



Agenda for the 657th Ordinary Council Meeting

20 November 2019

COUNCIL CALENDAR

Date	Time	Meeting
20 November 2019	2.30pm	Ordinary Meeting of Council
18 December 2019	2.30pm	Ordinary Meeting of Council

NOVEMBER MEETING PROGRAMME

2.00pm	Audit Committee Meeting
2.15pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



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DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

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

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

COUNCILLOR/STAFF 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 657th Ordinary Meeting of Council has been convened for:

Date: Wednesday 20 November 2019

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

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: 13th November 2019

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 November 2019, commencing at 2.30pm

1.0 Opening & Welcome

Chris Jackson – Chief Executive Officer

2.0 Elections

Election of President

Reading of Oath

Election of Deputy President

Reading of Oath

3.0 Seating Arrangements

To be done at the December meeting when the two new Councillors are present.

4.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

Cr Alan Wright

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 from the Ordinary Meeting of Council of the Shire of Narembeen

6.1.1 Confirmation of Minutes

Confirmation of minutes from Ordinary Meeting of Council of the Shire of Narembeen Ordinary Meeting held on Wednesday 16 October 2019.

RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held Wednesday 16 October 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

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

That the minutes of the Ordinary Meeting of Council of the Shire of Narembeen held Wednesday 16 October 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Ordinary Meeting of Council of the Shire of Narembeen held Wednesday 16 October 2019.

6.2 Audit Committee Meeting

6.2.1 Receive Minutes

Receive minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 20 November 2019.

RECOMMENDATION

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 20 November 2019 be received.

COUNCIL RESOLUTION

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

CARRIED /

8.0 REPORTS

8.1 Environmental Health Officer

No Report

8.2 Narembeen Community Resource Centre Co-ordinator

AGENDA ITEM: 8.2.1 - Narembeen Community Resource Centre Report – November 2019

Subject:	Narembeen Community Resource Centre Report – November 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Vanessa Wittstock, CRC Coordinator
Date:	8 November 2019
Attachments:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

EVENT NEWS

October was a particularly busy month for the CRC and I thank my hard working staff for their tireless efforts.

A number of business and community training workshops were held, including a Grant Writing Workshop, HR/HC/MC Truck Licence and the Heavy Vehicle Pilot Escort Licence which were all highly demanded but then poorly attend, which is a bit disappointing.

We will certainly continue to provide community and business training of this kind in the future as the attendee feedback we received was very positive and it is hoped increasing attendance at workshops of this kind will help grow the communities' capacity.

Narembeen Children's Week Event '*The Rainbow trail – A journey to health & happiness*'

The CRC organised a Children's Week Event on Wednesday 23 October 2019, which was a great success and attended by approximately 80-90 children plus their families. The Rainbow trail involved educational healthy eating and lifestyle activities for children as well as a bouncy castle and face painting. This event was fully funded by the Children's Week Grant plus additional funding from Bankwest and we hope to be able to have another Children's Week event next year. It involved a lot of planning and would have not been possible without the help of CRC and Shire staff as well as volunteers and I would like to thank them very much.

Narembeen Community Market Day

The Narembeen Community Market Day was held on Saturday 26 October 2019 and was well attended by our community members. Last year we really struggled to find stall holders and we were very excited we had more than 28 stalls this year, with stallholders coming from surrounding towns such as Bruce Rock, Kulin, Corrigin, Merredin and Hyden as well as plenty of local goods. It is also great to see the event bringing revenue to local business owners; the Narembeen Co-Op Café opened on that Saturday morning and sold more than 100 coffees.

Upcoming Events

We have the following events coming up in Nov/Dec 2019:

- Seniors Week Event in Bruce Rock - Lunch with Dame Edna - 12th November
- Digital Workshop & BAH – 21st November
- Story Time – Ocean theme – 29th November
- Shop Local Campaign – throughout December
- Seniors Movie – 2nd December
- Road Safety Breakfast – TBC
- Mental Health Literacy - TBC
- Story Time – Christmas theme - 10th December
- Christmas Family Fun Day– 20th December

GENERAL CRC NEWS

The CRC has completed preparing skeleton weed farmer packs which are now available for collection from the CRC. The CRC will be undergoing more training on how to manage the State Governments requirements for skeleton weed record keeping.

