2020
Attachments:	DLGSC Information Paper Feb 2020

SUMMARY

This item is presented for the Shire of Narembeen to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Narembeen to participate in the National Redress Scheme;
- Formally consider endorsing the Shire of Narembeen's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Narembeen) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*, local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and

- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).
- State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.
- Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:
 - Providing the State with the necessary (facilities and services) information to participate in the Scheme;
 - Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
 - Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

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

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Narembeen's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Narembeen formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Narembeen will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Narembeen to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant potential financial risk to the Shire.

Detailed below is a list of considerations for the Shire to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Narembeen will receive a Redress application. A Service Agreement will only be executed if the Shire receives a Redress application.

The Shire needs to give authority to an appropriate position/officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to the Local Government if/when an application is received

The local government will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make the local government aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Narembeen will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. Records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *the Act*.

5. Redress Decisions

The Shire should note that decisions regarding Redress applicant eligibility and the responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Narembeen do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- Raising awareness about the Scheme;
- Identifying whether WA local governments are considering participating in the Scheme;
- Identifying how participation may be facilitated; and
- Enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- Potential cost of Redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- Process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- Lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs/payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

STATUTORY IMPLICATIONS

The Shire in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

POLICY IMPLICATIONS

There are no relevant policy implications.

STRATEGIC PLAN REFERENCE

3: We contribute to a healthy community

Shire and community owned health infrastructure and services complement the public and private health systems in the Shire.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council with respect to participation in the National Redress Scheme:

1. Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries regarding the National Redress Scheme and the participation of WA local governments;
2. Notes that the Shire of Narembeen will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Narembeen makes a specific and formal decision to be included;
3. Endorses the participation of the Shire of Narembeen in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
4. Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and
5. Notes that a confidential report will be provided to Council, if a Redress application is received by the Shire.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.2 - Provision of Engineering and Technical Services

Applicant:	Chris Jackson, Chief Executive Officer
File Ref:	ADM665
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	23 April 2020
Attachments:	RFQ 01/2020 - Provision of Engineering & Technical Services for Shire of Narembeen

SUMMARY

This item is presented for Council to:

- Endorse the need for ongoing contract engineering and technical services to be provided to the Shire of Narembeen.
- Support the calling of WALGA eQuotes for the Provision of Engineering and Technical Services for a three year period.

BACKGROUND

Over the past six years the Shire has engaged a number of consultants that have included Core Business and Roadswest to provide various engineering and technical support for numerous projects. These works have included Grain Freight/State Initiatives road construction projects, WANDRRA flood damage repairs, Blackspot submissions, industrial land subdivision design, Tampia Mine road condition reports and most recently the Wheatbelt Secondary Freight Network Program.

It has become clear that there is an ever increasing need to have dedicated contract engineering and technical services provided to the Shire. Also with this increasing need and the cost of providing this service on an ongoing basis it now requires that the Shire test the market. This will then ensure that the Shire conforms to the required procurement requirements of the Local Government Act, Regulations and Council Policy.

COMMENT

The attached Request for Quote (RFQ) document has been prepared that sets out the scope of the engagement with a suitably qualified and experience consulting firm.

The proposed contract term is three years to expire 30 June 2023. The Shire Executive will however have the right to terminate the contract as at 30 June 2021 after considering the performance of the contractor up to that date. Should the Executive be satisfied with performance of the contractor as at 30 June 2021 an option to extend the contract by 2 years will be executed in writing to the contractor.

The scope of the contract with the contractor will be to help the Shire deliver its annual Capital and Maintenance Projects and Programs with a number of key deliverables as listed in section 3.1 - Scope of Engagement in the RFQ.

CONSULTATION

WML Consulting Engineers
Works Manager
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Function & General) Regulations 1996

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.
- (2) **Tenders do not have to be publicly invited according to the requirements of this Division if —**
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1) (c) of the Act; or
 - (b) **the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program**

FINANCIAL IMPLICATIONS

Funds for engineering and technical services are included as part of road construction and design, and future budgets will also include a separate allocation for the development of projects. Dependant on project requirements, these services over a three to five year period could exceed the \$150,000 tender threshold. Note the tender threshold is being raised to \$250,000 by the State Government as part of its response to the COVID-19 crisis.

POLICY IMPLICATIONS

Council Policy - Procurement Framework

Executive Policy - Purchasing Goods and Services

STRATEGIC PLAN REFERENCE

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

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

10 Year Outcome-Current road infrastructure is maintained and continually improved upon to meet community and business needs.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:-

1. Endorse the need for ongoing contract engineering and technical services to be provided to the Shire of Narembeen.
2. Approve the calling of WALGA eQuotes for the Provision of Engineering and Technical Services - RFQ 01/2020 for a three year period as per the presented RFQ document.
3. Request that the Executive present all quotes received and provide a recommendation to Councils June Ordinary Meeting.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.3 - Explaurum Operations Pty Ltd - Traffic Route Proposal Final

Applicant:	Explaurum Operations Pty Ltd
File Ref:	ADM 547
Disclosure of Interest (Staff):	Mrs Sheree Thomas
Disclosure of Interest (Member):	Cr Amy Hardham and Cr Peter Lines
Author:	Chris Jackson, Chief Executive Officer
Date:	24 April 2020
Attachments:	Nil

SUMMARY

Council approval is required for the Traffic Route Proposal with amendments that have been proposed by the mining company.

BACKGROUND

Council at its November 2019 Ordinary Meeting approved for the use of the Merredin-Narembeen Road, Fricker Road, Latham Road, Kondinin Narembeen Road, Mt Walker Road and Mt Arrowsmith Road to haul ore from Tampia Hill Operations to the Shire's northern boundary with as number of conditions as listed below.

The draft agreement was sent to Ramelius Resources who have now responded as listed below.

Note the Tampia Hill Mine will operate as part of Explaurum Operations Pty Ltd which is fully owned by Ramelius Resources.

COMMENT

Explaurum Operations Pty Ltd has provided the following suggested amendments to the Traffic Route Proposal. The proposed changes are **marked in red** and comments/recommendation on the changes are **highlighted in yellow**.

That Council approve for the use of the Merredin-Narembeen Road, Fricker Road, Latham Road, Kondinin Narembeen Road, Mt Walker Road and Mt Arrowsmith Road being Shire of Narembeen's controlled roads, to haul ore from Tampia Hill Operations to the Shire's northern boundary located at SLK 0.00 on the Merredin Narembeen Rd, subject to the following conditions:-

- 1. That prior to commencing any road works subject to this agreement, the Shire's Chief Executive Officer in conjunction with the Works Manager approve the design drawings and construction documentation related to the road and intersection upgrades listed below:*
 - Mt Arrowsmith Rd and Mt Walker Rd Intersection*
 - Mt Walker Rd and Kondinin- Narembeen Rd Intersection*
 - ~~Kondinin-Narembeen Rd Surfacing of the existing road with DGA asphalt from SLK 26.01 to SLK 26.81~~ The existing road is currently a bitumen seal and the use of asphalt on this section would connect the asphalt seal on the Mt Walker Rd and Kondinin-Narembeen Rd Intersection with the asphalt seal that starts near the shire office. Whilst this section could do with an upgrade widening its current condition is considered acceptable. It is recommended that Council accept the deletion, as any significant damage to the roads specifically caused by ore haulage road trains, are repairable and cost borne by Explaurum under Clause 12.*

