



Confirmed Minutes for the 649th Ordinary Council Meeting

20th March 2019

COUNCIL CALENDAR

Date	Time	Meeting
20 th March 2019	2.30pm	Ordinary Meeting of Council
17 th April 2019	2.30pm	Ordinary Meeting of Council
15 th May 2019	2.30pm	Ordinary Meeting of Council

MARCH MEETING PROGRAMME

2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



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MINUTES

Shire of Narembeen Ordinary Council Meeting Wednesday 20th March 2019, commencing at 2.30pm

1.0 Opening & Welcome

2.30pm – The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open. Cr Cole especially welcomed new Executive Manager Corporate Services Mr Scott Wildgoose.

2.0 Attendance & Apologies

Attendance

Councillors

Cr Rhonda Cole	Shire President, Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Bevan Thomas	Member
Cr William Cowan	Member
Cr Peter Lines	Member
Cr Alan Wright	Member
Cr Scott Stirrat	Member
Cr Amy Hardham	Member

Staff

Mr Chris Jackson	Chief Executive Officer
Mr Scott Wildgoose	Executive Manager Corporate Services
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)
Mr Arthur Cousins	Works Manager (present for report to Council)
Mrs Leanne Brooke-Mee	CRC Manager (present for report to Council)

Public

Nil

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Item 8.4.3 – Narembeen St John Ambulance – Cr K Mortimore declared a proximity interest for this item.

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 Wednesday 20th February 2019.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 20th February 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 6806/19

MOTION - Moved Cr. S Stirrat

2nd Cr. A Wright

That the minutes of the meeting of the Shire of Narembeen held Wednesday 20th February 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 20th February 2019.

Moved A Wright seconded A Hardham that the minutes from the 20th February 2019 meeting be amended to reflect that the meeting commenced at 2.30pm.

CARRIED 8/0

7.0 Status Report

See Attachment Binder for Status Report

RECOMMENDATION:

That the Status Report for March 2019 be received.

COUNCIL RESOLUTION

MIN 6807/19

MOTION - Moved Cr. B Thomas

2nd Cr. W Cowan

That the Status Report for March 2019 be received.

CARRIED 8/0

2.48pm – Mr C Jackson exited the meeting.
2.49pm – Mr C Jackson returned to the meeting.
2.49pm – Mr A Cousins entered the meeting.

8.0 REPORTS

8.1 Works Manager's Report

AGENDA ITEM: 8.1.1 - Work's Manager's Report March 2019

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	13 March 2019
Attachments:	Nil

SUMMARY

Council is to consider this report from the Works Manager for January 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 3500mtrs. (5800m3 gravel). Spread, water bind compact .Primer seal 3500 metres sprayed at 1.9 litres hot 52750 litres of 95/5 +5% primer seal bitumen.650 Ton 14mm metal.

Fricker Rd, Soldiers Rd, Latham Rd

Arc Infrastructure have replaced the rail line. Asphalt completed by roads 2000 from Merredin - Naremben Rd 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.

Dangerous dead trees have been removed from Wogarl West Rd.

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 to the value of \$164.19 were undertaken during the month.

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 March 2019 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6808/19

MOTION - Moved Cr. A Hardham

2nd Cr. A Wright

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

CARRIED 8/0

2.59pm – Mr C Jackson exited the meeting.

3.00pm – Mr C Jackson returned to the meeting.

3.01pm – Mr A Cousins exited the meeting and did not return.

8.2 Building Supervisor

No report.

3.02pm – Miss L Brooke-Mee entered the meeting.

8.3 Community Resource Centre Manager

AGENDA ITEM: 8.3.1 - Narembeen Community Resource Centre Report – March 2019

Subject:	Narembeen Community Resource Centre Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Brooke-Mee
Date:	12 March 2019
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre report for March 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.

Upcoming Events

Pantry Basics Workshop – 16th March

Triathlon and Bolt – 30th of March

Goodnight Nurse Workshop – 6th April

Youth Week – 14th 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 March 2019 and endorse the associated actions.

