

**Agenda for the 688th Ordinary Council Meeting**

**20 September 2022**

|  |  |  |
| --- | --- | --- |
| **COUNCIL CALENDAR** | | |
| **Date** | **Time** | **Meeting** |
| 18 October 2022 | 4:00pm | Ordinary Council Meeting |
| 15 November 2022 | 4:00pm | Ordinary Council Meeting |

|  |  |
| --- | --- |
| **20 September 2022 MEETING PROGRAM** | |
| 2.30pm | Councillor Forum |
| 4.00pm | 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.** |
|  |  |  |  |
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**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,

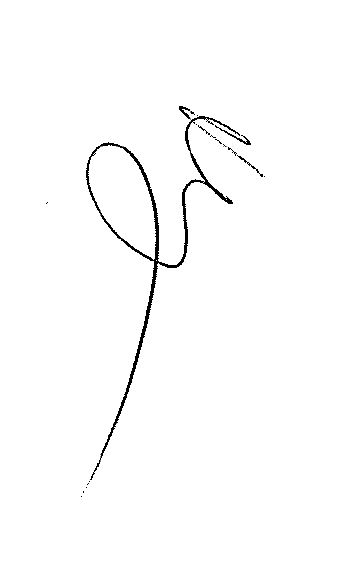
In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 688th Ordinary Meeting of Council has been convened for:

**Date:** Tuesday 20 September 2022

**At:** Shire of Narembeen Council Chambers

1 Longhurst Street, Narembeen

**Commencing:** 4.00pm

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**David Blurton**

**Chief Executive Officer**

Date: 13 September 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

**Tuesday 20 September 2022, commencing at 4:00pm**

1. **Opening & Welcome**
2. **Attendance & Apologies**

**Attendance**

**Councillors**

**Officers**

**Apologies**

**Approved leave of absence**

1. **Declarations of Interest**
2. **Announcements**
   1. Application for leave of absence
3. **Public Question Time & Deputations (15 min)**

Nil

1. **Minutes of Previous Meetings**
   1. **Confirmation of Minutes of Ordinary Meeting of Council**
      1. Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 16 August 2022

**RECOMMENDATION:**

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 16 August 2022 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN MOTION -** Moved Cr. Seconded Cr.

**CARRIED /**

* + 1. Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 16 August 2022

1. **Status Report**

**RECOMMENDATION:**

That the Status Report for September 2022 be received.

**COUNCIL RESOLUTION**

**MIN MOTION -** Moved Cr. Seconded Cr.

**CARRIED /**

1. **Reports**
   1. **Chief Executive Officer**

**AGENDA ITEM: 8.1.1- Adoption of Corporate Business Plan 2022/23-2025/26**

**Subject:** Adoption of Corporate Business Plan 2022/23-2025/26

**Applicant:** Not Applicable

**File Ref:** ADM172

**Disclosure of Interest:** Nil

**Author:** David Blurton – Chief Executive Officer

**Date:** 6 September 2022

**Attachments:** Draft Corporate Business Plan 2022/23-2025/26

**PURPOSE**

For Council to consider the adoption of its Corporate Business Plan 2022/23-2025/26 (CBP) document following a 21-day public consultation period.

**BACKGROUND**

The Council adopted its Strategic Community Plan 2022-2032 (SCP) document at its July 2022 meeting following a process of extensive consultation with the community. While the SCP sets the strategic vision for the future, the CBP that translates the Council’s priorities from the Strategic Community Plan into operations and deliverables aligned to the annual budget process. It includes specific actions which Council will aim to deliver over the next four years as well as a four-year financial plan which summarises the projects which have been endorsed through Council’s other adopted plans.

Council adopted its Draft Corporate Business Plan 2022/23-2025/26 document at its August 2022 meeting and endorsed a 21-day consultation period. This has now been completed and comments are presented to Council for consideration as part of final adoption.

**CONSULTATION**

A 21-day community consultation period has been undertaken including contact with each local sporting and community organisation. Management also circulated the draft document to all staff for comment.

