



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
20 <sup>th</sup> February 2019	2.30pm	Ordinary Meeting of Council
20 <sup>th</sup> March 2019	2.30pm	Ordinary Meeting of Council
17 <sup>th</sup> April 2019	2.30pm	Ordinary Meeting of Council

**FEBRUARY MEETING PROGRAMME**

1.30pm	Audit Committee Meeting
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council
5.30pm	Meeting with Hockey & Tennis Clubs

**MEETING GUESTS**

Caroline Robinson  
Representatives – Narembreen Hockey Club & Narembreen Tennis Club



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# DECLARATION OF INTEREST FORM

**TO: CHIEF EXECUTIVE OFFICER**

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

**FINANCIAL INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**PROXIMITY INTEREST**

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

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

**OFFICE USE ONLY:**

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

**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

# NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 647<sup>th</sup> Ordinary Meeting of Council has been convened for:

**Date:** Wednesday 20<sup>th</sup> February 2019

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

**Commencing:** 2.30pm



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**Chris Jackson**  
**Chief Executive Officer**  
Date: 13<sup>th</sup> February 2019

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## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.

# AGENDA

## Shire of Narembeen Ordinary Council Meeting Wednesday 20<sup>th</sup> February 2019, commencing at 2.30pm

**1.0 Opening & Welcome**

**2.0 Attendance & Apologies**

**Attendance**

**Councillors**

**Staff**

**Apologies**

**Approved leave of absence**

**3.0 Declarations of Interest**

**4.0 Announcements**

4.1 Application for leave of absence

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

Nil

**6.0 Minutes of Previous Meetings**

**6.1 Confirmation of Minutes of Ordinary Meeting of Council**

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 19<sup>th</sup> December 2018.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 19<sup>th</sup> December 2018 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

*That the minutes of the meeting of the Shire of Narembeen held Wednesday 19<sup>th</sup> December 2018 be confirmed as a true and accurate record of the proceedings.*

**CARRIED /**

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 19<sup>th</sup> December 2018.

**6.2 Audit Committee Meeting**

6.2.1 Receive Minutes

Receive minutes of the Audit Committee Meeting held on Wednesday 20<sup>th</sup> February 2019.

**RECOMMENDATION**

That the minutes of the Audit Committee Meeting held on Wednesday 20<sup>th</sup> February 2019 be received.

**COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

*That the minutes of the Audit Committee Meeting held on Wednesday 20<sup>th</sup> February 2019 be received.*

**CARRIED /**

<b>7.0 Status Report</b>
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**See Attachment Binder for Status Report**

**RECOMMENDATION:**

That the Status Report for February 2019 be received.

**COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

*That the Status Report for February 2019 be received.*

**CARRIED /**

## 8.0 REPORTS

### 8.1 Environmental Health Officer

#### AGENDA ITEM: 8.1.1 - Environmental Health Officer's Quarterly Report (October – December 2018)

<b>Subject:</b>	Environmental Health Officer (EHO) Quarterly Report
<b>Applicant:</b>	Mr Will Pearce
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Mr Will Pearce, EHO
<b>Date:</b>	5 <sup>th</sup> February 2019
<b>Attachments:</b>	Nil

#### SUMMARY

That Council accepts the Environmental Health Officer's (EHO) quarterly report for the period of October - December 2018.

#### BACKGROUND

The EHO reports on activities, issues at hand, delegated authority and progress on matters undertaken in Health Services to Council on a quarterly basis.

#### COMMENT

##### Food Businesses

Inspected the following for Food Act compliance:

- Explaurum
- Narembeen Roadhouse
- The Narembeen Café (Co-Op) – new food business (previously Winston's Meat and Provisions)
- Wheatbelt Delights

##### Private Swimming Pools

39 Thomas Street – non-compliant pool fencing brought to the owners' attention in 2015 has yet to be rectified. Will continue working with the owners to avoid further action.

##### Recycled Water Reuse Scheme – Water Testing

Season start up water sampling and testing of the recycled water used for oval irrigation commenced in October 2018 and was carried out monthly during this period. All results were compliant.

##### Public Pool – Water Testing

Season start up water sampling and testing of the Narembeen Aquatic Centre commenced in October 2018 and continued monthly during this period. All results were compliant.

##### Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018

Following Council's August 2018 resolution to make the above local law, a signed and sealed law was forwarded to and signed by the Chief Health Officer. The law was published in the Government Gazette's 28 September 2018 edition and became effective same day.

A submission to the Joint Standing Committee on Delegated Legislation on the gazetted law was made in October 2018 and included explanatory memorandum, checklists and supporting documentation. The committee has reviewed and 'tabled' the documentation meaning that the matter has now come to a conclusion.

### **Wadderin Dam**

The EHO and Shire of Kondinin provided support to the Water Corporation's 'Wadderin Dam' remediation project and in particular the removal of asbestos from the site and its disposal at the Bendering Landfill site.

Removal of known asbestos material (surface and subsoil) commenced in December 2018. Unfortunately, further areas of the reserve were found to be contaminated with asbestos that had not been previously identified in the remediation plan.

The WC is currently updating its plan and acquiring further permits from the Department of Water and Environmental Regulation to enable the thorough removal of all asbestos material present across the site.

### **CONSULTATION**

Mr C Jackson, CEO  
Mr A Cousins, Works Manager

### **STATUTORY IMPLICATIONS**

*Health (Miscellaneous Provisions) Act 1911*  
*Health (Public Buildings) Regulations 1992*  
*Public Health Act 2016*  
*Food Act 2008*  
*Local Government Act 1995*  
*Building Act 2011*  
*Building Regulations 2012*  
*Caravan Parks and Camping Grounds Act 1995*  
*Caravan Parks and Camping Grounds Regulations 1997*  
*Shire of Narembeen Health Local Laws 2016*  
*Shire of Narembeen Animals, Environment and Nuisance Local Law 2016*  
*Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018*

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

Goal 3: We contribute to a healthy community.



## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council accepts the Environmental Health Officer's Report for the period October to December 2018.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.2 Works Manager's Report

### AGENDA ITEM: 8.2.1 - Work's Manager's Report February 2019

<b>Subject:</b>	Works Manager's Report
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins
<b>Date:</b>	13 <sup>th</sup> February 2019
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider this report from the Works Manager for February 2019.

#### BACKGROUND

Each month the Works Manager will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

#### COMMENT

The following is an overview of the Works Manager's activities for the past month:-

##### **Cramphorne Rd**

Gravel carting on 3,500mtrs. (5,800m<sup>3</sup> gravel). Spread, water bind compact. Primer seal 3,500 metres sprayed at 1.9 litres hot 52,750 litres of 95/5 +5% primer seal bitumen. 650 tonne 14mm metal.