2. That Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be retained as a gravel road subject to a gravel overlay treatment being undertaken in accordance with the report *R2010 - 26 Engineers Report Traffic Route Narembeen REV0-m* prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd; **Accept change.**
3. That appropriate RAV ratings and associated conditions, as applied on the above roads by MRWA Heavy Vehicle Services (HVS), be adhered to;
4. Ramelius Resources Ltd and their haulage contractor to comply with the Western Australian Road Traffic Act and its Regulations;
5. That the road train haulage task is approved on the basis of operating ~~on a~~ 24 hour 7 day a week ~~basis~~; **Accept change.**
6. That the Shire Works Manager receive ~~on a weekly monthly basis a specific~~ Ore Haulage Operations Reports to include ~~but not limited to: truck movements undertaken per day, total quantity of ore carted, trip start and return times, vehicle ID and driver details the date, shift, truck identification, tonnes per load and total tonnes carted for the month;~~ **The change to monthly reports and the type of data is considered acceptable.**
7. That a specific Operational Safety Management Plan (OSMP) for the heavy haulage task be prepared by Ramelius and reviewed by the Shire of Narembeen prior to commencing any haulage operations. The OSMP must include but not limited to the following:
 - All plant and equipment to be used on public roads shall meet all necessary statutory requirements and have registration, licences or certification with the drivers/operators at all times.
 - All road maintenance plant and equipment shall be fitted with a rotating flashing lamp, reversing beeper and fire extinguisher.
 - All drivers shall be the holder of a current Western Australian driver's licence appropriate to the vehicle being ~~used~~ driven. **Accept change.**
 - Incident and Emergency Response Plan.
 - Hazard Identification, Risk Assessment and Controls.
 - A specific procedure ~~on how to limit to minimise~~ vehicle noise whilst traversing Latham Rd in the Narembeen town centre. **Accept change.**
 - Specific Inductions.
 - Consultation Communication and Reporting.
 - Audit Plan of the OSMP to include attendance by Shire of Narembeen Representative as required.
8. All drivers of haulage vehicles to comply with any reasonable verbal or written directives, if any, issued by the Shire of Narembeen's Chief Executive Officer or Works Manager;
9. That the use of ~~salt water saline water greater than >20,000mg/L~~ for road construction and maintenance activities be prohibited, **Copies of water salinity test results undertaken by a certified laboratory, be provided to Council's Works Manager for verification purposes. The use of polymers be approved, subject to consultation with Council's Works Manager on polymers to be utilised; Sentence also added accept change.**

10. That specific heavy vehicle road signage be installed in accordance with the report *R2010-26 Engineers Report Traffic Narembeen REV0-m* prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd; **Accept change.**
11. *Ore haulage* vehicle movement is to cease on Mt Arrowsmith Road (gravel section) during wet weather and when road damage is likely to occur *except where wet weather commenced whilst a vehicle was on route and there is a need to complete the journey or during an emergency situation where there is a need to use the road to manage the wellbeing of personnel.*; **Accept change.**
12. Re-instatement of any road damage (in addition to normal road maintenance wear and tear *wear and tear covered by the payment of the WALGA capital and maintenance contribution*) directly related to the movement of *Explaurum Operations Pty Ltd's Ramelius Resource's* haulage contractor's road trains, or any other operational vehicles, to be the responsibility and costs borne by *Explaurum Operations Pty Ltd Ramelius Resources Ltd*; **Accept change.**
13. That a routine road maintenance program and associated procedures satisfying the requirements of the Shire of Narembeen be developed with the Works Manager prior to road haulage commencing *on Mt Arrowsmith Road SLK 0.00 to SLK 9.50*; **Accept change**
14. That a ~~purpose~~ traffic management plan for any roadworks, be prepared by an appropriately accredited person in accordance with MRWA requirements- prior to any roadworks commencing; **Accept change.**
15. That a financial contribution for future maintenance costs be applied to *Explaurum Operations Pty Ltd's Ramelius Resources Ltd* in accordance with WALGA and ARRB publication: ~~*User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks May 2015 Version No 1, on the Mt Walker Road (SLK 0.0 – SLK 0.86) Kondinin– Narembeen Road (SLK 26.01 – SLK 26.81) Morredin– Narembeen Road (SLK 0.00 – SLK 30.1) Fricker Rd (SLK 0.00 – SLK 1.1) Latham Rd (SLK 0.00 – SLK 1.48) at a rate of \$0.0635 per tonne per ESA kilometre*~~ This will be simplified to \$.0107 per kilometre per tonne. Based on the roads to be used this will be assessed on 42.4km and the actual tonnes (planned is 750,000 tonnes p.a.) thus this will be approximately \$340,260 p.a., paid on a monthly basis; **The full document name to remain, accept change.**
16. ~~That a financial contribution for future maintenance costs be applied to *Ramelius Resources Ltd* in accordance with WALGA and ARRB publication: *User Guide Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks March 2019 Version No 1, on the Mt Arrowsmith Rd (SLK 0.00 – SLK 9.5) at a rate of \$0.07 per Axle Pass(AP) per kilometre*; As this road is being maintained by the mine, an additional contribution does seem to be disproportionate. Deletion is recommended~~
17. ~~That *Explaurum Operations Pty Ltd Ramelius Resources* agree to indemnify the Shire of Narembeen from and against, and must pay the Shire of Narembeen on demand as a debt, the amount of any direct claim, damage, cost, expense, loss (excluding indirect or consequential) or liability which the Shire of Narembeen may suffer with or in relation to the operation of road trains and road maintenance equipment by *Ramelius Resources Ltd* under this letter;~~
18. *Explaurum Operations Pty Ltd's Ramelius Resources Ltd's* liability to indemnify the Shire of Narembeen as set out above will be reduced proportionately to the extent that an act or omission by a third party or the Shire of Narembeen or a breach of the Shire of Narembeen's statutory obligations has contributed directly to the loss, damage, expense, injury, disease, illness, death or other liability;

19. That any procedural or material non-compliance with any of the above conditions may result in any of the approvals being withdrawn provided that the Shire of Narembeen must not withdraw approval pursuant to this clause unless it has first provided **Explaurum Operations Pty Ltd ~~Ramelius Resources Ltd~~** a reasonable opportunity to remedy any alleged non – compliance and such breach remains un remedied or, where remediation is not applicable, unaddressed by **Explaurum Operations Pty Ltd ~~Ramelius Resources Ltd~~**, at the end of the period specified in the notice from the Shire of Narembeen; and
20. At the conclusion of **Explaurum Operations Pty Ltd ~~Ramelius Resources Ltd~~** ore haulage task on the Mt Arrowsmith Rd, **Explaurum Operations Pty Ltd ~~Ramelius Resources Ltd~~** and Shire of Narembeen Works Manager, undertake an inspection of the road to identify any road pavement failures or maintenance issues, to which **Explaurum Operations Pty Ltd ~~Ramelius Resources Ltd~~** will be responsible to repair/make good the roads to the satisfaction of the Shire of Narembeen.

CONSULTATION

Roadswest Engineering
Main Roads
Shire of Westonia
Shire of Merredin
Arthur Cousins Works Manager

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The future impact on the Shire road network is substantial and the proposed agreement provides for the required upgrades to the Shire road network and puts in place a financial contribution for future maintenance costs to be applied to Explaurum Operations Pty Ltd in accordance with WALGA and ARRB guidelines.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

1. Growing our community and visitor population
2. Creating and capturing positive economic opportunities
3. Our partnerships and networks return us tangible financial, economic, social and environmental benefits

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council reaffirm its approval for Explaurum Operations Pty Ltd to use the Merredin-Naremben Road, Fricker Road, Latham Road, Kondinin Naremben Road, Mt Walker Road and Mt Arrowsmith Road being Shire of Naremben's controlled roads, to haul ore from Tampia Hill Operations to the Shire's northern boundary located at SLK 0.00 on the Merredin Naremben Rd, subject to the following amended conditions:-

1. That prior to commencing any road works subject to this agreement, the Shire's Chief Executive Officer in conjunction with the Works Manager approve the design drawings and construction documentation related to the road and intersection upgrades listed below:
 - Mt Arrowsmith Rd and Mt Walker Rd Intersection
 - Mt Walker Rd and Kondinin- Naremben Rd Intersection
2. That Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be retained as a gravel road subject to a gravel overlay treatment being undertaken in accordance with the report R2010 - 26 Engineers Report Traffic Route Naremben REV0-m prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd;
3. That appropriate RAV ratings and associated conditions, as applied on the above roads by MRWA Heavy Vehicle Services (HVS), be adhered to;
4. Ramelius Resources Ltd and their haulage contractor to comply with the Western Australian Road Traffic Act and its Regulations;
5. That the road train haulage task is approved on the basis of operating 24 hour 7 day a week;
6. That the Shire Works Manager receive a monthly Ore Haulage Operations Reports to include- the date, shift, truck identification, tonnes per load and total tonnes carted for the month;
7. That a specific Operational Safety Management Plan (OSMP) for the heavy haulage task be prepared by Ramelius and reviewed by the Shire of Naremben prior to commencing any haulage operations. The OSMP must include but not limited to the following:
 - All plant and equipment to be used on public roads shall meet all necessary statutory requirements and have registration, licences or certification with the drivers/operators at all times.
 - All road maintenance plant and equipment shall be fitted with a rotating flashing lamp, reversing beeper and fire extinguisher.
 - All drivers shall be the holder of a current Western Australian driver's licence appropriate to the vehicle being driven.
 - Incident and Emergency Response Plan.
 - Hazard Identification, Risk Assessment and Controls.
 - A specific procedure to minimise vehicle noise whilst traversing Latham Rd in the Naremben town centre.
 - Specific Inductions.
 - Consultation Communication and Reporting.