COUNCIL RESOLUTION

MIN 6809/19

MOTION - Moved Cr. W Cowan

2nd Cr. A Hardham

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

CARRIED 8/0

3.04pm – Miss L Brooke-Mee exited the meeting and did not return.

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 – Chief Executive Officer’s Report

Subject:	Chief Executive Officer’s Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 March 2019
Attachments:	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.

3.05pm – C Jackson exited the meeting.

COMMENT

Narembeen CRC/Medical Centre Extension

Klint Stone and Sheree Thomas met with Gary Pritchard and Shane Criddle from BGC on 26th February 2019 for an inspection to identify building defects. BGC have compiled a full defects report and the defects are currently being actioned by contractors.

The rear carpark was sealed as well as kerbing works undertaken by Super Civil last week.

Furniture for the Medical Centre, CRC and Fencepost has been ordered, some items have arrived, we are currently waiting on delivery of the bulkier furniture items.

Ross Marshall and Gary Pritchard will be in Narembeen next Thursday 21st March 2019 for the Practical Completion meeting with the certifier Paul Finucane.

It is anticipated that the building will be complete by end of March with the CRC, Medical Centre and Fencepost being able to occupy the building early to mid-April 2019.

Emu Hill Public Cemetery Re-development

Staff and the committee met with contractor Rob Ball from Phoenix Landscaping on Thursday 21st February 2019 to discuss the project in more detail. The first stage of the project is the removal of trees from the roadways and entrance. Following this, staff will meet with Rob to move forward on the project.

Sheree Thomas, with the help of Rhonda Hickey are currently identifying the few memorials that are on the right hand side of the drive way as these may need to be relocated temporarily due to landscaping works.

Narembeen Lesser Hall Precinct and Interpretation Project

Shire President Cr Rhonda Cole, Deputy Shire President Kellie Mortimore, Cr Amy Hardham, CEO Chris Jackson and CEDO Sheree Thomas met with Hon Darren West MLC on Monday 11th March 2019 to accept the Lotterywest cheque for the Lesser Hall Interpretation project.

Council and staff briefed The Hon Darren West on the Shire's current projects and undertook a tour of the town including the CRC/Medical Centre, former Lesser Hall site and the Townsite Project.

It is anticipated that the tender for this project be advertised on Saturday 16th March 2019 pending receiving additional tender information from Stephen Carrick including full structural drawings, schedules for materials and signage as well as confirmation of signage content.

Blue Tree Project

The Shire of Narembeen is taking part in this initiative which has gained traction across the State, country and even overseas.

The Blue Tree Project started in Mukinbudin with the painting of a dead tree in honour of a young man who sadly took his life and so the tree became a visual reminder for others to check in on their loved ones.

On Friday 29th March 2019, shire staff and volunteers will be painting a dead tree blue. The ideal tree has been located in the rail corridor approximately 3km south of the townsite on the Narembeen-Kondinin Road.

CEDO, Sheree Thomas has been in contact with Claire Walker (Head of Stakeholder Engagement) with Arc Infrastructure and they are very happy for the tree to be utilised for this purpose as well as provide assistance on the day as they feel that this is a cause that is close to their workforces' hearts. Regional Lead – Fred Steer as well as other Arc volunteers who are working near Narembeen will be attending the event.

The Shire of Narembeen are currently waiting on a legal document from Arc Infrastructure which will enable us to undertake the works within the rail corridor.

A sausage sizzle and drinks will be provided to those in attendance at the Shire Chambers after the event.

I would like to acknowledge Vanessa Wittstock for initiating this important community health project and Sheree Thomas and Vanessa for the work on development of the project. Following the event, the Shire of Narembeen will send letters to recognise the support of Arc Infrastructure, CBH, CSBP, Elders and Narembeen Hardware.

Councillors are invited to attend this event to show their support for such a worthy cause.

