



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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Minutes

Shire of Narembeen Ordinary Council Meeting Tuesday 20 September 2022, commencing at 4:00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm.

2.0 Attendance & Apologies

Attendance

Councillors

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

Officers

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)
Diana Blacklock	Economic Development Officer

Apologies

Cr Amy Hardham	Member
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Approved leave of absence

3.0 Declarations of Interest

D Blurton declared a financial interest in item 9.1

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

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

RECOMMENDATION / COUNCIL RESOLUTION:

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.

MIN 7484/22 MOTION - Moved Cr. Cole Seconded Cr. Currie

CARRIED 7 / 0

6.1.2 Business Arising

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

Nil

7.0 Status Report

RECOMMENDATION / COUNCIL RESOLUTION:

That the Status Report for September 2022 be received.

MIN 7485/22 MOTION - Moved Cr. Stirrat Seconded Cr. Milner

CARRIED 7 / 0

8.0 Reports

8.1 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 / COUNCIL RESOLUTION

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

MIN 7486/22

MOTION - Moved Cr. Bray

Seconded Cr. Milner

CARRIED 7 / 0

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
Economic Development Officer
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 / COUNCIL RESOLUTION

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

MIN 7487/22

MOTION - Moved Cr. Milner

Seconded Cr. Currie

CARRIED 7 / 0

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 policies 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 previously 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 / COUNCIL RESOLUTION

That Council adopts

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

MIN 7488/22

MOTION - Moved Cr. Currie

Seconded Cr. Stirrat

CARRIED 7 / 0

8.2 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 2000m² 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.



2. 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.



- 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 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.

2. Engage architect to develop plans including detailed designs then undertaken tender process.

3. 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.

Suppliers on the [Construction and Building Environments \(PSP012\)](#) list

[Back](#)

	BUSINESS NAME	LEAD CONTACT
1	 CLPM Pty Ltd	Paul Rees
2	 Evoke Living Homes	Fleur Draffin
3	 FLEETWOOD WA & SA PTY LTD	Nick Price
4	 Greenville Developments	Beverley Honig
5	 LANDMARK PRODUCTS	Terry Van Iersel
6	 MODULAR WA	Codie Sundstrom
7	 Modus Australia	Modus Australia Restrooms And Toilet Buildings
8	 WC Convenience Management P/L	Stuart Brady

Dwelling Type	Dwelling Description	Dimensions	Size M2	% Discount Offered
4x2	4 bedroom, 2 bathroom 'Hamelin' design. Includes meals, family, study and alfresco on modular slab. Optional site built garage and porch.	19.2m x 13.2m	174.24m2	0
				%
				%
3x2	3 bedroom, 2 bathroom 'The Adair' design. Includes lounge, dining, alfresco on modular slab. Optional site built porch, garage or carport.	15.3mx8.4m	120.28m2	0
				%
				%
3x1	3 bedroom, 1 bathroom 'The Tuart' design. Includes lounge, dining, porch on modular slab. Optional site built carport	12.6m x 8.4m	105.84m2	0
				%
				%
2x2	2 bedroom, 2 bathroom 'The Ocean Retreat'. Includes combined kitchen/living/dining. Optional site built carport, pergola	13.2m x 4.8m	63.36m2	5
				0
				%
2x1	2 bedroom, 1 bathroom 'The Farmstay' design. Includes combined living/kitchen/dining. Optional site built carport, verandah	14.4m x 4.2m	60.48m2	0
				%
				%