- Audit Plan of the OSMP to include attendance by Shire of Narembeen Representative as required.
8. All drivers of haulage vehicles to comply with any reasonable verbal or written directives, if any, issued by the Shire of Narembeen's Chief Executive Officer or Works Manager;
 9. That the use of saline water greater than >20,000gmg/ for road construction and maintenance activities be prohibited, Copies of water salinity test results undertaken by a certified laboratory, be provided to Council's Works Manager for verification purposes. The use of polymers be approved, subject to consultation with Council's Works Manager on polymers to be utilised;
 10. That specific heavy vehicle road signage be installed in accordance with the report R2010-26 Engineers Report Traffic Narembeen REV0-m prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd;
 11. Ore haulage vehicle movement is to cease on Mt Arrowsmith Road (gravel section) during wet weather and when road damage is likely to occur except where wet weather commenced whilst a vehicle was on route and there is a need to complete the journey or during an emergency situation where there is a need to use the road to manage the wellbeing of personnel.;
 12. Re-instatement of any road damage (in addition to normal road maintenance wear and tear wear and tear covered by the payment of the WALGA capital and maintenance contribution)) directly related to the movement of Explaurum Operations Pty Ltd's haulage contractor's road trains, or any other operational vehicles, to be the responsibility and costs borne by Explaurum Operations Pty Ltd ;
 13. That a routine road maintenance program and associated procedures satisfying the requirements of the Shire of Narembeen be developed with the Works Manager prior to road haulage commencing on Mt Arrowsmith Road SLK 0.00 to SLK 9.50;
 14. That a traffic management plan for any roadworks, be prepared by an appropriately accredited person in accordance with MRWA requirements- prior to any roadworks commencing;
 15. That a financial contribution for future maintenance costs be applied to Explaurum Operations Pty Ltd's in accordance with WALGA and ARRB publication: User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks May 2015 Version No 1. This will be simplified to \$.0107 per kilometre per tonne. Based on the roads to be used this will be assessed on 42.4 km and the actual tonnes (planned is 750,000 tonnes p.a). thus this will be approximately \$340,260 pa, paid on a monthly basis;
 16. Explaurum Operations Pty Ltd agree to indemnify the Shire of Narembeen from and against, and must pay the Shire of Narembeen on demand as a debt, the amount of any direct claim, damage, cost, expense, loss (excluding indirect or consequential) or liability which the Shire of Narembeen may suffer with or in relation to the operation of road trains and road maintenance equipment by Ramelius Resources Ltd under this letter;
 17. Explaurum Operations Pty Ltd's liability to indemnify the Shire of Narembeen as set out above will be reduced proportionately to the extent that an act or omission by a third party or the Shire of Narembeen or a breach of the Shire of Narembeen's statutory obligations has contributed directly to the loss, damage, expense, injury, disease, illness, death or other liability;

18. That any procedural or material non-compliance with any of the above conditions may result in any of the approvals being withdrawn provided that the Shire of Narembeen must not withdraw approval pursuant to this clause unless it has first provided Explaurum Operations Pty Ltd a reasonable opportunity to remedy any alleged non – compliance and such breach remains un remedied or, where remediation is not applicable, unaddressed by Explaurum Operations Pty Ltd , at the end of the period specified in the notice from the Shire of Narembeen; and
19. At the conclusion of Explaurum Operations Pty Ltd ore haulage task on the Mt Arrowsmith Rd, Explaurum Operations Pty Ltd and Shire of Narembeen Works Manager, undertake an inspection of the road to identify any road pavement failures or maintenance issues, to which Explaurum Operations Pty Ltd will be responsible to repair/make good the roads to the satisfaction of the Shire of Narembeen.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.4 – Shire of Narembreen Community Grants Program 2020/21

Applicant:	Narembreen Community Groups/Sports Clubs
File Ref:	ADM542
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	5 May 2020
Attachments:	Nil

SUMMARY

Council is to consider Community Grant Applications as per Policy 3.1.10 to be included in the 2020/21 Budget.

BACKGROUND

The Shire of Narembreen Community Grant Program provides financial assistance to local incorporated organisations supporting the following program objectives:-

- Supporting Seniors;
- Providing opportunity for lifelong learning;
- Improving/increasing safety within the community;
- Supporting local culture;
- Encouraging conservation and natural resource awareness; and
- Incorporating the elements of the Shire of Narembreen's Strategic Community Plan goals

Groups and/or organisations requiring a grant from Council must make a submission to the Shire office by close of business on the last business day of April each year so that Council can consider their application at the May meeting for inclusion in the next budget.

COMMENT

For the 2020/21 Community Grant Program, four (4) applications were received as follows:-

Organisation/Club	Purpose	Amount
Narembreen Community Shed & Gallery Inc	Equipment purchase 1 x Storage/Garden Shed 3.3m x 2.5m	\$2,200
	Organisation Contribution	\$200
	Grant Request:	\$2,000
	<i>Narembreen Community Shed and Arts & Craft members have developed a community garden to the east of the community shed.</i>	
	<i>The garden has been constructed from local ICB and wicking garden troughs which have been modified to a workable height for members. The garden consists of vegetables, is already well established and is providing a great outlet to members with the intention of improving member's mental health.</i>	
	<i>The members have identified the need for a lockable shed to store chemicals, fertilisers and other gardening equipment. The shed would be</i>	

	<p><i>installed next to the existing water tank. The area is adequately secured by CCTV security.</i></p> <p>The funding meets the grant objectives in supporting Seniors as well as providing lifelong learning to members of the Narembeen Community Shed & Gallery. The project encourages conservation and natural resource awareness.</p> <p>The project also meets elements of the Strategic Community Plan - Goal 3 - We contribute to a healthy community - 3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.</p>	
<p>Go Narembeen Progress Association (Inc) on behalf of the Narembeen Co-Op Café</p>	<p>Equipment purchase Acoustic Ceiling Panels for Narembeen Café</p> <p>Organisation Contribution Other Grants/Sponsorship/Funding</p> <p>Grant Request:</p> <p><i>The Narembeen Co-Op Café is managed by Go Narembeen volunteers. The café provides for reduced social isolation, skill development for local people and increased local spend.</i></p> <p><i>The Café is owned and run by the community and is a place for coffee and conversation. It is a particularly important meeting place for the elderly. Narembeen has an ageing population and with many customers being elderly, feedback from them is that they cannot hear in the Café due to bad acoustics and so are reluctant to dine in.</i></p> <p><i>Go Narembeen would like the Shire of Narembeen to consider supporting a project to install an absorptive product/system in order to provide a balanced environment to solve the current acoustic problems.</i></p> <p>The funding meets the grant objectives in that it supports Seniors, supports local culture and it meets elements of the Shire of Narembeen's Strategic Community Goals - Goal 2 - Internal and external relationships actively grow our Shire population and positive financial position - 2.5 - Council recognises the opportunity of partnering with Go Narembeen, works closely and supports them to help achieve their economic development projects.</p>	<p>8,000</p> <p>2,500</p> <p>2,500</p> <p>\$3,000</p>