For more information on the Blue Tree Project <https://www.bluetreeproject.com.au/>

3.09pm – C Jackson returned to the meeting.

Building Supervisor

As Council is aware Klint Stone has resigned from his position as Building Supervisor with the Shire of Narembeen and will finish work on Friday 22 March 2019. I take the opportunity to thank and acknowledge Klint for his hard work over the past two years particularly on projects such as the Emergency Services Facility, Narembeen Community Precinct and many other works.

I wish Klint, Michelle and Paris all the best for the future.

Executive Manager Corporate Services

We welcome Scott Wildgoose and his wife Rebecca to the Shire and wish them both well enjoying everything Narembeen has to offer. Please make them welcome.

Scott started in the office on the 5 March 2018.

WANDRRA Mt Walker Road Culvert

As previously reported to Council, Leeuwin Civil have completed the WANDRRA AGRN743 contract and have departed Narembeen. One project remains that being the Mt Walker Rd culvert replacement.

Various design options have been considered that have included using HDPE (plastic) pipes and most recently going back to the concrete option. Main Roads (WANDRRA) have approved funding of \$130,000 plus will consider a further \$20,000 for crash barriers if required. A quote from Leeuwin of \$260,000 was received using concrete pipes and an approach was made to Main roads to increase the WANDRRA funding allocation. This request was declined and would require that the Shire fund the gap of approximately \$100,000.

An approach has now been made to Main Roads for the Shire to do the works and we believe that this will be approved. The matter has now become urgent as the WANDRRA funding must be spent by the 30 June 2019 and with the approaching change in weather, rain would make the project extremely difficult if not impossible.

Further detail will be provided at the meeting.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
21 st March 2019	BGC – Practical Completion
26 th March 2019	LGIS – Insurance Review
29 th March 2019	Blue Tree Project Initiative
30 th March 2019	Narembeen Triathlon
4 th April 2019 – 15 th April 2019	CEO - Annual Leave
5 th April 2019	Rose Bowl - Kondinin

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 March 2019 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN 6810/19

MOTION - Moved Cr. W Cowan 2nd Cr. P Lines

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

CARRIED 8/0

AGENDA ITEM: 8.4.2 - Industrial Land Subdivision

Subject:	Industrial Land Subdivision
Applicant:	Chris Jackson
File Ref:	ADM648
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 March 2019
Attachments:	Council Meeting Minutes February 2011, WAPC approval September 2010, Deposited Plan June 2010 and Subdivision Plan (see attachment binder)

SUMMARY

Council to revisit previous decisions relating to the development of industrial land in the Narembeen townsite and consider if the Shire should again pursue a subdivision application.

BACKGROUND

Council in February 2011 resolved as follows:-

That Council:

- A. *Adopt Amendment No 5 to the Shire of Narembeen Town Planning Scheme No 2 (without modification) pursuant to Section 75 of the Planning and Development Act 2005 by re-zoning a portion of Lot 100 Narembeen Road South, Narembeen from 'Rural' to 'Industrial' zone as depicted on the Scheme Amendment map.*
- B. *Adopt the recommendations in the 'Table of Submissions' (Attachment 1) by noting each submission.*
- C. *Authorise the Chief Executive Officer and Shire President to sign the Amendment 5 documents and apply the Shire seal.*

Whilst the subdivision was approved by the West Australian Planning Commission, the decision was valid for a period of four years which included the lodgement of the deposited plan for issue of the titles but this did not occur. As such the subdivision has now expired and Council will therefore need to review the existing plan and decide if a new subdivision application should be pursued and the development recommenced.

COMMENT

The pressure for additional industrial land has only intensified since 2011 and can only be assumed that the development did not proceed due to the cost and the lack of funding particularly for headwork costs. In recent months a significant number of enquires have been made to the executive for land to develop various businesses that include transport operations, mechanical servicing and services industries relating to the mining development if and when it was to occur.