##### **Fricker Rd, Soldiers Rd, Latham Rd**

Arc Infrastructure have replaced the rail line. Asphalt completed by Roads 2000 from Merredin/Narembeen to the Roadhouse and Soldiers Rd over the rail line.

##### **Summer Grading**

Summer grading including back cuts offshoots and sign and culvert cleanouts have been undertaken.

##### **Wogarl West Rd**

Remove dangerous dead trees.

##### **Miscellaneous**

- Town streets swept.
- Peter Hills renew worksite traffic management course.
- Water pipe repaired Emu Hill Rd and saleyards (J Collard)

##### **Private works**

Private works have been undertaken to the value of \$164.19.

#### CONSULTATION

Nil

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

## **POLICY IMPLICATIONS**

Work policies to be reviewed in line with current work practices as and when required.

## **STRATEGIC PLAN REFERENCE**

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

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

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Works Manager's Report for February 2019 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.3 Building Supervisor

### AGENDA ITEM: 8.3.1 - Building Supervisor's Report – February 2019

<b>Subject:</b>	Building Supervisor's Report – February 2019
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Council):</b>	Nil
<b>Author:</b>	Klint Stone, Building Supervisor
<b>Date:</b>	13 <sup>th</sup> February 2019
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider this report from the Building Supervisor for February 2019.

#### BACKGROUND

Each month the Building Supervisor will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

#### COMMENT

The following is an overview of the Building Supervisor's activities for the past month:-

##### **Narembeen Community Precinct Project**

After a lengthy Christmas break by all trades, work has finally commenced. One positive that came out of the break was it gave us time to go over the build and put together a list of defects that will be tended to. We also had a chance to track down a new road contractor for the carpark which has provided a considerable saving to the project. All works are now booked in as well as furniture ordered so we are looking at a silky smooth run home.

##### **8 Cheetham Way**

After a tearing goodbye to Bonnie Cole, we took the opportunity to give the house a complete makeover and bring it back to a gleaming state. This involved painting, cleaning and general maintenance

##### **Emergency Services Facility**

After much deliberation, the signs have been installed and I think they look great .Good job by all.

##### **Railway Station & Goods Shed**

The railway station and goods shed are now empty. The station is receiving new ceilings along with a tin lid and things are starting to look smick over there.

##### **Narembeen Entry Signs**

Unfortunately when the signs were ordered they were 2 signs short. I have since rectified the issue and ordered new signs which will be installed in coming days. A big apology to the Mount Walker residents I hope you lot were not feeling left out.

I have been working on next year's budget one building at a time and I'm hoping to achieve the best bang for our buck.

#### CONSULTATION

Chief Executive Officer  
Community & Economic Development Officer

## **STATUTORY IMPLICATIONS**

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

## **FINANCIAL IMPLICATIONS**

As per the 18/19 Budget.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Building Supervisor's Report for February 2019 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.4 Chief Executive Officer

### AGENDA ITEM: 8.4.1 – Chief Executive Officer’s Report

<b>Subject:</b>	Chief Executive Officer’s Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	13 <sup>th</sup> February 2019
<b>Attachments:</b>	Nil

#### SUMMARY

To provide Council with updates on various projects and other matters.

#### BACKGROUND

Monthly reports by the CEO are presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

#### COMMENT

##### Narembeen CRC/Medical Centre Extension

It is anticipated that the BGC contract component of the extension to the Narembeen Community Resource Centre and the Narembeen Medical Centre will be completed by the end of February 2019. Shire staff are working well with BGC to complete the build with several defects being identified and accordingly rectified. New furniture and other items have been ordered, the library shelving will be refurbished and telephone and ICT are all to be reinstalled.

Shire staff look forward to finalising this project and working with the Narembeen Medical Centre, the Community Resource Centre and The Fencepost to move into the building sometime in March/April 2019.

##### Executive Manager Corporate Services

Mr Scott Wildgoose will commence employment with the Shire of Narembeen on Tuesday 5<sup>th</sup> March 2019. A three year contract has been signed and we look forward to welcoming Scott to the team.

##### CCTV

This project is nearing completion with a few works being undertaken towards the end of this week. Following the completed installation, training will be undertaken by nominated Shire staff as well as the Narembeen Police.

##### CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
18 <sup>th</sup> February 2019	Great Eastern Country Zone Meeting - Merredin
1 <sup>st</sup> March 2019	Wheatbelt South Regional Road Group Meeting
11 <sup>th</sup> March 2019	Community Wellbeing Workshop

## **CONSULTATION**

N/A

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

## **POLICY IMPLICATIONS**

N/A

## **STRATEGIC PLAN REFERENCE**

Narembeen Strategic Community Plan 2017 – 2027

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Chief Executive Officer's February 2019 report be received and actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**CONFIDENTIAL AGENDA ITEM: 8.4.2 – Lot 68 Cheetham Way, Naremben – Offer to purchase by Jandacross Pty Ltd**

<b>Subject:</b>	Lot 68 Cheetham Way, Naremben – Offer to purchase by Jandacross Pty Ltd
<b>Applicant:</b>	Jandacross Pty Ltd – Julie & Robert Hayter
<b>File Ref:</b>	ADM143
<b>Disclosure of Interest (Staff):</b>	S Thomas
<b>Disclosure of Interest (Member):</b>	Cr B Thomas
<b>Author:</b>	Chris Jackson - CEO
<b>Date:</b>	11 <sup>th</sup> February 2019
<b>Attachments:</b>	Letter from Jandacross Pty Ltd, Cheetham Way Subdivision Plan



## AGENDA ITEM: 8.4.3 – Narembeen Lesser Hall Precinct & Interpretation Project

<b>Subject:</b>	Narembeen Lesser Hall Precinct & Interpretation Project
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM557
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	12 February 2019
<b>Attachments:</b>	Lesser Hall Precinct Design Concept, Fee Proposal and Draft Request for Tender (see attachment binder)

### SUMMARY

Following approval of Lotterywest funding of \$80,814, Council approval to proceed to tender on this project is requested.