**STATUTORY IMPLICATIONS**

Section 5.56 (1) of the Local Government Act 1995 requires all local governments to plan for the future. This plan for the future is provided by the Integrated Planning and Reporting Framework (IPRF).

The CBP represents the highest level of strategic planning undertaken by local governments. It is a legislative requirement as part of the Integrated Planning and Reporting Framework under the Local Government Act 1995. Its purpose is:

• Ensuring the community is involved in the setting of a long term vision;

• Providing Council with a clear understanding of the community’s wellbeing, priorities,

aspirations, needs and wants; and

• Setting out Council’s priorities in relation to implementing its strategies.

**FINANCIAL IMPLICATIONS**

Financial implications are highlighted in the plan and a series of ratio measures have been included in the document for Council to consider (note 12). These ratios are used by the Department of Local Government and Communities as measures of local government sustainability.

The plan includes 2 self-supporting loans being raised in 2024/25 to fund delivery of netball court cover and a multipurpose hockey/tennis facility as per the Council’s endorsed Sports facility plan. Other significant changes over the life of the plan include a reduction in road maintenance contributions received from Ramelius in 23/24 and onwards at the completion of mining activities and development of the LIA subdivision in 23/24 and 24/25.

**POLICY IMPLICATIONS**

Not Applicable

**RISK MANAGEMENT IMPLICATIONS**

Adoption of the plan eliminates the risk of noncompliance with the Local government Act.

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

Civic Leadership – Well governed and efficiently managed local government.

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

At time of writing, no submissions have been received from the community.

Two comments were received by staff

|  |  |  |
| --- | --- | --- |
| Name | Comment | Response |
| Amos Laird, Shire Mechanic | Looks good.  Is there a budgeted amount for the replacement of my LV – for when my current ute goes to work as the new spray-rig? | Figures for vehicle changeover included in 22/23 Budget document. |
| Diana Blacklock, Economic Development Officer | As mentioned previously I think it would be good to have something in the CBP regarding the development of a Decarbonisation / Climate Change Mitigation Plan for future developments.  This is something that we are going to need in the future, to meet federal and state grant criteria. | Whilst Conservation of our Natural environment is an identified strategy in the Adopted Strategic Community Plan, the suggested initiative does not form part of the identified measures of success.  As such it is not recommended to include in the Corporate Business Plan |

**OFFICER RECOMMENDATION**

That Council adopt the Corporate Business Plan 2022/23-2025/26 as presented.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.1.2 - Light Industrial Area Expression of Interest Process**

**Subject:** Light Industrial Area Expression of Interest

**Applicant:** Not Applicable

**File Ref:** ADM648

**Disclosure of Interest:** Nil

**Author:** David Blurton – Chief Executive Officer

**Date:** 7 September 2022

**Attachments:** LIA Subdivision -Narembeen South Road

**PURPOSE**

For Council to consider undertaking an expression of interest (EOI) process for a portion of lot 100, Narembeen South Road being the proposed Light Industrial Area.

**BACKGROUND**

Council owns lot 100, Narembeen South Road in freehold and has previously received subdivision approval for the development of this land as a Light Industrial Area. Approval has since lapsed as the subdivision has not progressed, however an application is being prepared to be resubmitted by the Council’s Planning Consultant, Liz Bushby.

Following meetings with Planning Consultants working with the Wheatbelt Development Commission, staff are of the view that a portion of the subdivision can potentially be activated now without any significant investment in infrastructure.

Staff are proposing an expression of interest process be undertaken for the portion of land fronting the Narembeen South Road, i.e. future lots 50,51,65,66 totalling over 8000m2. This would involve leasing the land to any suitable party following the EOI process without the need to build access roads and potentially other infrastructure.

**CONSULTATION**

Wheatbelt Development Commission

Executive Manager Corporate Services  
Works Manager

Liz Bushby, Consultant Planner

**STATUTORY IMPLICATIONS**

Once submissions are received and considered by Council, section 3.58 Disposal of Property may apply should Council support leasing the land for any purpose.