Bron Hooper has started her full time position at the Jurien Bay CRC and will no longer be available to help the Narembeen CRC with design work. During November she will be visiting Narembeen to do a three day, one on one training and handover with Kristie. Kristie will finish her traineeship at the end of this month and will attend training workshops to expand her Photoshop and InDesign Knowledge.

The Christmas Family Fun Day planned instead of the Christmas Street Party will be held at the Narembeen Aquatic Centre. Live music, kids activities, a bouncy castle and food vans have been organised and the Shire is confident of receiving a grant from "Watch Around Water WA" to deliver this event at a reduced cost to the Shire. The Narembeen Aquatic Centre car park will be transformed it a large seating and food area so people can enjoy the music and some coffee and tea away from the water. Currall Street from Stanley to Wilfred Street will be closed that day in order to offer a safe environment for all parents with children.

CONSULTATION

Community and Economic Development Officer
Executive Manager Corporate Services

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 November 2019 and support the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.3 Works Manager's Report

AGENDA ITEM: 8.3.1 - Work's Manager's Report November

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

SUMMARY

Council is to consider this report from the Works Manager for November 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:-

Cowan Road

Remove sand and gravel carting from Soldiers Road end, approximately 5km gravel carting, spread, formed and compacted.

Grading

Summer grading has been undertaken on Dixon Road, Coverley Road and Soldiers Road.

Rubbish Tip

Push up green waste.

Town Oval

Removal of five semi loads of grass.

Miscellaneous

- Audit with D Veal Soldiers Road
- Assisted the Narembeen CRC with the set up for the Children's Week event
- Chlorinator induction - G Sands, M Cowan, R Gausden and A Cousins. Still not in use. Western Power need to connect power to site.

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 November 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 - Supply of Bitumen and Aggregate 2019/2020

Subject:	Supply of Bitumen and Aggregate 2019/2020
Applicant:	NA
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	6 November 2019
Attachments:	eQuotes Spreadsheet (see attachment binder)

SUMMARY

Council approval requested for eQuotes for the supply of bitumen and aggregate for roadworks that are budgeted for in the 2019/2020 financial year.

BACKGROUND

WALGA eQuotes have been requested for the supply of bitumen and aggregate.

Quotes closed on Friday 8 November 2019 with details as follows.

Quotations required for:

1. Bitumen

Supply and spray a total of 35,000 litres of primer seal (95.5) to the following roads:-

- Emu Hill East Road 25,000 litres SLK 40.4 to SLK 39.13
- Narembeen Caravan Park 10,000 litres

Please quote with 3 spreader trucks with operators.

Supply and spray a total of 256,607 litres of Class 170/98.2 bitumen on the following roads:-

- Cramphorne Road 57,792 litres SLK 25.06 to SLK 28.50
- Mount Walker Road 147,000 litres SLK 41.44 to SLK 31.44
- Narembeen South Road 45,500 litres SLK 0.00 to SLK 3.25
- Bows Road SLK 12.06 to SLK 12.15, Dayman Road 1.39 to SLK 1.48, Emu Hill Road 27.53 to SLK 27.47, Churchill Street, Wakeman Street and Narembeen Cemetery carpark (Emu Hill East Road) 6,315 litres

Two (2) spreader trucks with operators.

Quotations to include metal pre-coat 1,900 tonnes, all travel and accommodation costs. Shire will provide all traffic management with own equipment and operators.

2. Aggregate

- Supply and delivery of 200 tonnes of washed 14mm aggregate.
- Supply and delivery of 1,700 tonnes of washed 10mm aggregate.

Supply and delivery to the roads list above as agreed with the Shire Works Manager.

Note please provide a separate price for supply only and delivery of aggregate.

The Contractor is to provide, operate and maintain the plant, vehicles and equipment necessary for the proper performance of the above services.