### BACKGROUND

The Narembeen Lesser Hall site, within the Narembeen Civic Precinct is included on the State Register of Heritage Places for its cultural heritage significance. The Narembeen Hall, now known as the Lesser Hall is of significance to the community of Narembeen, the eastern Wheatbelt region, and the state of Western Australia for the following reasons:-

- Its integral role within the initial developing phase of the town and region of Narembeen;
- A close association with the pioneers of Narembeen;
- It demonstrates the principle characteristics of the social life and community development of a Wheatbelt town established in the 1920s;
- It was the first of three civic buildings that developed on the site, demonstrating a sequence of civic progress in Narembeen;
- The religious significance of the multi denominational function of the place;
- An aesthetic demonstrating the evolution of priorities of the social activities of the place;
- The social importance during the depression years;
- A way of life that is no longer practiced, and;
- The sense of place created by the memories of the events that have occurred in the place, and varying degrees of historic importance to individuals, community groups and the town of Narembeen.

The Narembeen Lesser Hall has now been demolished and an interpretation plan has been approved by the Heritage Council and by the Shire of Narembeen. The plan requires that the site accurately depict the footprint of the Lesser Hall and the importance of its history as part of Narembeen. This includes the construction of:-

- Interpretive Signage
- Lesser Hall Connection and Structure
- Freestanding Lesser Hall Frame Interpretive Structure
- Furniture
- Landscaping & Paving
- The Jordan Sprigg Horse sculpture

### COMMENT

Stephen Carrick Architects, in association with Zebra Creative, have prepared a scope to progress the project for the Shire's consideration.

## **CONSULTATION**

Stephen Carrick – Stephen Carrick Architects  
Megan Patterson – Zebra Creative

## **STATUTORY IMPLICATIONS**

Local Government Act 1995

3.57 Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.

## **FINANCIAL IMPLICATIONS**

The 2018-2019 budget includes an allocation of \$185,000 capital expenditure and income from grants of \$100,000.

## **POLICY IMPLICATIONS**

3.1.14 Purchasing Policy

## **STRATEGIC PLAN REFERENCE**

Council Priorities:

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Proceed to tender for the Narembeen Lesser Hall Precinct & Interpretation Project (Tender RFT 01/2019) for construction based on the drawings provided by Stephen Carrick Architects with tenders closing on the 15<sup>th</sup> March 2019.
2. Approve the Request for Tender as presented that includes the design brief and selection criteria for the Narembeen Lesser Hall Precinct Project (Tender RFT 01/2019) to be prepared by Stephen Carrick Architects
3. Approve the Scope of works as prepared by Stephen Carrick Architects.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.4 - Surface Options Analysis for the Narembeen Tennis and Hockey Clubs

<b>Subject:</b>	Surface Options Analysis for the Narembeen Tennis and Hockey Clubs
<b>Applicant:</b>	Wheatbelt Business Network (WBN)
<b>File Ref:</b>	ADM153
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	12 February 2019
<b>Attachments:</b>	Surface Options Analysis Report and Appendix 1 - Options and Assessment (see attachment binder)

### SUMMARY

Council to consider the Surface Options Analysis report for the Narembeen Tennis and Hockey Clubs as prepared by Caroline Robinson of the WBN.

### BACKGROUND

In July 2017, representatives from the Shire, Narembeen Tennis and Hockey clubs met to discuss the possibility of developing a combined synthetic tennis and hockey field. The Shire of Narembeen then engaged the Wheatbelt Business Network to undertake an options analysis around improved surfaces for the Narembeen Tennis Club and Narembeen Hockey Club, so that the Shire and Clubs could make an informed decision on preferred playing surfaces going forward.

### COMMENT

Representatives from the Narembeen Tennis and Hockey clubs together with Caroline Robinson have been invited to a meeting following the council meeting at 5.30pm to discuss the outcomes of the report.

The very detailed report has the following conclusion:-

*This options analysis finds that an improvement in playing surfaces at the Narembeen tennis courts and hockey fields is required. Whilst synthetic surfaces for both sports is ideal, there are a number of factors which make the reality difficult to achieve.*

*The recommended option is 6 new synthetic tennis courts, with an additional area marked for 2 or 3 tennis courts and a 'D' for hockey training during Winter and significant upgrades and improvements to the existing 2 hockey fields (drainage, surface levelling and lighting).*

*Additionally, if the hockey and cricket grass fields and lighting are to be improved it should include improvements to the oval surface and lights. These recommendations are a happy medium between the preferences of all clubs and is considerate of the current and future resources of both the clubs and the Shire of Narembeen.*

The following recommendations are made:-

1. Presentation of this options analysis to the Shire of Narembeen, Narembeen Tennis Club, Narembeen Hockey Club and Narembeen Cricket Club to discuss the findings.

2. Undertake these activities across the oval, hockey and cricket fields in the immediate future:
  - a) Check the levels of irrigation across the oval, cricket and hockey fields
  - b) Test the soil composition across the oval, hockey and cricket fields
  - c) Review the fertiliser being used
  - d) De-thatch the oval and fields
  - e) Conduct a full survey of the site prior to pursuing a surface option
3. Once the above activities have taken place, review the surfaces that the Wheatbelt Business Network has recommended:
  - a) 6 synthetic tennis courts, with 3 additional courts at the northern end for use by the tennis and hockey club
  - b) Improved grass surface (oval, cricket, hockey fields)
  - c) Improved lighting across all natural grass at the recreation grounds (mainly for hockey and football)
4. Discuss with the sports the priority of future funding applications to the State Government (tennis surface, natural grass, lighting)
5. Discuss with the Clubs their preferred timeline and financial plan forward.

Additionally, the following activities:

1. Recognition by both clubs that funding for any playing surface will require volunteer contribution and financial commitment in the short and long term - small fundraising jobs e.g. catering will not raise enough money in a reasonable amount of time.
2. Establishment of an asset account by both clubs where asset contributions can be made for any future surface. A requirement of CSRFF, prior to any application and ideally established in advance of the application for a synthetic surface (not for natural grass).

It should be noted that any works on the Hockey/Cricket surfaces and lights for the main oval needs to consider the football surface and lights in any future upgrades and improvements.

## **CONSULTATION**

Caroline Robinson WBN  
Jennifer Collins DLGSC

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Future costs and funding options to be considered as recommended in the report.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

GOAL 3: We contribute to a healthy community

3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit

3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models.

Feasibility study completed on the Narembeen tennis and hockey surfaces

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Subject to the outcomes of the meeting to be held with the Narembeen Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Narembeen Tennis and Hockey Clubs report.
2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**

## AGENDA ITEM: 8.4.5 - Solar Farm on portion of Avoca Farm - Lease

<b>Subject:</b>	Solar Farm on portion of Avoca Farm - Lease
<b>Applicant:</b>	Hawks Renewable Energy (Town) Pty Ltd
<b>File Ref:</b>	P3101
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	12 <sup>th</sup> November 2019
<b>Attachments:</b>	Lease Agreement (see attachment binder) and LMW Valuation Report (separate confidential attachment)

### SUMMARY

Approval to proceed with signing of a lease agreement with Hawks Renewable Energy (Town) Pty Ltd following local public notice in accordance with the Local Government Act.