It is recommended that Council recommence the subdivision process and as the development needs to cater for transport companies and other agricultural and mining opportunities then the lot sizes should be reviewed and advice from an engineer obtained about the road design to ensure it can cater for whatever size trucks need to be accommodated.

CONSULTATION

Liz Bushby Town Planning Innovations

The matter has also been raised with Go Narembeen and will be further discussed at a meeting on Monday 18 March 2019 with a view to an opportunity to partner with the Shire on a future development.

Council has also adopted a draft Alliance Agreement between the Shire and Go Narembeen and it is planned to also present this meeting on Monday which further supports a partnership approach to this development.

STATUTORY IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Narembeen Town Planning Scheme No 2

FINANCIAL IMPLICATIONS

Costs will include town planning consultancy through Liz Bushby, engineering advice, planning fees and future development costs. Council has funds available to engage various contractor/consultants which could be used this financial year to recommence this important development process and Go Narembeen be approached to work in partnership with the Shire.

Future development costs will need to be considered that could include the partnership with Go Narembeen and funding opportunities through both State and Federal Governments.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Council Strategy

1.5 Vacant land that will achieve our strategic goals is identified for specific purposes and industries

1.6 It is zoned and rated appropriately in light of future industry development as well as for complementary infrastructure and services

1.7 Shire assets are prepared for commercial and population increases

Measurement of our Performance

Rate base is diversified (measure to be developed), 10 blocks of industrial land is planned by 2021 and Increase in population by 0.1% annually.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Authorise the Chief Executive Officer to recommence the Narembeen South Road Industrial Land Subdivision and engage the required consultants to support this process.
2. Review the previous approved subdivision design and make changes as required.
3. Consult with Go Narembeen with a view to working in partnership on the proposed subdivision.
4. Request that the Chief Executive Officer investigate funding options for the development of an approved industrial land subdivision.

COUNCIL RESOLUTION

MIN 6811/19

MOTION - Moved Cr. B Thomas

2nd Cr. P Lines

That Council:-

1. *Authorise the Chief Executive Officer to recommence the Narembeen South Road Industrial Land Subdivision and engage the required consultants to support this process.*
2. *Review the previous approved subdivision design and make changes as required.*
3. *Consult with Go Narembeen with a view to working in partnership on the proposed subdivision.*
4. *Request that the Chief Executive Officer investigate funding options for the development of an approved industrial land subdivision.*

CARRIED 8/0

COUNCIL RESOLUTION

MIN 6812/19

MOTION - Moved Cr. B Thomas

2nd Cr. S Stirrat

Following Cr K Mortimore's declaration of interest in Agenda Item 8.4.3 – Narembeen St John Ambulance, Council agreed that Cr K Mortimore be allowed to stay within the meeting and be eligible to vote.

CARRIED 7/0

AGENDA ITEM: 8.4.3 - Narembeen St John Ambulance

Subject:	Narembeen St John Ambulance
Applicant:	Narembeen St John Ambulance
File Ref:	ADM621
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Cr Kellie Mortimore
Author:	Chris Jackson
Date:	12 March 2019
Attachments:	Nil

SUMMARY

Council to consider a request received from the Narembeen St John Ambulance for internal lining to be installed in the St John Ambulance garage section of the Narembeen Volunteer Emergency Service Facility.

BACKGROUND

At a recent Narembeen St John Ambulance Sub Centre meeting discussion occurred regarding lining of the garage area occupied by St John. A letter has been received from the Sub Centre Secretary seeking approval to purchase insulation and lining and to have it fitted. The letter states; *"Our Sub Centre is happy to purchase the required materials and hope that the Shire may be able to assist us with the installation."*

COMMENT

The sub centre has advised that they are having trouble with the amount of dust inside the garage and the extreme temperature. Some medications are in the garage so when the ambulances go out on a job they are prepared. The sub centre is monitoring the maximum temperatures and hope that this may assist them a little so they are not required to move the current lockable cabinet inside the building.

The cost of installation of the proposed insulation and lining of the garage is currently being prepared and details will be presented to Council at the meeting.