<p>Mt Walker Golf Club</p>	<p>Equipment purchase Second Hand Tractor</p> <p>Organisation Contribution</p> <p>Grant Request:</p> <p>Please note - Quote was provided due to no second hand tractors being available at the time. Ag Implements are actively sourcing quotes.</p> <p><i>The Mt Walker Golf Club has been trying since 2017 to purchase a small tractor to pull a mower. The Club relies on members to provide their tractors for this purpose, however, the Club has found that with members selling land and moving into Narembreen, this is becoming difficult.</i></p> <p><i>Members of the Golf Club have attended local clearing sales and actively looking for second hand tractors for the price set by the Club, but this has proved difficult.</i></p> <p><i>The Club is seeking the Shire's support for funding to assist them in securing a tractor, so that all members can assist with mowing the green.</i></p> <p>The funding meets the grant objectives in that it is supporting senior members of the Golf Club and elements of the Shire of Narembreen's Strategic Community Plan - Goal 3 - We contribute to a healthy community - 3.1 - We can provide leadership and networks to our local community groups to help them achieve their goals.</p>	<p>\$25,000</p> <p>10,000</p> <p>\$15,000</p>
<p>Narembreen P & C Association</p>	<p>Equipment purchase Virtual Reality (VR) headsets</p> <p>Other Grants/Sponsorship/Funding - to be confirmed</p> <p>Grant Request:-</p> <p><i>The Narembreen P&C are seeking funds to purchase advanced digital technologies equipment in the form of Virtual Reality headsets which aim to improve educational outcomes of all students from Kindergarten to Year 10.</i></p> <p><i>As an example the headsets enable students to visit places not practical or even possible in real life or due to our current isolation. For example - exploring inside a blood vessel, diving underneath the ocean, walking on the moon,</i></p>	<p>10,368</p> <p>5,773</p> <p>\$4,595</p>

	<p><i>fighting in the trenches during war.</i></p> <p><i>The Narembeen P&C are always exploring new ways in which to engage students and believe the provision of the VR headsets could change how we learn forever - for students and the wider community to have access to this technology would be beneficial in countless ways.</i></p> <p><i>The funding meets many of the grant objectives including: the introduction of this technology to Seniors, lifelong learning for children, improving safety for children and supporting culture. The project also addresses the Shire of Narembeen's Strategic Community Plan - Goal 3 - Contribute to Healthy Community.</i></p>	
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CONSULTATION

Mrs Sheree Thomas, Community & Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$9,595 - 20/21 Budget (subject to approval)

POLICY IMPLICATIONS

As per Policy 3.1.10 – Community Grant Funding

STRATEGIC PLAN REFERENCE

Goal 3: We contribute to a healthy community.

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:-

1. Accept the following applications for funding for the 2020/2021 Community Grants Program:-

- Narembeen Community Shed & Art Gallery - \$2,000
- Go Narembeen Progress Association Inc - \$3,000
- Narembeen P&C Association - \$4,595

This approval is subject to inclusion in the 2020/21 Budget.

2. Advise the Mt Walker Golf Club that their application was unsuccessful due to a formal quote not being provided. Also advise that the Shire of Narembeen would be happy to work with the Mt Walker Golf Club on other funding opportunities that may be suitable to assist them in acquiring a second hand tractor.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.5 - Narembeen Bowling Club Playing Surface

Applicant:	Narembeen Bowling Club
File Ref:	ADM562
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	6 May 2020
Attachments:	Nil

SUMMARY

Council to approve quotes received for the resurfacing of one synthetic bowling green at the Narembeen Recreation Centre.

BACKGROUND

The existing True Draw needle punched Bowling Green surface which was originally installed at the Narembeen Recreation Centre 5 years ago has been a problem since inception.

Significant efforts have been put in by the Narembeen Bowling Club attempting to fix and or improve the surface, to no avail. With unacceptable running speeds for most members of the Club and a supplier who is no longer in business, an approach was made to the Shire in November 2019 to replace the surface on rink one. At that time the Club engaged Caroline Robinson to develop a loans options assessment on a resurfacing project which confirmed that the Bowling Club had the capacity to pay for a self-supporting loan through the Shire.

The approach to Council resulted in the following resolution at the November 2019 Ordinary Meeting:

That Council:-

- 1. Support the Narembeen Bowling Club's request to provide a self-supporting loan for the amount of \$100,000 to assist with the resurfacing of one synthetic Bowling Green at the Narembeen Recreation Centre.*
- 2. Reduce the Narembeen Bowling Club's annual fees in 2019/2020 from \$6,000 to \$3,000. This is to be reviewed on an annual basis as part of the Shire's fees and charges.*
- 3. Will consider as part of its current development of a Sporting Club Strategy the Bowling Club's request of a consideration of the contribution of \$18,000 or part thereof already paid by the Club towards ground fees to the Shire over the past 3 years.*

The Narembeen Bowls Club has a significant membership base for a country club and as part of the Narembeen Recreation Centre complex, bowls continues to be an integral sport for the Narembeen community.

The current bowling green infrastructure located at the redeveloped Narembeen Recreation Centre is owned by the Shire of Narembeen.

COMMENT

Quotes have been received for the resurfacing of one synthetic Bowling Green (Rink 1) at the Narembeen Recreation Centre with a 38m x 37.6 sand dressed bowling green surface constructed to World Bowls Association requirements and all relevant standards and codes.

The following quotes have been received:-

SUPPLIER	SURFACE OPTION	COST
Evergreen Synthetic Grass Landsdale WA	Option A - Evergreen Ultra Plus 12mm	\$123,011
Evergreen Synthetic Grass Landsdale WA	Option B - Evergreen Gold 12mm	\$131,864
Berry Bowling Systems Pty Ltd Mitcham VIC	Pro-Master Ultra Cool Plus	\$127,450
TigerTurf Thomastown Victoria	SuperGreen Conversion	\$119,200

Note all quoted prices are listed are exclusive of GST.

The Narembreen Bowling Club with Shire representatives present held a meeting on the 5 May 2020 and resolved to recommend the purchase of the Evergreen Synthetic Grass of Landsdale WA - Option B Evergreen Gold 12mm at \$131,864 plus GST.

The Bowling Club in recommending this option believes that this surface is best suited to the requirements of the Club, the surface is in use at a number of other Clubs including Corrigin and is well regarded by all bowlers. It is a proven surface for use in our area (Wheatbelt), the surface is considered to be cooler under foot.

Evergreen is WA based and can commence the works in July/August and members of the club committee are confident that the green will produce the required running speeds.

As part of the resurfacing, additional works at a cost estimate of \$18,136 will also be undertaken on improvements to the apron grass and long pile gutter grass and installation of a watering system which is required for sand dressed Bowling Green surfaces.

A summary of the total costs are as follows:

ITEM	COST
Evergreen Synthetic Grass - Evergreen Gold 12mm Bowling Surface	\$131,864
Improvements to Apron Grass and Long Pile Gutter Grass	\$8,250
Watering System and Additional Installation Costs	\$9,886
TOTAL (ex GST)	\$150,000

CONSULTATION

Narembreen Bowling Club
Bowling Green Suppliers

STATUTORY IMPLICATIONS

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.

Note the tender threshold is being raised to \$250,000 by the State Government as part of its response to the Covid-19 crisis.

FINANCIAL IMPLICATIONS

The Narembreen Bowling Club have advised that they will cover the whole cost of the resurfacing works and will fund the project with a self-supporting loan of \$80,000 over a 10 year period and \$70,000 of cash funds from the club. A deposit on ordering the new surface from Evergreen of 30% is required before the end of June and a budget amendment has been included in the May Budget Review included in this agenda. The remaining costs will then be included in the 2020/2021 budget and will be cost neutral to the Shire.

POLICY IMPLICATIONS

Council Policy - Procurement Framework
Executive Policy – Purchasing Goods and Services

STRATEGIC PLAN REFERENCE

Goal 3: We contribute to a healthy community.