### BACKGROUND

Council at its December 2018 Ordinary Meeting resolved as follows

That Council:-

1. Endorse the draft lease document for presentation to Hawks Renewable Energy (Town) Pty Ltd to commence the process of disposal of a portion of Shire of Naremben owned land being Lot 16224 on deposited Plan 25562 (C/T 2046/541) for a Solar Farm.
2. Authorise that the Shire President, Deputy Shire President and Chief Executive Officer negotiate with Hawks Energy the final terms of the agreement.
3. Pending the property valuation report being prepared by LMW and in accordance with Section 3.58 (4) (b) of the Local Government Act approve the consideration (rent) to be received by the Shire for disposal of this property and that it now be advertised in accordance with the Act.
4. Be presented with the final agreed lease agreement between both parties and the outcome from the public notice process under Section 3.58 of the Local Government Act for approval at the February ordinary meeting of Council or a special meeting if required.

### COMMENT

The draft lease has been presented to Hawks Renewable Energy (Town) Pty Ltd and at this time no issues exist with the lease. The lease has also been advertised in accordance with the Local Government Act with no submissions received.

The property valuation as prepared by LMW (attached) has confirmed an annual rental of \$10,000pa.

### CONSULTATION

Property disposal via lease has been advertised in the fencepost with no submissions received.

### STATUTORY IMPLICATIONS

Local Government Act 1995

Section 3.58 Disposing of property which outlines the process for leasing any local government property.

## **FINANCIAL IMPLICATIONS**

The cost of the lease preparation will be passed on to the developer.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Shire of Narembeen Strategic Community Plan 2017 - 2027

Council Priorities:

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council proceed with signing of the lease agreement as per Council resolution December 2018.

## **COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.6 – Emu Hill Public Cemetery Tender 05/2018

<b>Subject:</b>	Emu Hill Public Cemetery Tender 05/2018
<b>Applicant:</b>	Sheree Thomas, CEDO
<b>File Ref:</b>	ADM 645
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Sheree Thomas, CEDO
<b>Date:</b>	12 <sup>th</sup> February 2019
<b>Attachments:</b>	Tender Offer – Phoenix Landscaping Services Pty Ltd (see attachment binder)

### SUMMARY

Council to approve a Tender for the design and construction for the redevelopment of the Emu Hill Public Cemetery, Narembeen.

### BACKGROUND

Council at the December 2018 Ordinary Meeting of Council approved as follows:-

*That Council:-*

- 1. Proceed to tender for the Redevelopment of the Emu Hill Public Cemetery (Tender RFT 05/2018) for design and construction based on the concept drawings provided by Plus Architecture 27/9/2018 with tenders closing on the 8 February 2019.*
- 2. That Council approve the Request for Tender as presented that includes the design brief and selection criteria for the Redevelopment of the Emu Hill Public Cemetery Tender RFT 05/2018.*
- 3. Request that following the close of tenders that they be first presented to the Cemetery Working Committee prior to a recommendation being prepared and presented to Councils ordinary meeting to be held in February 2019.*

### COMMENT

The evaluation process as listed in the Request for Tender document is as follows:-

### EVALUATION PROCESS

A Request for Tender was prepared which identified the evaluation methodology used in respect of the tender, as follows:-

The lowest tender may not be accepted or that one Tenderer will be given the whole Contract.

The tender will be evaluated using information provided in your Tender. The following evaluation methodology will be used in respect of this Request:

- Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and Attachments) may be excluded from the evaluation process.
- Tenders are assessed against the listed Selection Criteria. Contract costs are evaluated, eg tendered prices and other relevant whole of life costs are considered.
- The most suitable Tenderers may be shortlisted. Referees may also be contacted prior to the selection of the successful Tenderer.



## SELECTION CRITERIA

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal. The Principal reserves the right to determine that the Tender be apportioned to the most suitable Tenderer/Tenderers.

This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

## QUALITATIVE CRITERIA

Weighted qualitative is as follows:-

- A) Demonstrated and relevant experience in completing similar projects – weighting 30%
- B) Skills and experience of key personnel – weighting 20%
- C) Demonstrated ability to supply and sustain the necessary plant/equipment/materials and contingency measures for a backup of resources – 20%
- D) Demonstrated understanding of the project including proposed methodology – 30%

TOTAL: 100%

One confirming tender has been received from Phoenix Landscaping Services Pty Ltd.

The tender is compliant in accordance with the compliance criteria as set out in the tender documentation.

The tenderer has:-

1. Demonstrated experience in completing similar projects.
2. Proved the required skills and experience of key personnel.
3. Demonstrated the ability to supply and sustain the necessary plant/equipment/backup resources for the project.
4. Demonstrated an understanding of the project.

Based on the tenderer's submission and the scope of the project, the tender represents a fair submission for the requirements of the project.

Phoenix Landscaping Services Pty Ltd has undertaken works with the Shire of Kulin which included significant works in the main Street of Kulin and the Subiaco Building Company. Works with the Subiaco Building Company have included landscaping, concrete slabs, demolitions as well as building projects. Both reference checks have indicated that Phoenix Landscaping delivery was very good; they are good operators, versatile and reliable.

Whilst only one tender has been received, Rob Ball from Phoenix has visited Narembeen and the cemetery site, they have worked in country WA (Kulin), reference checks are all positive and as such it is recommended that that Council appoint Phoenix Landscaping Services as the preferred contractor for the Emu Hill Public Cemetery RFT 05/2018.

A draft report and copy of the tender has been sent to the working committee for their comments.

## **CONSULTATION**

Chris Jackson, CEO  
Cemetery Working Committee

## **STATUTORY IMPLICATIONS**

Local Government Act 1995

3.57 Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited:-

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub regulation (2) states otherwise.