All plant, vehicles and equipment used in the Contract services shall be maintained in good working order and clean condition to the satisfaction of the Shire.

The Contractor shall ensure that all vehicles and plant operated within the Shire of Narembeen are maintained in roadworthy condition and carry the required licensing and registration as required under the Road Traffic Act at all times.

COMMENT

Quotes have been received from the following companies:-

1. Bitumen

Bitutek Pty Ltd Ellenbrook WA \$379,193.41

Boral Resources (Wa) LTD Welshpool WA \$477,818.17

Downer EDI Works Pty Lts Maddington WA \$433,166.23

2. Aggregate

Hanson Heidelbergcement Group Victoria Park WA
Delivered

10mm washed single size granite \$68.60

Cramphorne Road slk 25.06

14mm washed single size granite \$68.60

Cramphorne Road slk 25.06

10mm washed single size granite \$66.78

Mount Walker Road slk 31.44

14mm washed single size granite \$66.78

Mount Walker Road slk 31.44

10mm washed single size granite \$66.78

Narembeen South Road slk 0.00

14mm washed single size granite \$66.78

Narembeen South Road slk 0.00

10mm washed single size granite \$66.02

Bows Road slk 12.06

14mm washed single size granite \$66.02

Bows Road slk 12.06

10mm washed single size granite \$66.02

Dayman Road slk 1.39

14mm washed single size granite \$66.02

Dayman Road slk 1.39

10mm washed single size granite \$71.79

Emu Hill Road slk 27.47

14mm washed single size granite \$71.79

Emu Hill Road slk 27.47

10mm washed single size granite \$66.02
Churchill, Wakeman Street and Cemetery.

14mm washed single size granite \$66.02
Churchill, Wakeman Street and Cemetery

Collected

7mm washed single size granite \$37.40
Collect own trucks

10mm washed single size granite \$26.40
Collect own trucks

14mm washed single size granite \$26.40
Collect own trucks

Based on the prices submitted and previous experience with the contractors it is recommended that Council accept the eQuote from Bitutek Pty Ltd for the supply and delivery of bitumen and Hanson Heidelbergcement Group for the supply of aggregate with local contractors to be engaged to cart the aggregate to Narembeen. This price will be in the order of \$30 per tonne.

CONSULTATION

Works Manager – Arthur Cousins

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Function & General) Regulations 1996

11. When tenders have to be publicly invited

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

FINANCIAL IMPLICATIONS

The approved 2019/2020 budget includes allocations for the above road projects.

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.

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the bitumen eQuote from Bitutek Pty Ltd of \$379,193.41 for the supply of Bitumen.
2. Approve the supply of aggregate eQuote from Hanson Heidelbergcement Group as follows:-
 - 7mm washed single size granite \$37.40
Collect own trucks
 - 10mm washed single size granite \$26.40
Collect own trucks
 - 14mm washed single size granite \$26.40
Collect own trucks
3. Accept that the CEO will engage local contractors in line with policy to cart the aggregate

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.2 - Narembeen Wheatbelt Secondary Freight Network (WSFN) Program

Subject:	Narembeen Wheatbelt Secondary Freight Network (WSFN) Program
Applicant:	CEO and Wheatbelt Secondary Freight Network Steering Committee
File Ref:	ADM008
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	11 November 2019
Attachments:	Road Improvement Strategies and Cost Estimates (see attachment binder)

SUMMARY

Council approval is requested for a program of development works on the Shire of Narembeen priority one Wheatbelt Secondary Freight Network (WSFN) roads.

BACKGROUND

Council at the September 2019 resolved as follows:

1. Formalise the commitment to the Wheatbelt Secondary Freight Network Program that will enable future projects and funding opportunities to be given serious consideration.
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
 - Program Governance Plan
 - Program Delivery Plan
 - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.
4. Acknowledge the important work undertaken by members of the Wheatbelt Secondary Freight Network Steering Committee in progressing the WSFN, the significant funding that has been approved to date and the opportunities that the WSFN provides for the wellbeing and economic benefits that it will bring to Wheatbelt communities.