- 3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit.
- 3.3 We will investigate major improvement to our sport and recreation facilities following considered cost benefit analysis models.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council:-

1. Requests that the Narembeen Bowling Club provide minuted confirmation that the Club will cover the whole cost of the resurfacing of one Synthetic Bowling Green and other associated works at the Narembeen Recreation Centre at an estimated total cost of \$150,000 ex GST, which will be funded with a self-supporting loan of \$80,000 over a 10 year period and \$70,000 in cash funds from the Narembeen Bowling Club.
2. Advise the Narembeen Bowling Club that all Bowling Green infrastructure the subject of this project will be retained as property of the Shire of Narembeen.
3. Subject to point one above, approve the quote from Evergreen Synthetic Grass Landsdale WA for the supply and installation of the Evergreen Gold sand dressed bowling green surface 12mm at a cost of \$131,864 ex GST.
4. Notes that a budget amendment has been included in the May Budget Review to allow this project to commence this financial year.
5. Notes that the remaining costs for completion of this project will be included in the 2020/2021 budget.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.6 - Wadderin Reserve and Sanctuary Inc. - Pavilion Site

Applicant:	Wadderin Reserve and Sanctuary Inc.
File Ref:	ADM583
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	11 May 2020
Attachments:	Map of proposed site and draft plan of Pavilion

SUMMARY

Council approval is required for the siting of a proposed information Pavilion for the Wadderin Wildlife Reserve and Sanctuary.

BACKGROUND

Wadderin Wildlife Reserve and Sanctuary Inc. has made a request for the siting of a new information Pavilion for the Wadderin Wildlife Sanctuary and Reserve to be located on the top end of the Golf Club Reserve and part of the unconstructed Burgin Road Reserve (un-gazetted). The attached map shows the Pavilion site marked in green, the entrance track marked in red and the pink line is the boundary fence for the Wadderin Reserve. The Golf Club Reserve 13759 is vested in the Shire of Narembeen for the purpose of recreation and the Wadderin Reserve 20022 which is vested with the Water Corporation is to be handed over to the Shire. Council agreed to take over control of the site in 2015 subject to various works including remediation of the site as it contained asbestos from its previous use as a water supply dam. When the Shire takes control, an agreement will then be entered into with Wadderin Reserve Inc. for the management of the site.

COMMENT

The Pavilion will provide information for visitors on the Wadderin Reserve and be the staging point for tours of the site. The Shire has previously assisted with providing access and materials for use on the tracks contained with the Wildlife Reserve.

The structure is located outside of a townsite and is a Class 10 building (carport) as such both building and planning approvals are not required. As the proposed Pavilion is contained on Shire controlled land, Council approval is required. The Wadderin group have been working with the Shires Building Surveyor to ensure that the structure will be of a high standard.

The Wadderin Wildlife Reserve has been well managed by Wadderin Reserve and Sanctuary Inc. committee since 2004. The group has recently been successful with funding for the reserve and plans to continue accessing various funding opportunities for wildlife projects. The group have been successful in eliminating feral animals, the reintroduction of healthy numbers of fauna and the conduct of tours of the reserve which will be ramped up as part of the pavilion project. The Wadderin Reserve Inc. plans to continue to manage the reserve in this way and has proven that they have the skill and passion to manage the reserve on behalf of the community for the long term.

When the Shire of Narembeen takes control of Reserve 20022 the agreement between the parties will clearly outline how the reserve will be managed and detail such matters as insurance of assets, public liability, access into the property, signage and the proposed pavilion.

CONSULTATION

Wadderin Wildlife Reserve and Sanctuary Inc.
Landgate

STATUTORY IMPLICATIONS

Local government Act 1995

FINANCIAL IMPLICATIONS

The Shire of Narembeen has previously assisted with the clearing of the access track and materials for tracks located on the Wadderin Reserve. All costs associated with the Pavilion will be met by Wadderin Wildlife Reserve and Sanctuary Inc.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

GOAL 3: We contribute to a healthy community

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:-

1. Approves the request from Wadderin Wildlife Reserve and Sanctuary Inc. for the siting of a new information Pavilion for the Wadderin Wildlife Reserve and Sanctuary to be located on Reserve 13759.
2. Advise Wadderin Wildlife Reserve and Sanctuary that when the Shire of Narembeen takes control of Reserve 20022 the agreement between the parties will clearly outline how the reserve will be managed and detail such matters as insurance of assets, public liability, access into the property, signage and the proposed Pavilion.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.7- Shire of Narembeen - New Local Laws

Applicant:	Shire of Narembeen
File Ref:	ADM044
Disclosure of Interest:	Nil
Author:	Sheree Thomas, Community & Economic Development Officer
Date:	4 May 2020
Attachments:	Nil

SUMMARY

Council is to consider the making of the new Narembeen Local Laws as follows:-

- Repeal Local Law - Pest Plants
- Standing Orders Local Law 2020
- Dogs Local Law 2020
- Fencing Local Laws 2020
- Emu Hill Public Cemetery Local Law 2020

This will enable staff to continue with the process to go to gazettal as listed in the officer recommendation below.

BACKGROUND

Repeal Local Law-Pest Plants

On 18 December 2019, Council resolved as follows:-

That Council:

1. *Gives State-wide and local public notification that Council proposes to make a new local law, the Shire of Narembeen Repeal Local Law (Attachment).*
2. *Notes that:*
 - a) *the purpose of the proposed local law is to repeal an obsolete local law; and*
 - b) *the effect of the proposed local law is that the obsolete local law will be revoked and abrogated.*

Review of Local Laws

On 18 December 2019, Council resolved as follows:-

That Council:

1. *Gives State-wide and local public notification that Council proposes to make new local laws for the Shire of Narembeen being the Emu Hill Public Cemetery Local Law 2020, Fencing Local Law 2020, Dogs Local Law 2020, Standing Orders 2020 (Attachments).*
2. *Notes that:*

Standing Orders Local Law 2020

The **purpose** of this local law is to:

- *provide for the conduct of meetings of the Council, Committees and electors*

The **effect** of this local law is to provide for:

- *better decision-making at meetings;*
- *the orderly and efficient conduct of meetings;*
- *greater community participation and understanding of the business of the Council; and*
- *more open and accountable local government*

Dogs Local Law 2020

The **purpose** of this local law is to:

- make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas.

The **effect** of this local law is to provide for:

- extend the controls over dogs which exist under the Dog Act 1976.

Fencing Local Laws 2020

The **purpose** of this local law is to:

- prescribe a sufficient fence and the standard for the construction of fences throughout the district

The **effect** of this local law is to provide for:

- establish the minimum requirements for fencing within the district

Emu Hill Public Cemetery Local Law 2020

The **purpose** of this local law is to:

- To provide for the orderly management of the Emu Hill Public Cemetery (Reserve No 17068) in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds.

The **effect** of this local law is to:

- To ensure compliance by all persons engaged in the administration of the cemetery, burying deceased in the cemetery, or otherwise providing services to or making use of the cemetery.

COMMENT

An advertisement was placed in the Narembeen Fencepost on Wednesday 18 March 2020 with submissions closing for the Repeal Local Law-Pest Plants, Standing Orders Local Law 2020, Dogs Local Law 2020, Fencing Local Laws 2020 and Emu Hill Public Cemetery Local Law 2020 on Monday 4th May 2020.

Copies of all of the Local Laws were sent to the Minister for Local Government; Heritage; Culture and the Arts. A copy of the Fencing Local Law was sent to the Minister for Commerce and a copy of the Repeal Local Law-Pest Plants was sent to the Minister for Regional Development; Agriculture and Food; Ports.

Whilst at the at close of business on 4 May 2020, no submissions or comments were received, some technical corrections were required to be made to the draft Dogs Local Law with respect to clause titles in Part 5 and a drafting error in Part 4.

Following this, during the week of 11th May 2020, the Department of Local Government, Sport and Cultural Industries provided late comments of a technical drafting nature, matters of which are currently being corrected. Final copies of the Laws will be provided to Council either prior to the meeting or at the meeting.