## **FINANCIAL IMPLICATIONS**

Annual Budget 2017/18 - \$137,373

## **POLICY IMPLICATIONS**

3.1.14 Purchasing Policy

## **STRATEGIC PLAN REFERENCE**

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

1.7 Shire assets are prepared for commercial and population increases.

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Appoint Phoenix Landscaping Services as the preferred contractor for the Emu Hill Public Cemetery RFT 05/2018.
2. Commence discussions with Phoenix Landscaping Services with a view to entering into a contract for the Emu Hill Public Cemetery RFT 05/18 subject to minor variations being considered and agreed to by all parties.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.7 - Budget Review

<b>Subject:</b>	Shire of Narembeen Annual Budget Review
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM121
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, CEO
<b>Date:</b>	12 <sup>th</sup> February 2019
<b>Attachments:</b>	Budget Review Document (see attachment binder)

### SUMMARY

To undertake a mid-year review of the Annual Budget of the Shire of Narembeen.

### BACKGROUND

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

A budget review comprises a detailed examination of year to date actual results with Council's adopted budget. Regulation 33A (2) and (3) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to give consideration to adopting the review (or part of) and associated recommendations.

Regulation 33A (4) states that within 30 days after Council has conducted its review, a copy and recommendations are to be provided to the Department of Local Government.

### COMMENT

The review is presented in the report attached.

The report seeks to identify and quantify:

- i) The forecast year-end major variances from the adopted budget;
- ii) Matters arising not currently included in the adopted budget, but which are recommended for consideration for inclusion in the budget.

The review process has been undertaken having regard to:

- i) Actual revenues and expenditures for the first seven (7) months of the financial year, a necessary indicator to informed forecasts for the remainder of the year;
- ii) Forecast revenue and expenditure levels for the remaining five (5) months of the year.

Since the acceptance of the revised WANDRRA Estimate by Main Roads and the Office of Emergency Management, we have now been able to create a more accurate cashflow with regard to income and expenditure. This has resulted in the expense being considerably less than what we had estimated in the original budget.

Along with this the operating surplus was considerable higher than originally expected, also as a result of how WANDRRA funds have been allocated. While these are still only based on estimates,

all expended funds will be reimbursed, less the 10% of rates Council has to cover based on WANDRRA specifications.

Along with a number of other budget recommendations, staff are recommending that all projects originally funded from reserves now be funded from operating surplus. These are:

- Purchase of Grader \$375,000
- Cemetery Redevelopment \$137,373
- Roads Board Building Repairs \$ 60,000

		<b>Revised Budget</b>	<b>Budget Review Adjustment</b>	<b>Revised Budget</b>
	Operating Surplus	\$1,493,384.00	\$505,141.00	\$1,998,525.00
1221192	Traffic Signs Other	\$0.00	(\$7,000.00)	(\$7,000.00)
	Entry Statement Signs	(\$30,000.00)	\$30,000.00	\$0.00
1917	Skeleton Weed Sprayer	(\$20,000.00)	(\$20,000.00)	(\$40,000.00)
1312300	Skeleton Weed Grant income	\$140,000.00	\$20,000.00	\$160,000.00
1222200	Road Projects Grants	\$5,274,020.00	(\$28,687.00)	\$5,245,333.00
4218000	Admin Salaries & Wages	(\$440,006.00)	(\$40,000.00)	(\$480,006.00)
1221140	Storm Damage	(\$3,500,000.00)	\$400,408.00	(\$3,099,592.00)
1431101	Training	(\$20,927.42)	(\$15,000.00)	(\$35,927.42)
new capital	Synthetic Green Roller	\$0.00	(\$7,800.00)	(\$7,800.00)
1132400	Recreation Centre Income	\$0.00	\$7,800.00	\$7,800.00
new capital	Dentist - Upgrade to Compressor etc	\$0.00	(\$5,500.00)	(\$5,500.00)
1112100	Hall Fees - Income	\$100,000.00	(\$19,186.00)	\$80,814.00
1815	Roads Board Building	(\$60,000.00)	(\$30,000.00)	(\$90,000.00)
	Transfer from reserves			
	Grader	\$375,000.00	(\$375,000.00)	\$0.00
	Roads Board Building	\$60,000.00	(\$60,000.00)	\$0.00
	Cemetery	\$137,373.00	(\$137,373.00)	\$0.00
	Transfer to Reserves			
	Leave Reserve	(\$100,000.00)	(\$50,000.00)	(\$150,000.00)
	Infrastructure	(\$25,000.00)	(\$121,615.00)	(\$146,615.00)
	Previous Budget Amendments		<b>\$46,188.00</b>	

The total of adjustment of \$46,188 offsets the 2 previous budget amendments made in the financial year. It should be noted that the budget amendment for the Entry Statements was not required and staff are recommending the capital cost budget be removed and replaced with the \$7,000 operating expense for Traffic Signs as referenced above.

## **CONSULTATION**

Executive Manager Corporate Services  
Works Manager  
Building Supervisor  
Community Resource Centre Co-ordinator

## **STATUTORY IMPLICATIONS**

### ***Local Government (Financial Management) Regulations 1996*** **Regulation 33A. Review of budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## **FINANCIAL IMPLICATIONS**

The financial implications related to this review are outlined in this report.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

There are no known related party transactions.

## OFFICER RECOMMENDATION

That Council:-

1. Receives the report titled Review of Budget for the period ending 31<sup>st</sup> January 2019;
2. Adopts the budget review as presented; and
3. Authorises the following budget amendments for the 2018/2019 Financial Year:

		Revised Budget	Budget Review Adjustment	Revised Budget
	Operating Surplus	\$1,493,384.00	\$505,141.00	\$1,998,525.00
1221192	Traffic Signs Other	\$0.00	(\$7,000.00)	(\$7,000.00)
	Entry Statement Signs	(\$30,000.00)	\$30,000.00	\$0.00
1917	Skeleton Weed Sprayer	(\$20,000.00)	(\$20,000.00)	(\$40,000.00)
1312300	Skeleton Weed Grant income	\$140,000.00	\$20,000.00	\$160,000.00
1222200	Road Projects Grants	\$5,274,020.00	(\$28,687.00)	\$5,245,333.00
4218000	Admin Salaries & Wages	(\$440,006.00)	(\$40,000.00)	(\$480,006.00)
1221140	Storm Damage	(\$3,500,000.00)	\$400,408.00	(\$3,099,592.00)
1431101	Training	(\$20,927.42)	(\$15,000.00)	(\$35,927.42)
new capital	Synthetic Green Roller	\$0.00	(\$7,800.00)	(\$7,800.00)
1132400	Recreation Centre Income	\$0.00	\$7,800.00	\$7,800.00
new capital	Dentist - Upgrade to Compressor etc	\$0.00	(\$5,500.00)	(\$5,500.00)
1112100	Hall Fees - Income	\$100,000.00	(\$19,186.00)	\$80,814.00
1815	Roads Board Building	(\$60,000.00)	(\$30,000.00)	(\$90,000.00)
	Transfer from reserves			
	Grader	\$375,000.00	(\$375,000.00)	\$0.00
	Roads Board Building	\$60,000.00	(\$60,000.00)	\$0.00
	Cemetery	\$137,373.00	(\$137,373.00)	\$0.00
	Transfer to Reserves			
	Leave Reserve	(\$100,000.00)	(\$50,000.00)	(\$150,000.00)
	Infrastructure	(\$25,000.00)	(\$121,615.00)	(\$146,615.00)
	Previous Budget Amendments		\$46,188.00	

## COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

## AGENDA ITEM: 8.4.8 - Delegations Register Review

<b>Subject:</b>	CEO – Delegations Register Review
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM022, Delegations Register
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson, CEO
<b>Date:</b>	20 February 2018
<b>Attachments:</b>	CEO Delegation Register and Health Delegations (see attachment binder)

### SUMMARY

To review Council's Delegations Register as required by Section 5.46 of the Local Government Act 1995.

### BACKGROUND

In accordance with Local Government Act 1995, local government is required to review their Delegation of Powers/Authority to the Chief Executive Officer, at least once in every twelve month period. The Chief Executive Officer is to review his delegation of Authority to Staff within the same review period.

The last review occurred in February 2018.

### COMMENT

The proposed Delegations as summarised in the attached Schedule, are presented on the basis of:-

- a. In accordance with statutory requirements of the Local Government Act and associated regulations and Bush Fires Act.
- b. For continued efficient management and administration of daily functions of Staff completing business requirements on behalf of the Council and Community.
- c. The proposed Delegations are in accordance with local government industry standards.
- d. To continually streamline business procedures and requirements to administer and manage the affairs of the Council.

The CEO Delegations Register is listed under the following headings.

- Finance & Administration
- Works & Services
- Health & Buildings

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

Reference is made to each section of legislation relevant to the delegation in the Register.

Local Government Act 1995

#### 5.46. Register of, and records relevant to, delegations to CEO and employees



- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### **5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

#### **5.44. CEO may delegate powers and duties to other employees**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
- (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —

**conditions** includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

**Health Delegations-** Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Health (Asbestos) Regulations 1992, Food Act 2008, Caravan Parks and Camping Grounds Act 1995.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

As listed on the Register

## **STRATEGIC PLAN REFERENCE**

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

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

## **RELATED PARTY TRANSACTIONS**

There are no known related party transactions at this time.

## **OFFICER RECOMMENDATION**

That Council:-

1. In accordance with Section 5.42 of the Local Government Act 1995 (as amended) and Section 48 of the Bush Fires Act 1954 (as amended), the attached CEO Register of Delegations be authorised by the Council to the Chief Executive Officer.
2. Authorise Health Delegations in accordance with the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Health (Asbestos) Regulations 1992, Food Act 2008, Caravan Parks and Camping Grounds Act 1995.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.9 - Compliance Audit Return 2018

<b>Subject:</b>	Compliance Audit Return 2018
<b>Applicant:</b>	Chief Executive Officer
<b>File Ref:</b>	ADM129
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	20 <sup>th</sup> February 2019
<b>Attachments:</b>	Compliance Audit Return 2018 (see attachment binder)

### SUMMARY

Council to endorse the Compliance Audit Return for the period 1 January 2018 – 31 December 2018.

### BACKGROUND

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

### COMMENT

Council's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government. A completed return for the year ended 31 December 2018 is due to the Department by the 31 March 2019.

Please note that the audit committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2019. The CAR will be presented to both the Audit committee and the Council on the same day being the 20 February 2019.

No area of non-compliance has been identified in the return.

The Compliance Audit Return is attached for Council's consideration. Note the report was prepared by the CEO.

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

Local Government Act 1995

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Note the comments of the Audit Committee;
2. Approve the 2018 Compliance Audit Return;
3. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.10 - Fees for Sale Yards Usage

<b>Subject:</b>	Fees for Sale Yards Usage
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM555
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock & Chris Jackson
<b>Date:</b>	11 February 2019
<b>Attachments:</b>	Nil

### SUMMARY

For Council to review the rate per head for use of the Narembeen Sale Yards.

### BACKGROUND

A livestock sale through Landmark occurred on 8<sup>th</sup> February 2019 with over 5000 head of sheep going through the yards. Landmark contacted the Admin Office Staff to send out an invoice and enquired about the rate per head. There is no rate in the current Fees & Charges.

Prior to the sale, repair work to the yards and a clean-up of the site was undertaken by Shire staff.

### COMMENT

A search of previous Fees and Charges adopted by Council indicates that a previous fee of \$1.10 per head was listed up until 2013 at which time the fee dropped off the list. It would appear that at about this time Council may have discussed the charge at \$1.10 being too high. A search of the minutes has not produced any record of any change in the fee.

Livestock sales at the Narembeen yards are rare as indicated by there not having been sale in over 5 years. The following adjoining Shire's charge as follows.

Bruce Rock	\$0.39 inc gst
Corrigin	\$0.40 inc gst

A fee of 0.50c plus GST has been suggested.

### CONSULTATION

Chief Executive Officer  
Shires of Bruce Rock and Corrigin  
Landmark

### STATUTORY IMPLICATIONS

Local Government Act 1995 (as amended)  
Subdivision 2 — Fees and charges

#### 6.16. Imposition of fees and charges

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(2) A fee or charge may be imposed for the following —

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

\* Absolute majority required.

#### 6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

- (a) under section 5.96; or
- (b) under section 6.16(2)(d); or
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

(4) Regulations may —

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
- (b) limit the amount of a fee or charge in prescribed circumstances.

### **FINANCIAL IMPLICATIONS**

Fees & Charges

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

### **RELATED PARTY TRANSACTIONS**

Nil

**OFFICER RECOMMENDATION**

That Council reinstate a fee for use the Narembeen Sale Yards with a fee of \_\_\_\_ per head and that the fee be advertised.

**COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

2nd Cr.

**CARRIED /  
ABSOLUTE MAJORITY REQUIRED**

## AGENDA ITEM: 8.4.11 - Narembeen Community Resource Centre Report – February 2019

<b>Subject:</b>	Narembeen Community Resource Centre Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Leanne Brooke-Mee, Co-ordinator
<b>Date:</b>	12 <sup>th</sup> February 2019
<b>Attachments:</b>	Nil

### SUMMARY

Council is to consider the Community Resource Centre report for February 2019.