**FINANCIAL IMPLICATIONS**

The EOI process will identify what infrastructure requirements would be needed as part of any proposal. This may involve negotiating with the preferred party and some level of investment by Council such as filling, fencing, drainage, survey cost, etc

Submissions will be expected to identify their intended use, required footprint, infrastructure requirements and other important considerations. Council would consider the most suitable proposal based on the submissions received.

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

There is a risk that no business is interested in using the land and staff have fielded no recent inquiries looking for industrial land in Narembeen, however staff consider that advertising the lands use through and EOI process may trigger inquiries.

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

2.1 Support the diverse industry across the Shire

Demonstrated Progress with stakeholders to facilitate industrial land identification and expansion.

Corporate Business Plan 2022 - 2026

2.1 d – Undertake Industrial Land Subdivision

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

Should Council support the recommendation, Staff will prepare an EOI Package with the assistance of the Wheatbelt Development Commission and promote through appropriate channels including the Wheatbelt Business Network. At the closing of submission period, submissions will be referred to Council for consideration.

Staff consider that activation of the front parcels of land in the proposed subdivision will be relatively inexpensive, depending on the proponents’ requirements and will stimulate further interest in the development. It will also make use of land which is currently unused and support economic development in Narembeen.

In terms of existing infrastructure Water, Power and Telecommunications are in proximity however sewer is unavailable to the site.

This process will run concurrently with renewing the subdivision approval throughout the WA Planning Commission. The appointment of professional services including Engineering and Survey is also required to be undertaken to progress the subdivision further and staff are currently working to engage these services.

Staff have been advised that the subdivision can be staged to minimise the level of investment required to develop the whole subdivision.

**OFFICER RECOMMENDATION**

That Council undertake an Expression of Interest Process for the use of a portion of lot 100 Narembeen South Road.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.1.3 - Council Policy Review**

**Subject:** Policy review - Administration

**Applicant:** Not Applicable

**File Ref:** ADM541

**Disclosure of Interest:** Nil

**Author:** David Blurton – Chief Executive Officer

**Date:** 7 September 2022

**Attachments:** 1. Email from P. Lines and response.

2. Comments on Draft Policy from TPI Planning Consultants

3. Revised Council Policy - Outbuildings

4. Council Policy - Procurement Framework

**PURPOSE**

To review several Council policies following a period of public consultation.

**BACKGROUND**

The Council has a significant number of policies covering a range of issues which require periodical review.

At its August 2022 meeting, the Council endorsed two policies to undergo a period of public consultation in accordance with policy. This has been completed and comments are referred to Council for consideration.

**CONSULTATION**

Executive Manager Corporate Services

Works Manager

As per the Councils Strategic Policy framework document, the Council may consider a consultation process with the broader community when it considers new polices or significant changes to existing policies. Given the policy changes recommended in this report are not considered significant and the need for two new policies have been identified by external auditors, staff do not consider it necessary to consult with the community in this instance.

**STATUTORY IMPLICATIONS**

*Local Government Act 1995*

Section 2.7 Role of council

(1) The council —

(a) governs the local government’s affairs; and

(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government’s finances and resources; and

(b) determine the local government’s policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO’s functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws; and

(b) ensure that advice and information is available to the council so that informed decisions can be made; and

(c) cause council decisions to be implemented; and

(d) manage the day-to-day operations of the local government; and

(e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions; and

(f) speak on behalf of the local government if the mayor or president agrees; and

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

**RISK MANAGEMENT IMPLICATIONS**

Council not reviewing its policies within nominated timeframes – Low risk.

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-32

Civic Leadership - Well governed and efficiently managed Local Government

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

The following comment is provided relative to each policy.