Following the making of the Local Laws the process in the *Local Government Act 1995*, requires the following actions:

1. Publish the Local Laws in the Government Gazette.

2. After the Local Laws are published in the Government Gazette, provide signed and sealed copies of the Local Laws to the Minister for Local Government as well as the relevant Ministers pertaining to each Local Law.
3. Give Local public notice after gazettal of the new Shire of Narembeen Local Laws.
4. Within 10 working days of the Gazettal date, supply copies of the Local Laws, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL).

CONSULTATION

Darrell Forrest, Consultant

STATUTORY IMPLICATIONS

Local Government Act 1995
Biosecurity and Agriculture Management Act 2007
Dog Act 1976
Cemeteries Act 1986
Dividing Fences Act 1961

FINANCIAL IMPLICATIONS

Costs associated with advertising in gazettal.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

For the Shire of Narembeen to create and capture positive economic opportunities it must operate under a structured and strategic framework to ensure it is in a strong operating position to take advantage of all opportunities.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council resolves to make the following Local Laws as presented in accordance with Section 3.12 of the *Local Government Act 1995*, and authorise the affixing of the common seal:-

1. Repeal of Local Law - Pest Plants
2. Standing Orders Local Law 2020
3. Dogs Local Law 2020
4. Fencing Local Laws 2020
5. Emu Hill Public Cemetery Local Law 2020

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.1.8 - Proposed Amalgamation - Lot 302 (No 4) and Lot 301 (No 6) Thomas Street, Narembeen

Applicant:	Mr Des Smoker
File Ref:	P1208
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Disclosure of Interest (Member):	Nil
Author:	Liz Bushby, Town Planning Innovations (TPI)
Date:	12 May 2020
Attachments:	Nil

SUMMARY

Council is to consider an application referred to the Shire of Narembeen by the Western Australian Planning Commission (WAPC) for comment and recommendation.

The WAPC has received an application proposing to amalgamate Lot 302 (No 4) and Lot 301 (No 6) Thomas Street, Narembeen.

BACKGROUND

Lot 302 has an approximate area of 1618m² and abuts existing laneways to the south and east. There is an existing shop on the lot which is trading as ‘Dorcias Clothing’.



Lot 301 has an area of approximately 787m² and is vacant. A location plan is included below for ease of reference.



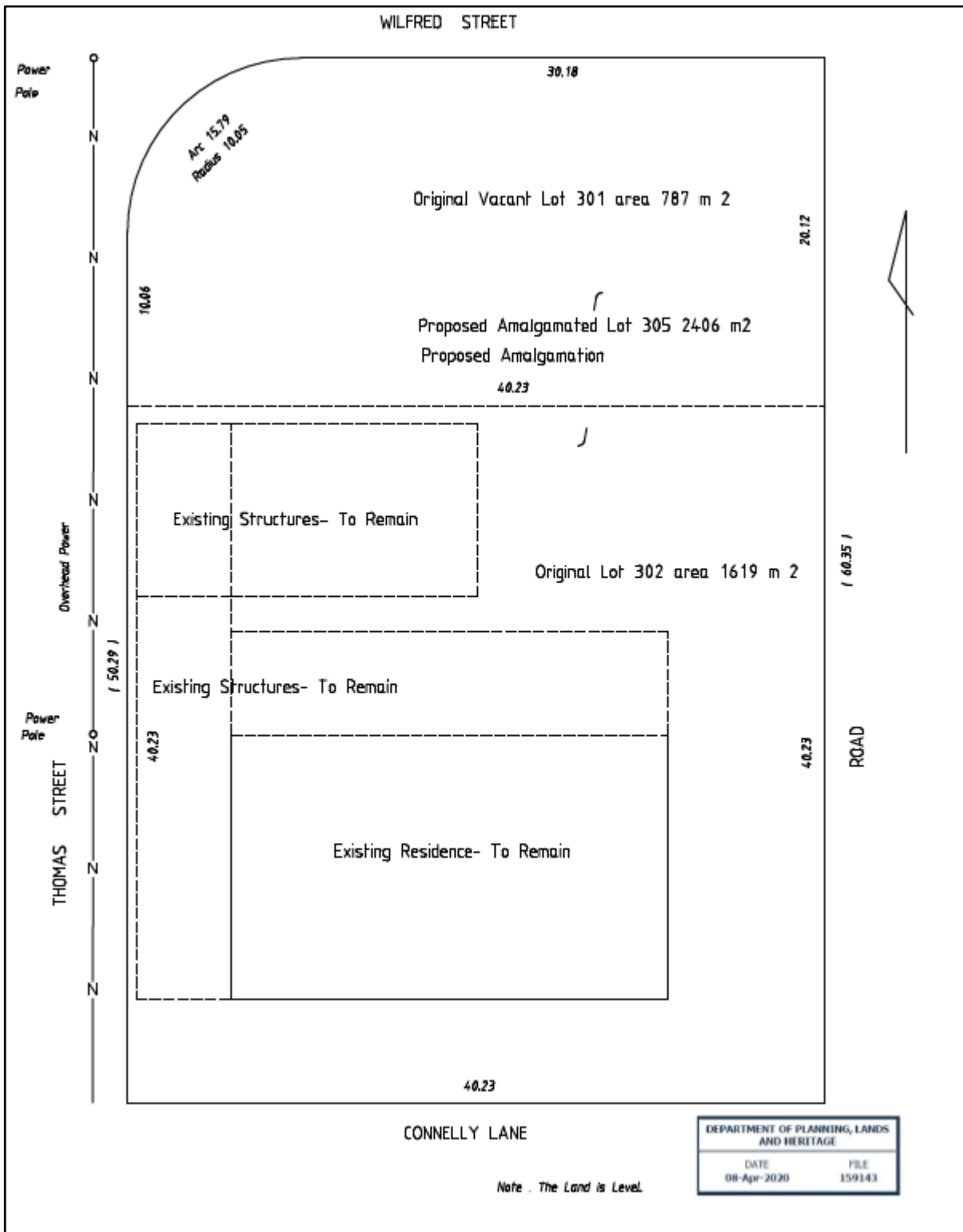
Location Plan

Council approved an application for a shed like extension to be used as a shop on Lot 302 (No 4) Thomas Street, Narembeen at the Ordinary Meeting held in December 2019.

COMMENT

The owners propose to amalgamate Lots 301 and 302 into one lot. The application has been lodged with the Western Australian Planning Commission who is the determining authority for amalgamation and subdivision applications.

The amalgamation plan is included over page. All existing buildings are proposed to be retained.



- Zoning**

Lot 301 and 302 are zoned 'Town Centre' under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').
The zoning is no impediment to the proposed lot amalgamation.

CONSULTATION

The WAPC has referred the application to the Shire, Western Power, Water Corporation and the Department of Biodiversity, Conservation and Attractions for comment.

STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 –

Under Clause 4.12.1 the objectives of the Town Centre zone are:

- a) to ensure the town centre remains the principal place for business and administration within the District.
- b) to encourage a high standard of development including buildings, landscaping, and car parking.
- c) to make the town centre an attractive place to work and to conduct business through the implementation of a townscape improvement plan.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not Applicable.

OFFICER RECOMMENDATION

That Council:

1. Recommend that the Western Australian Planning Commission approve the application (No 159143) for amalgamation of Lot 302 (No 4) and Lot 301 (No 6) Thomas Street, Narembeen unconditionally.
2. Authorise the Shires Planning Consultant, Liz Bushby from Town Planning Innovations, to advise the WAPC of the Shires decision.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - 2020 Budget Review

Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest:	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	12 May 2020
Attachments:	Budget Review Report for the period ending 30 April 2020

SUMMARY

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

BACKGROUND

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

With the adoption of the 2019/2020 annual budget the Shire decided to conduct three budget reviews during the financial year. In October 2019 and February 2020 Council reviewed and adopted amendments to the 2019/2020 Annual Budget. This, May 2020, review will act as the final review of the annual budget.