### BACKGROUND

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken by them during the preceding month and any upcoming events, projects and activities.

### COMMENT

The report has been prepared for Council with a view to reporting on the Outcome Areas associated with the Department of Regional Development's funding for the CRC's Business and Action Plans.

The Outcome Areas are specified in the CRC's Activity Plan and identify a range of funded activities.

The report is set out below for Council's consideration.

#### Community Training

We are in the process of seeking expressions of interest from the community for workshops geared towards parents, so far there is a high interest and we will be looking at running these in the new year.

#### Business Training

The CRC continues to provide training opportunities for the business community.

#### Christmas Street Party

The Street Party was a great success for the kids and they had a lot of fun, the markets didn't do very well and this has led to discussions of possibly changing the whole format and not incorporating markets or shopping. The idea would be to just have a Christmas Family Fun Day at a different location due to the heat of being on the street. We will be looking at options for the 2019 party.

#### Upcoming Events

Pantry Basics Workshop – 16<sup>th</sup> March

Triathlon and Bolt – 30<sup>th</sup> of March

Goodnight Nurse Workshop – 6<sup>th</sup> April

Youth Week – 13<sup>th</sup> April

### CONSULTATION

Sheree Thomas, Community & Economic Development Officer



## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

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

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

Goal 3: We contribute to a healthy community.

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive the Narembeen Community Resource Centre Report for February 2019 and endorse the associated actions.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.12 - December 2018 Schedule of Accounts

<b>Subject:</b>	December 2018 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock
<b>Date:</b>	22 <sup>nd</sup> January 2019
<b>Attachments:</b>	List of Payments and Credit Card Statements (see attachment binder)

### SUMMARY

For Council to review the payments made in December 2018.

### BACKGROUND

A schedule of accounts paid during the month of December 2018 is provided as follows:

Municipal Cheque Account: \$1,565,687.39  
CRC Cheque Account: \$ 25,552.18

### COMMENT

The following payments greater than \$5,000.00 were made during the month of December 2018:

EFT11648	06/12/2018	BGC Construction	Progress Claim No.6 Narembeen Community Precinct Project NO#70647	\$ 209,559.85
EFT11649	06/12/2018	Bitutek Pty Ltd	Supply & spray CRS emulsion with spreader truck	\$ 39,335.34
EFT11659	06/12/2018	Core Business Australia Pty Ltd	AGRN743 WANDRRA Claim 19 – 21 (Aug – Oct 2018)	\$ 154,800.12
EFT11675	06/12/2018	Liberty Oil Rural Pty Ltd	20.000l extra low sulphur diesel @ \$1.31 per litre	\$ 30,902.50
EFT11679	06/12/2018	Moore Stephens	Final Billing Audit for the year ended 30th June 2018	\$ 14,221.28
EFT11682	06/12/2018	Narembeen Medical Centre	Maintenance Payment for 2018	\$ 5,433.35
EFT11703	18/12/2018	Australian Taxation Office	BAS November 2018	\$ 14,232.00
EFT11704	18/12/2018	Avon Waste	General Waste & Recycling Collection November 2018	\$ 12,595.76
EFT11706	18/12/2018	Busselton City Construction Pty Ltd	Ramp Compliance rectifications works. Remove and replace disabled ramp stair	\$ 8,910.00
EFT11711	18/12/2018	Department Of Fire And Emergency Services (FESA)	ESLB 2nd Qtr Contribution	\$ 14,756.40
EFT11724	18/12/2018	Market Creations	Stationery (Letterheads, envelopes, business cards, name badges, banners etc.) with new Narembeen Shire LOGO	\$ 6,776.00

EFT11728	18/12/2018	Merredin Telephone Services	Install Data Points for CRC and medical centre relocation. Labour & Materials	\$ 7,421.90
EFT11731	18/12/2018	Narembeen Engineering And Steel Supplies	Extra light Gal Pipe and freight	\$ 6,075.30
EFT11737	18/12/2018	Roadswest Engineering Group WA Pty Ltd	Provision of Road Engineering Support Services during the construction phase Fricker Rd Heavy Vehicle Link	\$ 5,046.36
EFT11748	18/12/2018	Westrac Equipment Pty Ltd	2018 12m Caterpillar Motor Grader	\$ 290,147.00
EFT11750	20/12/2018	DS Agencies	Churchill St Rest Area Furniture	\$ 16,852.00
EFT11751	21/12/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works - Progress Claim 17 - November 2018	\$ 584,289.71
DD9791.2	13/12/2018	WA Local Government Superannuation Plan	Superannuation contributions	\$ 14,750.59
DD9787.1	24/12/2018	Bankwest	Credit Card Charges	\$ 6,419.84
DD9800.2	27/12/2018	WA Local Government Superannuation Plan	Superannuation contributions	\$ 7,048.99
11063	06/12/2018	Water Corporation	Water Charges 26 Sep - 22 Nov 2018	\$ 12,576.63

## CONSULTATION

Nil

## STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
  - a. Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b. Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
  - a. Subject to sub regulation (4), are not to be paid in cash; and
  - b. Are to be made in a manner which allows identification of –
    - i. The method of payment;
    - ii. The authority for the payment; and
    - iii. The identity of the person who authorised the payment.
4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund –
  - a. If the local government has delegated the CEO the exercise of its power to make payments from those funds by the CEO; or
  - b. Otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

#### 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.
2. A list of accounts for approval to be paid is to be prepared each month showing:
  - a. For each account which required council authorisation in that month –
    - i. The payee's name;
    - ii. The amount of the payment; and
    - iii. Sufficient information to identify the transaction.
  - b. The date of the meeting of the council to which the list is to be presented.
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**

Shire of Narembeen 2018/2019 Budget.

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC PLAN REFERENCE**

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

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

#### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Receive the Schedule of Accounts for December 2018, including those of the CRC; and
2. Receive the Credit Card Statements for December 2018 for the Shire.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.13 - Financial Report December 2018

<b>Subject:</b>	Financial Report December 2018
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Rachael Moore
<b>Date:</b>	12 <sup>th</sup> February 2019
<b>Attachments:</b>	December 2018 Financial Report, Bank Reconciliation for December 2018, December 2018 CRC Financial Report, (see attachment binder)

### SUMMARY

To review Council finances as required by legislation.

### BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31<sup>st</sup> December 2018.

### COMMENT

Council's closing position at 31st December 2018 amounts to \$1,895,717 with current assets of \$5,051,645 and \$2,460,517 of reserve funds.