***Local Planning Policy – Outbuilding Control***.

Council has previously resolved to develop a policy for the control of outbuildings at its meeting 16 March 2021 (718/21). The policy has been developed based on other rural Council’s policies and allows for larger and taller sheds to be built on residential and town centre land than the standard planning regulations (deemed provisions) allow for. The table included sets some parameters for what Council considers acceptable in terms of outbuilding size based on the size of the lot and materials. Adoption of the policy will ensure consistency in decision making relating to outbuildings and reflect rural lifestyle rather than the deemed provisions which are applied based on zoning category across the state regardless of lot size, location and amenity.

One submission was received from the public during the consultation period and further advice was sought from the Council’s Planning consultant, Liz Bushby who proposed many changes to the draft policy. Copies of both correspondence are attached, and a final modified policy is presented for adoption.

***Council Policy – Procurement Framework***

The major change recommended for this policy is the insertion of the table which summarises purchasing and quotation requirements at different consideration value thresholds, which was previous included in the Executive level policy. As advised by WALGA, this reflects industry best practice in is more appropriate than staff defining purchasing requirements in an Executive level policy.

The draft policy indicated changes to purchasing thresholds and combining elements of the Executive Policy relating to procurement.

As no comments were received from the public at the close of consultation it is recommended to adopt the policy without change.

**OFFICER RECOMMENDATION**

That Council adopts

1. The Outbuilding Control Planning Policy with changes identified.
2. The Procurement Framework.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

* 1. **Executive Manager Corporate Services**

**AGENDA ITEM: 8.2.1 - Housing Strategy**

**Subject:** Housing Strategy

**Applicant:** Not applicable

**File Ref:** ADM172

**Disclosure of Interest:** Nil

**Author:** Tamara Clarkson, Executive Manager Corporate Services

**Date:** 8 September 2022

**Attachments:** Town Planning Scheme Map   
R Code State Planning Policy Tables

**PURPOSE**

For Council to consider Housing Strategy development.

**BACKGROUND**

The Housing Working Group has convened several times over the past twelve months to discuss housing needs in Narembeen. Adoption of a Housing Strategy is yet to be completed, the working group agreed on a draft position, and this now requires Council approval.

By way of summary, the issues related to housing locally include:

* Design and construction of staff housing, which Council has allocated $500,000 in it’s 22/23 budget to progress;
* The current state of, and lack of suitable housing for state employees including police, nurses, and teachers which has been raised as a regional issue through WALGA Zone and ROEROC;
* Lack of suitable aged housing in Narembeen to cater for growing demand;
* Capacity of the Narembeen Homes for the Aged Committee to manage their current stock of 12 units;
* Capacity of Shire to manage 9 joint venture properties;
* Investigation / discussion with CEACA to progress construction of new houses as well as manage existing properties on behalf of Shire and/or Narembeen Homes for the Aged Committee.

**CONSULTATION**

Chief Executive Officer

**STATUTORY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Budget allocation is $500,000 for purchase of new houses in 22/23

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Medium Risk.

Lack of housing impacts the ability to recruit and retain experienced and qualified employees.

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

2.4 Retain and grow our local skills base

Existing shire housing stock is well maintained, and new stock constructed

(Draft) Corporate Business Plan 2022/23 – 2026/27

2.4 a – Develop and Implement Housing Strategy

Housing – to maintain the Shire owned housing to a level that retains their capital value

**VOTING REQUIREMENTS**

Absolute majority

**COMMENT**

**Staff Housing**

Demand

Council sold two houses in preparation for the construction of new dwellings with funds being held in the Housing Reserve.

The Housing Working Group previously discussed the best location and most appropriate size of accommodation to suit shire employees. This report adds a planning context to assist in the decision-making process of the most appropriate site. At present the Shire owns eight houses which range in size between three and four bedroom houses and most of these premises are occupied by a single employee.