COMMENT

The Shire of Narembeen's financial position as at 30 April 2020 sees expenditure on both capital and operations below budget expectations, and capital income which corresponds to output is also below budgetary expectations. The Shire has performed well during COVID-19; in most cases loss of income has been accompanied by cost savings to dampen the impact financially.

The attached Budget Review Report for the period ended 30 April 2020, provides a detailed analysis of the budget amendments and the predicted impact on the Shire's year end position.

Below is a summary of some of the main amendments proposed for the annual budget:

Capital Works

The Apex Park Toilet replacement has been deferred to coincide with the Apex Park/Caravan Park renovation project in the 2020/2021 Financial Year. As such the \$200,000 reserve transfer that was funding this project has also been removed from the budget.

The project to upgrade the roadways and surrounds of the caravan park has been completed and is \$30,000 under budget as the scope was amended so works did not happen in areas that are likely to form park of future renovations such as the one proposed for next financial year.

Given the intention to sell 18 Hilton Way it was deemed prudent to put a hold on the fence replacement job and allocate the funds to a more pressing concern, being the asbestos fence at 33 Currall Street which currently has a hole in it.

Given Council and the administration has agreed to not alter its practice of expending computers individually and not grouping assets, the funds for ICT hardware renewal are to be transferred to an operational account. Although this transfer process seems inefficient it provides a clear way for Council to see the cost of hardware and only requires a minor amendment at year end to alter the nature from capital to operational.

Two new jobs have been proposed for Merredin-Narembeen Road as part of the Wheatbelt Secondary Freight Network (WSFN). At the recent WSFN Steering Committee Meeting funding was approved to commence "Project Development" work to be completed in the remainder of 2019/20 financial year, in order for the associated roadworks on these roads to be included in the 2020/2021 Annual Budget. The WSFN Steering Committee wishes for "Project Development" works to commence as soon as possible with all "Project Development" funding to be expended and recouped by 30 June 2020. The Shire will only be required to fund 1/15th of each individual project. Given these two road projects are priority projects for 2020/2021 it is hoped that the Steering Committee will formally approve 2020/2021 funding for "Project Construction" at its next Meeting on Friday 22nd May.

Operating Revenue

Income from the Narembeen Caravan Park has taken a serious hit due to COVID-19 closures with actual income expected to be \$45,000 below budget expectations. This amendment will rationalise budget expectations. At this stage the Federal Governments 3 step COVID recovery framework has re-opening of Caravan Parks in Step 2 which is unlikely to be reached until June and is subject to State Government decisions. If the Caravan Park starts to re-open it is unlikely visitation numbers will be high enough to offset lost income.

The Narembeen Community Resource Centre has had a successful 2019/2020 sourcing extra grant funding towards projects, workshops and activities. As such the budget in this area is to be revised up by \$25,000. The CRC is unlikely to source extra income this financial year due to COVID-19 closures but grant funding has already been identified and approved for projects that had to be cancelled, which means these activities should be able to be delivered in the new financial year with appropriate funding.

Operating Expenses

Although the effects of COVID-19 have been felt negatively across the town in terms of social activation and connection, the closure of facilities and cancellation of events has come with budget savings. With the swimming pool closing a couple of weeks early, the caravan park being closed and Anzac day being cancelled the Shire's operating expenses have fallen by close to \$35,000.

A budget amendment is also needed to reduce the planned expenditure on the town oval; this is linked to the previous budget amendment of \$60,000 for extra water due to the town oval damn running out of water. Water usage and bills have not been as high as originally predicted and so this budget is to be reduced by \$15,000.

Reserve Transfers

With the proposed budget amendments coupled with previously adopted budget amendments, the Shire is in a position to transfer funds to reserves.

It is proposed to:

- Transfer \$25,000 to the Sport and Recreation Reserve – this is in line with savings from the aquatic centre and the oval.
- Transfer \$40,000 to the Infrastructure Reserve – this is in line with the savings made by foregoing the Apex Park Toilet Block replacement and the significant impact the WSFN projects will have on the balance of this reserve.
- Transfer \$50,000 to the Land Development Reserve – this is to begin the Shire's savings towards undertaking the industrial land development.

- Transfer \$15,000 to the Plant Reserve – this is in line with the savings made on the purchase of the new grader
- Transfer \$10,000 to the Housing Reserve – the business plan has identified future housing projects and a need to transfer money from this reserve, prudent to add money into the reserve if available
- Transfer \$10,000 to the Heritage Reserve – the business plan has identified a future project at the Narembeen Town Hall and if grant funding isn't significantly available, this reserve may be needed and its current balance is low.
- Transfer \$5,000 to Leave Reserve – it is prudent to add to this reserve when possible to ensure future staff leave or termination pay outs can be comfortably met
- Transfer \$5,000 to Medical Reserve – the business plan proposes future works at the Dentist facility and it is prudent to add funds to this reserve in case it is needed to fund this project.

Overall it is proposed to transfer \$160,000 into reserves to fund projects in future years.

Financial Position

Overall the already adopted amendments and those proposed through this budget review predict an end of year surplus of \$4,943. It is wise not to fully allocate all funds through the budget review process in case some projects or operations encounter unexpected costs.

CONSULTATION

Chief Executive Officer
Works Manager
Finance Officer

STATUTORY IMPLICATIONS

The May 2020 Budget Review has been prepared in a manner compliant with Local Government (Financial Management) Regulations 1996 – Regulation 33A – Review of Budget.

FINANCIAL IMPLICATIONS

The financial implication of the amendments proposed in this report is a predicted end of year surplus of \$4,943.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Goal Area 2 - Council Strategy 2.1 - Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

Undertake regular budget reviews allows the Shire to remain responsive to changing conditions.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council endorse the May 2020 Budget Review and adopt the budget amendments as per the attached Budget Review Report for the Period Ending 30 April 2020 – noting the specific budget amendment items listed in Note 4.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.2 - Adoption of Shire of Narembeen Corporate Business Plan 2020 - 2024

Applicant:	Scott Wildgoose, Executive Manager Corporate Services
File Ref:	ADM172
Disclosure of Interest:	Nil
Authorising Officer:	Scott Wildgoose, Executive Manager Corporate Services
Date:	7 May 2020
Attachments:	Shire of Narembeen – Corporate Business Plan 2020 - 2024

SUMMARY

This report is for Council to review and endorse the Corporate Business Plan 2020 – 2024.

BACKGROUND

The Shire of Narembeen adopted the current version of the Strategic Community Plan in 2017.

In line with legislation and the integrated planning framework the Shire then adopted a Corporate Business Plan in December 2018.

Given staff movements and pending a strategic review by the new Executive Manager Corporate Services – Council only reviewed the financial elements of the Corporate Business Plan in April 2019.

Moving forward the Corporate Business Plan is to be reviewed in April each year in line with the budgeting process.

COMMENT

A discussion forum was held with Councillors on Thursday 30 April 2020 to review the revised Corporate Business Plan.

The Shire of Narembeen Corporate Business Plan 2020 – 2024 is attached to this report.

This version of the plan aims to provide a strategic guide that aligns Council's operations over the next four years with the goals, priorities and vision of the Strategic Community Plan 2017 -2027.

The plan reviews the Shire's current strengths, weaknesses, opportunities and threats and aligns them with its strategic goals to ensure the deliverables are achievable and targeting key outcome areas.

The deliverables are broken down into the Shire's three strategic goal areas which are:

1. Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry
2. Internal and external relationships actively grow our Shire population and positive financial position
3. We contribute to a healthy community

A core factor associated with the Corporate Business Plan is the financial management plan which analyses how the deliverables of the Shire can be delivered given its financial resources and constraints.

The Shire has experienced a few prosperous years in recent history that has allowed many of its roads, plant items and recreation facilities to be upgraded, however the Shire is now entering a difficult period financially and this will affect its ability to deliver strategic outcomes.

The Shire has seen operating grants and contributions, and fees and charges fall significantly over the last two years.