Figure 1 - example of product range Evoke Living Homes

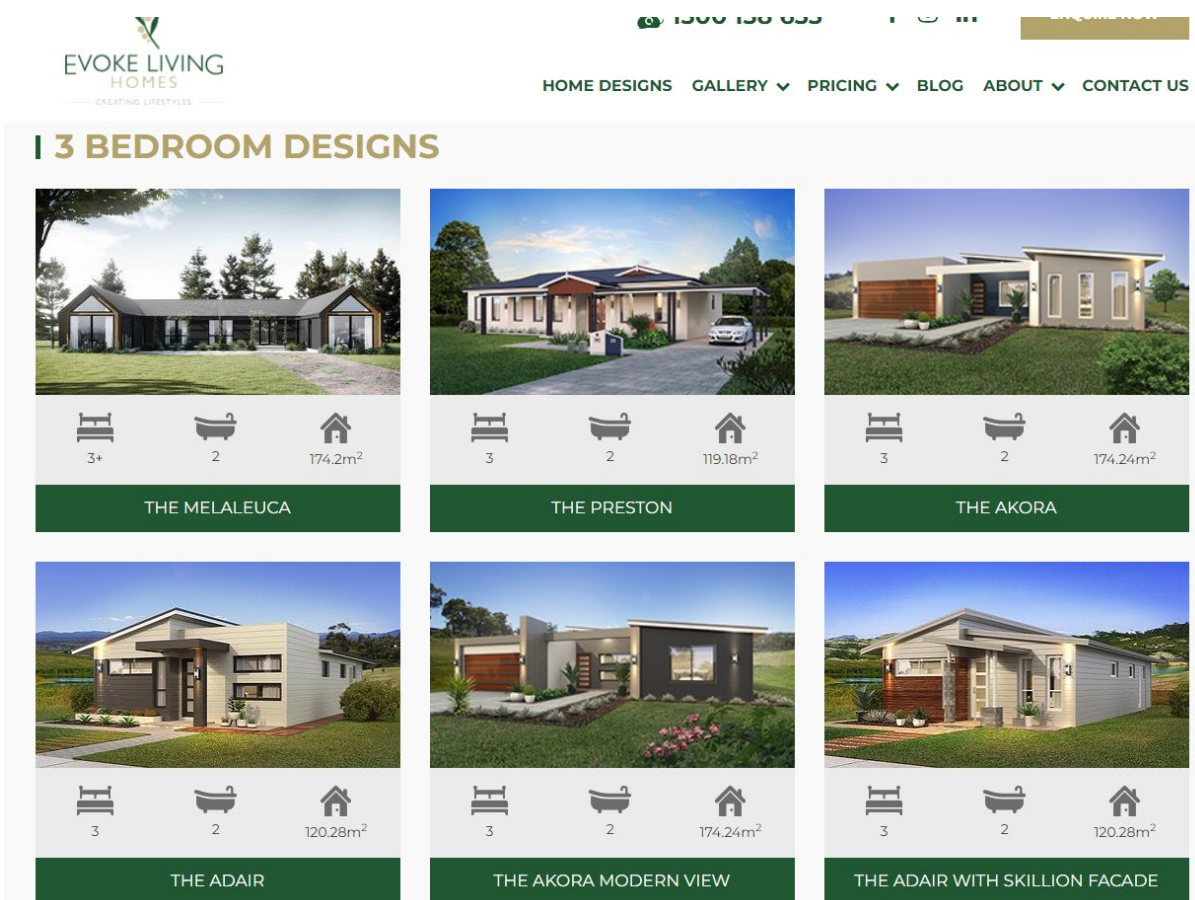


Figure 2 - example of product range Evoke Homes

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

That Council:

1. *Agree to investigate building 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.*

MIN 7489/22

MOTION - Moved Cr. Stirrat

Seconded Cr. Currie

CARRIED 7 / 0

Reason for change – Council were hesitant to agree to build without further investigation occurring.

COUNCIL RESOLUTION

That Standing Orders are suspended for the remainder of Item 8.2.2 – Narembeen Homes for the Aged Inc.

MIN 7490/22

MOTION - Moved Cr. Stirrat

Seconded Cr. Bray

CARRIED 7 / 0

4.31pm Standing Orders suspended

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

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

That Council:

1. *Continue discussion with Narembeen Homes for the Aged Inc to provide administrative and building maintenance support, ensuring the sustainability of the program in Narembeen.*
2. *Invite CEACA to present to Council.*

MIN 7491/22 **MOTION** - Moved Cr. Cole Seconded Cr. Bray

CARRIED 7 / 0

Reason for the change – *Council requires more information prior to signing an agreement.*

COUNCIL RESOLUTION

That Standing Orders be resumed

MIN 7492/22 **MOTION** - Moved Cr. Bray Seconded Cr. Stirrat

CARRIED 7 / 0

4.47pm Standing Orders Resumed

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 / COUNCIL RESOLUTION

That Council receive the Shire of Narembreen's Financial Report for August 2022.

MIN 7493/22

MOTION - Moved Cr. Milner

Seconded Cr. Currie

CARRIED 7 / 0

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;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

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

Transparent, accountable, and integrated reporting

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of 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 / COUNCIL RESOLUTION

That Council:

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

MIN 7494/22 MOTION - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 7 / 0

COUNCIL RESOLUTION

That Standing Orders are suspended for the remainder of Item 8.2.5 – Multipurpose Sports Facility Feasibility and Concept Design

MIN 7495/22

MOTION - Moved Cr. Stirrat

Seconded Cr. Currie

CARRIED 7 / 0

4.52pm Standing Orders suspended

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

That Council:

1. *Receive the Multipurpose Sports Facility Feasibility and Concept Design report subject to Staff seeking clarification on:*
 - *Refurbishment of existing tennis and hockey field costs*
 - *Any variations to draft plan to reduce costs*
 - *Reduction in building blueprint*
 - *Similar projects costs*
2. *Once information received, 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.*

MIN 7496/22

MOTION - Moved Cr. Bray

Seconded Cr. Milner

CARRIED 7 / 0

COUNCIL RESOLUTION

That Standing Orders be resumed

MIN 7497/22

MOTION - Moved Cr. Stirrat

Seconded Cr. Currie

CARRIED 7 / 0

5.22pm Standing Orders resumed

COUNCIL RESOLUTION

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

MIN 7498/22 **MOTION** - Moved Cr. Cole

Seconded Cr. Milner

CARRIED 7 / 0

The meeting was closed to the public.

5.22pm D Blurton declared financial interest and left the chambers

5.22pm T Clarkson and K Conopo left the chambers

5.22pm D Blacklock left the chambers and did not return

9.0 Confidential Items

CONFIDENTIAL AGENDA ITEM: 9.1 - CEO KEY PERFORMANCE 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

In accordance with Section 5.23 (2) (a) it is recommended that the meeting be closed to the public to discuss a matter affecting an employee.

RECOMMENDATION / COUNCIL RESOLUTION

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.

MIN 7499/22 MOTION - Moved Cr. Stirrat Seconded Cr. Currie

CARRIED 7 / 0

*5:30pm D Blurton re-entered the meeting
5:33pm T Clarkson and K Conopo re-entered the meeting*

COUNCIL RESOLUTION

To permit urgent business.

MIN 7500/22 MOTION - Moved Cr. Milner Seconded Cr. Cole

CARRIED 7 / 0

10.0 Urgent business as permitted by Council

CONFIDENTIAL AGENDA ITEM: 10.1 - Tender 01-2022 for Provision of Medical Services

Subject:	Tender 01-2022 for Medical Services
Applicant:	Not Applicable
File Ref:	ADM053
Disclosure of Interest:	Nil
Author:	David Blurton – Chief Executive Officer
Date:	19 September 2022
Attachments:	First Health Information

In accordance with Section 5.23 (2) (c) it is recommended that the meeting be closed to the public to discuss a matter relating to a contractual agreement.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

- 1. Note that no tenders were received as part of tender 01-2022 Provisions of medical Services*
- 2. Authorise staff to explore opportunities for the provision of medical services with First Health and report the outcomes*

MIN 7501/22

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

5.38pm T Clarkson left the meeting and returned to the meeting

CONFIDENTIAL AGENDA ITEM: 10.2 - RFQ 11/2022 Narembeen-Kondinin Road SLK 10.2-13.2 widen and overlay

Subject:	RFQ 11//2022 Narembeen - Kondinin widen and overlay
Applicant:	Not Applicable
File Ref:	ADM053
Disclosure of Interest:	Nil
Author:	David Blurton – Chief Executive Officer
Date:	19 September 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (c) it is recommended that the meeting be closed to the public to discuss a matter relating to a contractual agreement.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

- 1. Reject all quotes received for RFQ 11/2022 Narembeen-Kondinin Road SLK 10.2-13.2 widen and overlay and undertake the works with Council's workforce.*
- 2. Request through the WSN Steering Committee to defer Narembeen-Kondinin Road SLK 19.5-23 to 23/24 financial year.*

MIN 7502/22 MOTION - Moved Cr. Stirrat Seconded Cr. Milner

CARRIED 7 / 0

COUNCIL RESOLUTION

That Council re-open the meeting to the public

MIN 7503/22 MOTION - Moved Cr. Cole Seconded Cr. Bray

CARRIED 7 / 0

5.46pm the meeting was reopened to the public

11.0 Councillor's Reports

Cr K Mortimore

Attended

- St John Ambulance AGM
- Shire of York Built Heritage Forum

Cr S Stirrat

Attended

- Wheatbelt Secondary Freight Network
- Narembeen DHS Athletics Carnival
- Great Eastern Zone meeting
- Wheatbelt South Regional Road Group Meeting

Cr H Cusack

Attended

- Housing Strategy Group

Cr T Cole

Attended

- Nil

Cr C Bray

Attended

- Wadderin Committee meeting
- Historical Society meeting

Cr A Hardham

Attended

- Housing Strategy Group

Cr M Currie

Attended

- Go Narembeen
- Ski Lake site visit with CEO

Cr W Milner

Attended

- Housing Strategy Group

12.0 Date, time & place of next meeting

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

13.0 Closure

There being no further business the Chair declared the meeting closed at 5.51pm.

14.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 20 September 2022, as show on pages 1 to 35 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date