The following is a list of the current housing stock owned and current occupation status.

|  |  |  |
| --- | --- | --- |
| Address | Size | Occupied by |
| 26 Hilton | 4x2 | CEO |
| 8 Cheetham | 4x2 | EMCS |
| 18 Hilton | 3X1 | Works staff member |
| 16 Hilton | 4x2 | Vacant (for new Doctor) |
| 10 Hilton | 4x1 | Leading Hand, Parks Officer, and family |
| 15 Northmore | 3x1 | Works staff member (recently vacant) |
| 21 Northmore | 3x1 | Administration staff and family |
| 20 Cheetham | 4x2 | Works Manager and Senior Finance Officer |

Current demand for employee housing is typically for single persons or couples rather than families and staff have also been accommodated in the caravan park chalets for extended periods which is not ideal.

The working group agreed with the following recommendation:

*Given the current demand and the number of larger Council owned houses council already owned, staff consider that smaller two or three bedroom homes co-located would provide a good mix of suitable housing.*

Locations

1. Council owns several suitable blocks on Cheetham Way which vary in size from 840m2 to 2929m2. Blocks are zoned residential R5 and R12.5 which determines density with the R(number) determining the average lot size per hectare. For example, R5 indicates that only five dwellings can be constructed on a 10,000m2 lot, or an average of 2000m per dwelling.

Based on a lot size of 2929m2 and an R5 code, only 1 dwelling can be constructed

(as dwelling needs to be 2000m2 average).

Based on a lot size of 840m2 and an R12.5 code, still only 1 dwelling can be constructed (as dwelling lot needs to be 800m2 average).

Council could amalgamate lots, but this would not change the zoning or R code density.

The lot sizes in Cheetham Way mean each lot can only be developed with one single house.

A picture containing indoor, building, old

Description automatically generated

1. Council owns a 2528m2 block on corner of Currall and Stanley (Lot 104) which is zoned Residential R12.5 and is well located with frontage on either side. Council’s planning consultant has advised that the Shires Town Planning Scheme allows corner lots with access to constructed roads and sewer/water to be developed at a higher R30 density.

The R30 Code only requires an average of 300m2 per dwelling unit, therefore Lot 104 has potential for 8 grouped dwellings (refer attachment).

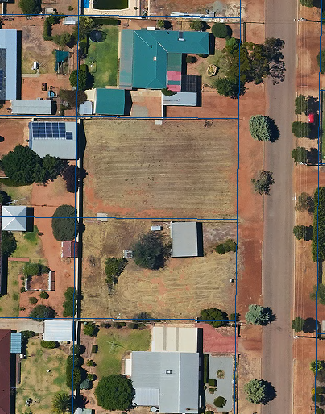
Initial investigation with Landgate shows no issue with development of the block, Western Power Infrastructure may be an issue and as such, will require additional enquiries.

Application

Description automatically generated with medium confidence

1. Council owns two blocks on Thomas Way which are each 1012m2 and are zoned R12.5. If amalgamated a maximum of two dwellings could be constructed at an average of 800m2.

Amalgamation would entail costs and not result in any increase in the potential dwelling yield, therefore is not recommended.



The Working Group identified Lot 104 Currall Street as the preferred location for development of staff housing subject to further site investigations.

The budget is $500,000 and is this is likely to limit construction to three dwellings at most, however this site could potentially yield up to eight dwellings. Council could look to develop more dwellings than required on this site and look to either partner with Go Narembeen / CEACA or fund development itself and sell some of the completed dwellings privately to recoup construction costs.

This would require a due diligence exercise and further financial modelling including funding strategy. It also may require subdivision of the blocks as a strata arrangement if separate ownership is considered. Council could also plan for future construction of additional dwellings on site and only construct three dwellings in the short term should other parties not be interested.

A discussion with Go Narembeen is preferred and an approach to CEACA may be more appropriate in in the mid to long term. The group note that the handover of joint venture properties at the end of the agreements with the Department of Communities will be considered in the Housing Strategy.

Procurement process

Council has several options to progress the construction of dwellings and will need to tender works as the project value will be more than $250,000 threshold under the Act or use WALGA’s EQuote system.

1. Design and construct tender

Council could run a tender process seeking to engage a suitably qualified and experienced building company to initially design and then construct dwellings. Some initial design matters to consider in the brief would be brick or transportable dwellings, size of each dwelling, fit out budget.