To remain financially sustainable without an unhealthy reliance on grants, the Shire needs to work towards an operating position where rates income exceeds employee costs. This plan aims to do that within a 10 year period.

At this time the decision around a rate increase for 2020/2021 remains with Council, the Minister for Local Government has released a number of orders around next financial year and responding to COVID-19 is to be a key consideration when developing the 2020/2021 Annual Budget. Given Council believes the impact from COVID-19 on the Narembeen economy will be low, this Business Plan has been prepared with increases to rates income of approximately 3%, 5%, 5%, 5% across the four years of the plan. The actual make-up of the 2020 rates model will be reviewed prior to the adoption of the annual budget.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 – Regulation 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

The Shire of Narembeen Corporate Business Plan 2020-2024 complies with section 5.56 of the Local Government Act and its accompanying regulations. It provides a transparent, strategic and realistic representation of the how Council and Community priorities will be met with the capacity of the Shire's resources.

FINANCIAL IMPLICATIONS

Nil at this time – the first year of the Corporate Business Plan will form the basis of the 2020/2021 Annual Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

The Corporate Business Plan is developed to create an alignment between the Strategic Community Plan and the Shire's internal business planning.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council adopt the Shire of Narembeen Corporate Business Plan 2020-2024, as attached.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.3 - Imposition of a new charge in the 2019/2020 Schedule of Fees and Charges, relating to advertising in the 2020-2021 Community Directory

Applicant:	NA
File Ref:	ADM555
Disclosure of Interest:	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	5 May 2020
Attachments:	Nil

SUMMARY

The report is to seek council endorsement for the addition of the community directory advertising charges to the 2019/2020 fees and charges.

BACKGROUND

The Narembeen CRC has been compiling a community directory for several years; it provides a service to our local community and businesses, as well as neighbouring communities. Up until July 2019, the Narembeen CRC and Shire of Narembeen processes, finances and fees had been somewhat disjointed and separate, however this financial year they have been fully integrated.

At the Ordinary Meeting of Council on 17 July 2019, the Shire formally adopted the Fees and Charges Schedule as part of the 2019/2020 Annual Budget.

The omission of a charge for advertising within the Narembeen Community Directory was an administrative oversight.

COMMENT

The community directory provides access to local contacts as well as an opportunity for local businesses to advertise their services. On an annual basis the Narembeen CRC designs the directory and sells it for a small charge, last year this was \$16.50. To break-even/make a small profit, the CRC has always charged for advertising space in the directory. This is based on businesses wanting their design, logos and ads in the directory as locals use it as the main source of contact information for potential suppliers and businesses.

The advertising charge has always been based modestly on the design and administrative time of putting the directory together and a review of similar charges in other community magazines.

If businesses want the Narembeen CRC to design their advertisement this is also offering as a desktop publishing service with a per hour charge rate, currently \$55 per hour.

Last financial year the Narembeen CRC charged the below rates for advertising:

Third of a page advertisement (125mm x 60mm)	\$65
Half of a page advertisement (125mm x 85mm)	\$85
Full page advertisement (125mm x 190mm)	\$150

For advertising in the new version of the directory, the CRC is not proposing to increase their charges, but do wish to add a charge for the inclusion of a business listing where no previous advertisement has been purchased. This is to ensure that all businesses that receive the benefit of being included in the directory have contributed towards its development in some way. If an ad is purchased, the customer will be entitled to a free business listing in other areas referencing back to their ad. As such the charges proposed for inclusion with the 2019/2020 schedule of fees and charges are:

Community Directory Advertising

	FEE	GST	TOTAL
Small advertisement (125mm x 60mm)	\$59.09	\$5.91	\$65.00
Medium advertisement (125mm x 85mm)	\$77.27	\$7.73	\$85.00
Large advertisement (125mm x 180mm)	\$136.36	\$13.64	\$150.00
Stand Alone Business Listing – no colour or graphics/logos	\$22.73	\$2.27	\$25.00

Accounting for a 7 day local public notice period the Shire intends to start charging in line with the newly imposed charges from Wednesday 3 June 2020.

CONSULTATION

Executive Manager Corporate Services

STATUTORY IMPLICATIONS

If council endorses the proposed fees and charges, local public notice for a period of seven days will be given as per local government act 1.7(a) and 6.19 (b).

a) 1.7. Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be — (a) published in a newspaper circulating generally throughout the district; and (b) exhibited to the public on a notice board at the local government's offices; and (c) exhibited to the public on a notice board at every local government library in the district. (2) Unless expressly stated otherwise it is sufficient if the notice is — (a) published under subsection (1)(a) on at least one occasion; and (b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than — (i) the time prescribed for the purposes of this paragraph; or (ii) if no time is prescribed, 7 days.

b) 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of — (a) its intention to do so; and (b) the date from which it is proposed the fees or charges will be imposed.

FINANCIAL IMPLICATIONS

If council does not endorse the addition of these fees and charges, the CRC will a make a significant loss on providing the community directory. It is likely; as costs could not be recovered the CRC would cease or significantly amend this service. Revenue from this area was budgeted for in the 2019/2020 annual budget so not charging for this advertising would affect the CRC's budgeted operating income – by approximately \$4,000.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council endorses the imposition of the below charges within the 2019/2020 fees and charges schedule for advertising within the Narembeen Community Directory, with an imposition date of 03 June 2020.

Community Directory Advertising

	FEE	GST	TOTAL
Small advertisement (125mm x 60mm)	\$59.09	\$5.91	\$65.00
Medium advertisement (125mm x 85mm)	\$77.27	\$7.73	\$85.00
Large advertisement (125mm x 180mm)	\$136.36	\$13.64	\$150.00
Stand Alone Business Listing – no colour or graphics/logos	\$22.73	\$2.27	\$25.00

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.4 - Schedule of Accounts for April 2020

Applicant:	NA
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Vanessa Wittstock, Administration Officer
Authorising Officer:	Scott Wildgoose, Executive Manager Corporate Services
Date:	5 May 2020
Attachments:	April 2020 Creditors Payment List, April 2020 Credit Card Payment List

SUMMARY

For Council to review the payments made by the Shire of Narembeen in April 2020.

BACKGROUND

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

COMMENT

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

Municipal Account: \$295,733.59

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

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT13167	01/04/2020	Western Australian Treasury Corporation	Loan No. 125 Payment for Swimming Pool	\$16,348.64
EFT13173	08/04/2020	Australian Taxation Office	BAS March 2020	\$16,281.00
EFT13174	08/04/2020	Avon Waste	Avon Waste Rubbish Charges March 2020	\$16,705.08
EFT13175	08/04/2020	Bitutek Pty Ltd	Supply and spray bitumen at Emu Hill and Cemetery carpark	\$22,011.00
EFT13215	17/04/2020	Shire Of Corrigin	Roe EHO Environmental Health Scheme Jan - Mar 2020	\$15,732.27
EFT13223	23/04/2020	Crichton Vale	Gravel Supply	\$30,630.60

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for April 2020; and
2. Receive the Credit Card Payment List for April 2020.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

AGENDA ITEM: 8.2.5 - Financial Report Period Ending 30 April 2020

Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest:	Nil
Authorising Officer:	Rachael Moore, Finance Officer
Date:	6 May 2020
Attachments:	April 2020 Financial Report and Bank Reconciliation

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 30 April 2020.

COMMENT

Council's closing position at 31 April 2020 amounts to \$1,533,500 with current assets of \$5,059,663 and \$ 2,637,889 in reserve funds.

CONSULTATION

Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:-

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

9.0 Urgent business as permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr K Mortimore

Attended

•

General Business

•

Cr P Lines

Attended

•

General Business

•

Cr R DeLuis

Attended

•

General Business

•

Cr A Hardham

Attended

•

General Business

•

Cr S Stirrat

Attended

•

General Business

•

Cr A Wright

Attended

•

General Business

•

Cr W Milner

Attended

•

General Business

•

Cr R Cole

Attended

•

General Business

•

11.0 Date, time & place of next meeting

Wednesday 17 June 2020 at Narembreen Shire Council Chambers

12.0 Closure

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