CONSULTATION

Narembeen St John Ambulance

The Narembeen Fire Brigade was also contacted and they have advised that they would not be seeking to install such lining in their garage.

Both St John and the Fire Brigade have also raised the issue of dust coming in through the top of the roller doors. Options to resolve this on both sides are being discussed with Southern City Sheds who originally constructed the building.

STATUTORY IMPLICATIONS

A lease agreement between St John Ambulance and the Shire is now in place and requires that these types of works are approved by Council.

FINANCIAL IMPLICATIONS

Cost for installation of lining of garage.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Goal 3: We contribute to a healthy community

3.4 We enable and support medical and emergency services to serve in our community

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council subject to presentation of costings for installation of the insulation and lining of the St John Ambulance garage support the request from the Narembeen St John Ambulance to undertake the works requested.

COUNCIL RESOLUTION

MIN 6813/19

MOTION - Moved Cr. P Lines

2nd Cr. W Cowan

That Council:-

- 1. Consent to St John Ambulance WA Ltd making an addition of insulation and lining to the leased premise, 24 Latham Road.*
- 2. Undertake improvements to the premise, 24 Latham Road, for the purpose of including a dust suppression system in both garages.*

CARRIED 8/0

Reason for Change:

The Shire CEO discussed the dust problem in detail and Council agreed that the dust would be a long term issue if not alleviated now. A quote was discussed for a dust alleviation system and the costs seemed reasonable. It was suggested that installing the dust alleviation system would also assist with providing additional insulation for the building on top of the building also being insulated by St John Ambulance.

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 – Amendment to Annual Budget Review

Subject:	Amendment to Annual Budget Review
Applicant:	
File Ref:	ADM121
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	11 March 2019
Attachments:	Statement of Budget Review (Statutory Reporting Program) for the period ended 28 February 2019 (see attachment binder)

SUMMARY

The purpose of this report is to inform Council of an error in the February 2019 Annual Budget Review and request that the budget review adjustment be amended to rectify the error.

BACKGROUND

On Wednesday 20 February 2019 Council adopted the mid-year review of the Shire's Annual Budget.

COMMENT

Officers have reviewed the details provided to Council in Agenda Item 8.4.7 and found an error in the authorised budget amendments for the 2018/2019 financial year.

The authorised budget amendments varied the Shire's operating surplus carried forward from the 2017/2018 financial year by \$505,141 – from \$1,493,384 to \$1,998,525. This budget line is varied from the original budget based on the Shire's annual report and audited financials.

The correct amendment should have varied the adopted budget of \$1,493,384 by \$18,077 to give the Shire's correct opening surplus of \$1,511,461 as per the 2017/2018 Annual Report.

This current budget amendment overstates the Shires opening position for this financial year by \$487,064.

Along with a number of other budget recommendations, officers recommended that all projects originally funded from reserves now be funded from operating surplus. Given the extent to which operating surpluses were being overstated this can no longer be the case. It is recommended that the Grader Purchase be funded from reserve transfers as per the original budget.

The net result of these changes is that the Shire's closing fund year end operating surplus is reduced from \$171,615 to \$59,551.

CONSULTATION

Chief Executive Officer
Finance Officer

STATUTORY IMPLICATIONS

The Shire has conducted a review of the annual budget in accordance with Local Government (Financial Management) Regulations 1996, as outlined below. The Shire is seeking Council authorisation to modify the budget amendments in response to the discovery of an error prior to submitting a copy of the budget review to the department.

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

Should Council decide not to amend this error then the Shire is at risk of suffering a \$315,449 deficit which could have significant cash flow consequences. By making these amendments it allows the Shire to maintain a minor operating surplus to combat the risk of budget changes over the next quarter.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council amend the Budget Review adjustments for:-

1. Opening Operating Surplus (Net current assets at the start of the financial year) from \$1,998,525 to \$1,511,461.
2. Transfers from Reserves from -\$572,373 to -\$197,373.