1. Engage architect to develop plans including detailed designs then undertaken tender process.
2. Undertake an RFQ process to supply and install prefabricated dwellings. WALGA’s Equote system has a category with the following preferred suppliers listed. Multiple options are available through each supplier’s range and discounts are offered for multiple dwellings purchased. Through this option, staff would need assistance to develop site layout and landscaping design which may be available through the company themselves.

Graphical user interface

Description automatically generated

Graphical user interface, text

Description automatically generated

Figure 1 - example of product range Evoke Living Homes

Graphical user interface, website

Description automatically generated

Figure 2 - example of product range Evoke Homes

Once discussion with Go Narembeen / CEACA completed, a report will be presented to Council to commence an RFQ process through the WALGA Equote system. Ideally, this will require the successful contractor developing site plans including landscaping for Council approval prior to construction for the supply and install of up to 8 prefabricated dwellings in a range of 2- and 3-bedroom configurations. If no commitment is forthcoming, then site layout to consider immediate development of three dwellings and allow for future additions of dwellings on site.

Other Matters

Council to lobby the state to invest in new housing stocks for its public servants in the regions.

Advertising is currently occurring to attract a new Doctor to Narembeen. Now would be an opportune time to make minor improvements to 16 Hilton Way while the property is vacant.

**OFFICER RECOMMENDATION**

That Council:

1. Agree to build a mix of smaller two or three bedroom properties for employee housing;
2. Identify Lot 104 (27) Currall Street, Narembeen as the preferred location of the employee housing project, subject to further site investigation;
3. Direct the CEO to approach Go Narembeen as a potential partner to the project in the first instance followed by CEACA and report outcomes;
4. Allocate $15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Narembeen
5. Council and CEO actively lobby the State to invest in new housing stock for public servants in the region in collaboration with Roe Regional Councils.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.2.2 - Narembeen Homes for the Aged Inc**

**Subject:** Narembeen Homes for the Aged Inc

**Applicant:** Not applicable

**File Ref:** ADM570

**Disclosure of Interest:** Nil

**Author:** Tamara Clarkson, Executive Manager Corporate Services

**Date:** 9 September 2022

**Attachments:** Nil

**PURPOSE**

To provide support to the Narembeen Homes for the Aged Inc (NHA) in delivery of suitable accommodation for seniors in Narembeen.

**BACKGROUND**

Narembeen Homes for the Aged Inc is a voluntary run association whose purpose is the provision of accommodation in town for seniors and has been in existence since the 1970’s. There are currently 14 units that are all tenanted.

The last known agreement between the Shire and NHA is 2016, details below:

*IT IS AGREED*

1. *That the Narembeen Homes for the Aged Inc. will be responsible for all building maintenance relating to all Homes for the Aged properties.*
2. *That the Narembeen Homes for the Aged Inc. will collect all rent for the said properties.*
3. *That the Narembeen Homes for the Aged Inc. be solely responsible for the administration of the said properties.*
4. *That the Narembeen Homes for the Aged Inc. will be responsible for all rates, levies, taxes and water and electricity costs for all said properties.*
5. *That the Shire of Narembeen will be responsible for the insurance of all properties listed by the Narembeen Homes for the Aged Inc.*
6. *That the Shire of Narembeen will be responsible for the grounds maintenance at 20 Thomas Street, Narembeen only.*

*The addresses of the said properties owned by the Narembeen Homes for the Aged Inc. are:*

*33 Ada Street 2 Units*

*Gumtree Place 6 Units*

*20 Thomas Street 2 Units*

*Nichols Place 4 Units*

The group have written to the Shire requesting administrative support, in particular the Shire “maintaining the books and running the everyday organisation of the 12 units possibly as a position within the CRC at a cost to the Aged Homes group”

NHA pay rates on the properties and the insurance. The previous CEO committed to pay half of the insurance costs.

The Shire became aware of a group, Central Eastern Accommodation and Care Alliance Inc (CEACA) who provide residential management for local governments.