### CONSULTATION

Administration Officer  
Senior Staff

### STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations  
Reg 34 Financial Activity Statement

### FINANCIAL IMPLICATIONS

Shire of Narembeen 2018/2019 Budget

### POLICY IMPLICATIONS

Nil

### STRATEGIC PLAN REFERENCE

Nil

### RELATED PARTY TRANSACTIONS

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of December 2018;
2. Receive the bank reconciliation for the month of December 2018 for all Shire Bank Accounts;  
and
3. Receive the Narembeen Community Resource Centre Financial Report for the month of December 2018.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.4.14 - January 2019 Schedule of Accounts

<b>Subject:</b>	January 2019 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock
<b>Date:</b>	4 <sup>th</sup> February 2019
<b>Attachments:</b>	List of Payments and Credit Card Statements (see attachment binder)

### SUMMARY

For Council to review the payments made in January 2019.

### BACKGROUND

A schedule of accounts paid during the month of January 2019 is provided as follows:

Municipal Cheque Account:	\$ 885,891.49
Trust	\$ 300.00
CRC Cheque Account:	\$ 25,389.50

### COMMENT

The following payments greater than \$5,000.00 were made during the month of January 2019:-

EFT11752	03/01/2019	Digby Slade	GRADER HOURS - SOLDIERS & GRAY ROAD	\$ 6,323.00
EFT11769	07/01/2019	Narembeen Community Resource Centre	HONOUR BOARD SETUP AND DATA COLLECTION	\$ 6,461.60
EFT11797	17/01/2019	Avon Waste	General Waste & Recycling Collection	\$ 14,193.49
EFT11800	17/01/2019	Busselton City Construction Pty Ltd	Replace box gutter and install sheets	\$ 15,290.00
EFT11802	17/01/2019	Core Business Australia Pty Ltd	AGRN743 WANDRRA Claim 22 - November 2018	\$ 61,873.96
EFT11803	17/01/2019	Corsign WA PTY LTD	Traffic Signs	\$ 10,521.39
EFT11810	17/01/2019	INGS Engineering WA	Bowling Green Roller	\$ 8,580.00
EFT11819	17/01/2019	Narembeen Medical Centre	Medical Services Quarterly Fee January – March 2019	\$ 8,965.68
EFT11820	17/01/2019	Narembeen Shire	Private works on town site bypass	\$ 115,720.00
EFT11824	17/01/2019	Shire Of Corrigin	ROEEHO Roe Regional Environmental Health Services Scheme Oct - Dec '18	\$ 9,383.68
EFT11825	17/01/2019	Synergy - Western Power	Electricity Charges 12 Dec 2018 - 09 Jan 2019	\$ 14,266.05
EFT11830	23/01/2019	Absolute Office Interiors	Interior equipment for Medical Centre (Part payment 50% deposit)	\$ 20,638.17
EFT11833	31/01/2019	BGC Construction	Progress Claim No. 7 Narembeen Community Precinct Project#70647	\$ 130,445.68



EFT11834	31/01/2019	Busselton City Construction Pty Ltd	General maintenance at 8 Cheetham Way (Prep walls, remove blinds, re paint inside, reinstate blinds)	\$ 11,330.00
EFT11838	31/01/2019	Hanson Construction Materials Pty Ltd	276.98 to 14mm washed single size granite	\$ 13,084.37
EFT11844	31/01/2019	LMW (WA) Pty Ltd	Specialised Valuation Report - Tampia Hill Mine + Solar Farm Avoca	\$ 6,600.00
EFT11845	31/01/2019	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 18 - Dec 2018	\$ 330,356.51
DD9815.2	10/01/2019	WA Local Government Superannuation Plan	Superannuation contributions	\$ 7,800.21
DD9833.2	24/01/2019	WA Local Government Superannuation Plan	Superannuation contributions	\$ 7,814.77

## CONSULTATION

Nil

## STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

5. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
  - a. Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b. Petty cash systems.
6. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
7. Payments made by a local government
  - a. Subject to sub regulation (4), are not to be paid in cash; and
  - b. Are to be made in a manner which allows identification of –
    - i. The method of payment;
    - ii. The authority for the payment; and
    - iii. The identity of the person who authorised the payment.
8. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

3. A payment may only be made from the municipal fund or the trust fund –
  - a. If the local government has delegated the CEO the exercise of its power to make payments from those funds by the CEO; or
  - b. Otherwise, if the payment is authorised in advance by a resolution of the council
4. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

### Reg 13. List of Accounts

4. 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.
5. A list of accounts for approval to be paid is to be prepared each month showing:
  - a. For each account which required council authorisation in that month –
    - i. The payee's name;
    - ii. The amount of the payment; and
    - iii. Sufficient information to identify the transaction.
  - b. The date of the meeting of the council to which the list is to be presented.
6. 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**

Shire of Narembreen 2018/2019 Budget

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That Council:

1. Receive the Schedule of Accounts for January 2019, including those of the CRC; and
2. Receive the Credit Card Statements for January 2019 for the Shire.

### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## **AGENDA ITEM: 8.4.15 - Financial Report January 2019**

<b>Subject:</b>	Financial Report January 2019
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Rachael Moore
<b>Date:</b>	12 <sup>th</sup> February 2019
<b>Attachments:</b>	January 2019 Financial Report, Bank Reconciliation for January 2019, January 2019 CRC Financial Report, Outstanding Rates Report

### **SUMMARY**

To review Council finances as required by legislation.

### **BACKGROUND**

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31<sup>st</sup> January 2019.

### **COMMENT**

Council's closing position at 31st January 2019 amounts to \$1,432,430 with current assets of \$4,585,493 and \$2,463,652 of reserve funds.

### **CONSULTATION**

Finance Officer  
Administration Officer  
Senior Staff

### **STATUTORY IMPLICATIONS**

Local Government (Financial Management) Regulations

Reg 34 Financial Activity Statement

### **FINANCIAL IMPLICATIONS**

Shire of Narembeen 2018/2019 Budget

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Nil

### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of January 2019;
2. Receive the bank reconciliation for the month of January 2019 for all Shire Bank Accounts; and
3. Receive the Narembeen Community Resource Centre Financial Report for the month of January 2019.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

**9.0 Councillor's Reports – including other Councillor business**

**Cr K Mortimore**

**Cr P Lines**

**Cr B Thomas**

**Cr B Cowan**

**Cr S Stirrat**

**Cr A Wright**

**Cr A Hardham**

**Cr R Cole**

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

Wednesday 20<sup>th</sup> March 2019 at Narembeen Shire Council Chambers

**11.0 Closure**

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