COUNCIL RESOLUTION

MIN 6814/19

MOTION - Moved Cr. P Lines

2nd Cr. B Thomas

That Council amend the Budget Review adjustments for:-

1. *Opening Operating Surplus (Net current assets at the start of the financial year) from \$1,998,525 to \$1,511,461.*
2. *Transfers from Reserves from -\$572,373 to -\$197,373.*
3. *Allocate sufficient funds, up to \$5,000, to allow for the costs associated with the installation of a dust suppression system to the leased premise, 24 Latham Road.*

CARRIED 8/0

Reason for Change:

Following Agenda Item 8.4.3 St John Ambulance, it was decided to include an amount of up to \$5,000 for the addition of a dust alleviation system within the Emergency Service Facility.

3.58pm – Cr A Hardham exited the meeting.

4.00pm – Cr A Hardham returned to the meeting.

AGENDA ITEM: 8.5.2 - February 2019 Schedule of Accounts

Subject:	February 2019 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock
Date:	11 March 2019
Attachments:	List of Payments and Credit Card Statements (see attachment binder)

SUMMARY

For Council to review the payments made in February 2019.

BACKGROUND

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

COMMENT

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

Municipal Cheque Account:	\$929,883.10
Trust	\$223.30
Community Resource Centre (CRC) Cheque Account	\$10,972.47

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

EFT11861	06/02/2019	Liberty Oil Rural Pty Ltd	23,000 litres diesel for depot	\$ 29,175.50
EFT11866	15/02/2019	BGC Construction	Narembeen Community Precinct Project No.70647 Progress Claim No.8	\$ 335,329.47
EFT11871	15/02/2019	Daimler Trucks Perth	Fuso Canter 918 Truck	\$ 66,550.00
EFT11885	15/02/2019	Narembeen Engineering And Steel Supplies	Supply stainless handrail and assist welding for new CRC/Medical Centre	\$ 5,616.05
EFT11893	15/02/2019	Sonic Boomsprays	Part of Farmscan equipment to facilitate boomspray	\$ 6,334.93
EFT11898	15/02/2019	WA Library Supplies	Library Furniture for new CRC	\$ 6,054.46
EFT11906	19/02/2019	Fusion Communications Services	Supply and install 9 security cameras, radio links, software & server hardware	\$ 55,066.00
EFT11910	28/02/2019	Avon Waste	General waste and recycling services January 2019	\$ 12,544.01
EFT11911	28/02/2019	Busselton City Construction Pty Ltd	Miscellaneous works and carpentry labour hire at new CRC/Medical Centre	\$ 7,722.00
EFT11928	28/02/2019	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works - Progress Claim No. 19 - January 2019	\$ 205,684.77

EFT11934	28/02/2019	Pick a Colour Painting	Additional painting at new CRC/Medical Centre	\$ 5,588.55
EFT11936	28/02/2019	Roads 2000	Supply and lay asphalt - 30mm + 40mm thick black asphalt	\$ 63,645.01
EFT11943	28/02/2019	Varley Transport	Transport of 14mm Blue Metal Cartage from Hanson Byford to Cramphorne Road	\$ 24,875.07
DD9856.2	07/02/2019	WA Local Government Superannuation Plan	Superannuation contributions	\$ 8,035.56
DD9881.2	21/02/2019	WA Local Government Superannuation Plan	Superannuation contributions	\$ 8,026.99
11074	15/02/2019	Water Corporation	Water Charges 22 Nov 2018 - 23 Jan 2019	\$ 16,145.17

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

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

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

COUNCIL RESOLUTION

MIN 6815/19

MOTION - Moved Cr. A Hardham

2nd Cr. S Stirrat

That Council:

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

CARRIED 8/0

AGENDA ITEM: 8.5.3 - Financial Report February 2019

Subject:	Financial Report February 2019
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Scott Wildgoose, Executive Manager Corporate Services
Date:	12 March 2019
Attachments:	February 2019 Financial Report, Bank Reconciliation for February 2019, February 2019 CRC Financial Report, Outstanding Rates 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 28 February 2019.