The President of the Homes for the Aged group met with Shire representatives and CEACA in early August. The concept was presented to the Homes for the Aged group and initial feedback was not supportive of CEACA managing the existing program.

**CONSULTATION**

Chief Executive Officer

Narembeen Homes for the Aged Inc

**STATUTORY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Budget Review February 2023

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

High Risk.

The lack of support may result in the Shire having to deliver this service at considerable cost and resourcing.

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy and inclusive community.

* Facilitate and advocate for quality health services, health facilities and programs in the Shire
* Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

**VOTING REQUIREMENTS**

Simple majority

**COMMENT**

This volunteer group currently, and have for many years, delivered a dedicated and worthwhile service to our local seniors and wider community. The group are committed to continuing with this program however, members of the group are all ageing and have been involved for several years, often undertaking maintenance themselves on the weekend ie arranging electricians and fixing reticulation.

It is not the intention of Council and the Shire to take over control of this group, but instead, work collaboratively with and support Homes for the Aged Inc. in the delivery of accommodation for seniors. The administration of the group could be undertaken by the Narembeen CRC in line with the values and aspirations of both the Community Wellbeing Plan and the Strategic Community Plan.

Officers see the agreement working that Monday to Friday, building maintenance can be undertaken by Shire contractors and staff, as occurs with other Shire owned facilities. The weekend maintenance, when urgent, may be carried out by volunteers as it happens now.

Should Council be supportive of the concept, annual maintenance costs will be considered and included in the February 2023 Mid-Year Budget Review.

**OFFICER RECOMMENDATION**

That Council develop an agreement with Narembeen Homes for the Aged Inc to provide administrative and building maintenance support, ensuring the sustainability of the program in Narembeen.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.2.3 - Financial Report August 2022**

**Subject:** Financial Report August 2022

**Applicant:** Shire of Narembeen

**File Ref:** Not Applicable

**Disclosure of Interest:** Nil

**Author:** Teresa Cousins – Senior Finance Officer

**Date:** 9 September 2022

**Attachments:** Financial Report August 2022

**PURPOSE**

Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period August 2022.

**BACKGROUND**

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

**CONSULTATION**

Chief Executive Officer

Executive Manager Corporate Services

**STATUTORY IMPLICATIONS**

*Local Government Act 1995, Section 6.4*

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

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

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

* Minor Compliance risk considered low.

Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

* Financial Impact risk considered moderate.

Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

We have sound financial and asset management policies and practices in place, with transparent, accountable, and integrated reporting.

Corporate Business Plan 2020/21 – 2023/24

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

**COMMENT**

Council’s closing position on 31 August 2022 amounts to $4,757,501 with current assets of $8,441,539 and $4,135,441.29 in reserve funds.

**OFFICER RECOMMENDATION**

That Council receive the Shire of Narembeen’s Financial Report for August 2022.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.2.4 - Schedule of Accounts for August 2022**

**Subject: Schedule of Accounts for August 2022**

**Applicant:** Not Applicable

**File Ref:** ADM018

**Disclosure of Interest:** Nil

**Author:** Kathryn Conopo – Administration Officer

**Date:** 7 September 2022

**Attachments:** Creditors Payment List – August 2022, Credit Card Payments List 15 June – 13 July 2022

**PURPOSE**

For Council to review the payments made by the Shire of Narembeen in August 2022.

**BACKGROUND**

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

**CONSULTATION**

Nil

**STATUTORY IMPLICATIONS**

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
   1. The payee’s name;
   2. The amount of the payment;
   3. The date of the payments; and
   4. Sufficient information to identify the transaction.
2. A list prepared under sub regulation (1) or (2) is to be –
   1. Presented to the council at the next ordinary meeting of council after the list is prepared; and
   2. Recorded in the minutes of that meeting.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

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

Transparent, accountable, and integrated reporting

**VOTING REQUIREMENTS**

Simple majority

**COMMENT**

A schedule of accounts paid during the month of August 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account: $ 726091.38