COMMENT

Council's closing position at 28 February 2019 amounts to \$832,061 with current assets of \$4,581,970 and \$2,466,487 in reserve funds.

CONSULTATION

Finance Officer
Administration Officer
Manager Community Resource Centre

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

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

COUNCIL RESOLUTION

MIN 6816/19

MOTION - Moved Cr. P Lines

2nd Cr. B Thomas

That Council:-

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

CARRIED 8/0

9.0 Councillor's Reports – including other Councillor business

Cr K Mortimore

Attended

- Community Wellbeing Workshop
- Lotterywest Lesser Hall Cheque Presentation
- St John Ambulance Meeting
- Historical Society Meeting
- Aged Homes AGM

General Business

- Aged Homes have an issue with a tree on private property near the Aged Homes units. The tree roots have lifted paving and are now causing a trip hazard. C Jackson suggested that the Shire mediate between the property owner and Aged Homes. Aged Homes are quite financial, they will be giving money to Senior Citizens to replace carpet and blinds in the Senior Citizen's building. Clarification is required as to who owns the Senior Citizens building.
- Historical Society – sign at Billericay – asked if a tourist sign could be erected.

Cr P Lines

Attended

- Rural Water Council Meeting
- Go Narembeen Meeting

General Business

- Nil

Cr B Thomas

General Business

- Narembeen Club has a few maintenance issues. C Jackson to meet with the Narembeen Club, K Padfield, B Thomas, interested Councillors and committee members to discuss these issues.

Cr B Cowan

General Business

- Missed Central AgCare meeting, however was advised that Central Agcare are purchasing cars for their travelling Councillors. They would be pleased to utilise the Medical Centre for counselling purposes when the new building opens.
- Roads – need to look seriously at our roads, some are in desperate need of resurfacing, this needs to be included in the 2019/2020 budget.
- Road Tour – suggested to be organised, but date not confirmed.
- NDHS – forward thinking school, grandchild learning sign language – would be nice to recognise this and commend them

4.34pm – C Jackson exited the meeting.

4.38pm – C Jackson returned to the meeting.

4.42pm – C Jackson exited the meeting.

4.43pm – C Jackson returned to the meeting.

Cr S Stirrat

General Business

- Nil

Cr A Wright

General Business

- Anzac Day preparations in progress.

Cr A Hardham

Attended

- Lotterywest Lesser Hall Cheque Presentation

General Business

- School planning to install solar panels.

Cr R Cole

Attended

- Cemetery meeting
- Regional Road Group Meeting Wickepin
- Zone Exec Teleconference
- Faction Swimming Carnival
- Lotterywest Lesser Hall Cheque Presentation
- Audit Phone Meeting
- Zone Meeting Merredin
- Go Narembreen meeting

General Business

- Zone Meeting - Shire audit costs increasing due to additional audit requirements. New changes to Health Act i.e.: tobacco regulations for public buildings.
- Go Narembreen meeting – impressed with J Irving's presentation regarding the Roadhouse and Motel.
- Local Government Week – if any Councillors would like to attend, including RoeROC Dinner.
- Local Government Elections October – give some thought to a replacement if you would not like to re-stand.
- Invite Student Councillors – NDHS to May Council Meeting.
- Hats with Shire logo or other merchandise – look into purchasing in next year's branding.

10.0 Date, time & place of next meeting

Wednesday 17th April 2019 at Narembreen Shire Council Chambers.

11.0 Closure

There being no further business the Chair declared the meeting closed at 5.02pm.

12.0 Certification of Meeting Minutes

I, Cr Rhonda Cole, Shire President certify that the minutes of the meeting held on Wednesday 20th March, as shown on pages 1 to 29 are confirmed as a true and correct record of the meeting.



Cr Rhonda Cole
Presiding Person

17. April 2019
Date