Trust Account: $ 2667.31

**OFFICER RECOMMENDATION**

That Council:

1. Receive the Creditors Payment List - August 2022
2. Receive the Credit Card Payments List 15 June – 13 July 2022

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

**AGENDA ITEM: 8.2.5 - Multipurpose Sports Facility Feasibility and Concept Design**

**Subject:** Multipurpose Sports Facility Feasibility and Concept Design

**Applicant:** Shire of Narembeen

**File Ref:** ADM053

**Disclosure of Interest:** Nil

**Author:** Tamara Clarkson, Executive Manager Corporate Services

**Date:** 9 September 2022

**Attachments:** Draft Report to be provided under separate cover when received

**PURPOSE**

Council to receive draft report.

**BACKGROUND**

Council adopted the Sport and Recreation Facilities Plan in 2021. One key action of this plan is the delivery of a multipurpose sports facility that can accommodate tennis and hockey.

To be able to apply for grant funding and provide clarity to the sporting clubs on their financial expectations, a feasibility study / business case was required. The initial needs analysis and engagement was undertaken for this project as part of the development of the Sport and Recreation Facilities Plan.

The consultant, Otium Planning Group has finalised their draft report and this is presented to Council for consideration.

**CONSULTATION**

Chief Executive Officer

**STATUTORY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Financial implications are included in the draft report.

The Council’s four-year financial plan (incorporated in the Corporate Business Plan 2022/23-2025/26) reflect the following estimates.

2024/25 – Multipurpose Sports Facility expenditure $1.5m

2024/25 – Netball Cover over courts $500,000

Funded by:

Self-Supporting Loan Hockey / Tennis $300,000

Self-Supporting Loan Netball $100,000

Recreation Reserve $600,000

Grants yet to be identified $1,000,000

**POLICY IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy and inclusive community

Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles – Achievement of the Sport and Recreation Facilities Plan

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

The sporting clubs have expressed concern regarding the cost of the project, both initial construction and the ongoing maintenance costs required.

The draft plan can now be provided to both Tennis and Hockey Sporting Clubs for their consideration. Should the clubs not wish to proceed, a written response is required, and this will allow Council to determine their next step.

Community engagement will now be undertaken, and a report presented to the October Council Meeting.

**OFFICER RECOMMENDATION**

That Council

1. Receive the Multipurpose Sports Facility Feasibility and Concept Design report
2. Refer the report to Narembeen Hockey and Tennis clubs for feedback requesting formal advice from each club on its position regarding the project
3. Staff prepare a further report once the position of each club has been received.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

1. **Confidential Items**

Provided under separate cover

**CONFIDENTIAL AGENDA ITEM: 9.1 CEO KEY PERFOMANCE INDICATORS 22/23**

**Subject:** CEO KEY PERFORMANCE INDICATORS 22/23

**Applicant:** Not Applicable

**File Ref:** EMP 20

**Disclosure of Interest:** Not Applicable

**Author:** Kellie Mortimore – Shire President

**Date:** 7 September 2022

**Attachments:** Nil

**It is recommended that Council close the meeting to the public under section 5.23 (2) (a) as the following agenda item effects an employee.**

**RECOMMENDATION**

That Council adopt the CEO Key Performance Indicators as identified in the body of this report for the 22/23 review year in accordance with section 4.1 of the CEO’s employment contract.

**COUNCIL RESOLUTION**

**MIN MOTION** - Moved Cr. Seconded Cr.

**CARRIED /**

1. **Urgent business as permitted by Council**
2. **Councillor’s Reports**

**Cr K Mortimore**

Attended

**Cr S Stirrat**

Attended

**Cr H Cusack**

Attended

**Cr T Cole**

Attended

**Cr C Bray**

Attended

**Cr A Hardham**

Attended

**Cr M Currie**

Attended

**Cr W Milner**

Attended

1. **Date, time & place of next meeting**

Tuesday 18 October 2022, 4.00pm at the Shire of Narembeen Council Chambers.

1. **Closure**

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