Council at its October 2019 then resolved:

That Council approve the addition of the following point as part of the commitment to the Wheatbelt Secondary Freight Network Program as discussed September 2019 Minute No. 6914/19.

- *Endorse the WSFN Steering Committee to commence the development of a formal agreement that will formalise the commitment of the 42 local governments to the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.*

Given the recent announcements in relation to tier three rail lines remaining closed and in anticipation of future funding through the WSFN Program it is timely that the Shire submit a draft proposal to the WSFN Steering committee focusing on priority freight routes in the Shire of Narembeen. In discussions with members of the committee Narembeen would be considered favourably for funding in 2020/2021 with a shovel ready project. The works listed below are all considered to be projects that could commence with design works subject to funding. The 7% contribution is very much within the Shire's ability to commit to these projects and consideration would be given to the works potentially being contracted out.

COMMENT

The following summary proposal is provided for council consideration based on priority one freight routes in the shire of Narembeen.

2020/21

Two sections of overlay are proposed for 2020/21 as follows:-

Section 1 Merredin Narembeen Road SLK 11.7 to SLK 12.3

- Total Capital Cost \$393,500 (refer to attachment)
- Scope of Works - widen from 7m seal to 8m seal on 10m formation and construct 150mm granular overlay.
- Planning required - geotechnical investigations, survey, road design, preliminary environmental investigations and report

Section 2 Mount Walker Road SLK 0.05 to SLK 5.2

- Total Capital Cost \$1,670,000 (refer to attachment)
- Scope of Works - widen from 6.2m seal to 8m seal on 10m formation and construct 150mm granular overlay.
- Planning required - geotechnical investigations, survey, road design, preliminary environmental investigations and report

Further programming is as follows:-

2021/22

Section 1 Merredin Narembeen Road 24.5SLK to 30.06 SLK (up to Fricker Rd intersection)

- Total Capital Cost \$ 1,800,000
- Scope of Works – widen from 6.8m-7.0m seal to 8m seal on 10m formation.
- Planning required – geotechnical investigations, survey, road design, possible application for clearing permit.

Section 2 Mount Walker Road 5.2SLK to 9.8 SLK

- Total Capital Cost \$ 1,350,000
- Scope of Works – widen from 6.2m seal to 8m seal on 10m formation.
- Planning required – geotechnical investigations, survey, road design, environmental investigations and possible application for clearing permit.

2022/23

Merredin Narembeen Road 18.5 SLK to 24.5 SLK

- Total Capital Cost \$ 1,800,000
- Scope of Works – widen from 6.8m-7.0m seal to 8m seal on 10m formation.
- Planning required – geotechnical investigations, survey, road design, environmental investigations and possible application for clearing permit possible application for clearing permit.

2023/24

Merredin Narembeen Road 12.3 SLK to 18.5 SLK

- Total Capital Cost \$ 1,860,000
- Scope of Works – widen from 7.0m seal to 8m seal on 10m formation.
- Planning required – geotechnical investigations, survey, road design, and possible application for clearing permit possible application for clearing permit.

2024/25

Merredin Narembeen Road 5.50 SLK to 11.7 SLK

- Total Capital Cost \$ 1,860,000
- Scope of Works – widen from 7.0m seal to 8m seal on 10m formation.
- Planning required – geotechnical investigations, survey, road design, and possible application for clearing permit possible application for clearing permit.

CONSULTATION

Wheatbelt Regional Road Group
Wheatbelt Secondary Freight Network Steering Committee
Garrick Yandle
Roadswest
Mainroads
Works Manager

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council approve that the above listed Narembeen-Wheatbelt Secondary Freight Network Program be submitted to the steering committee.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.3 - Ramelius Resources-Traffic Route Proposal

Subject:	Ramelius Resources -Traffic Route Proposal
Applicant:	Ramelius Resources Ltd
File Ref:	ADM547
Disclosure of Interest (Staff):	Sheree Thomas
Disclosure of Interest (Member):	Cr Amy Hardham and Cr Peter Lines
Author:	Chris Jackson, Chief Executive Officer
Date:	8 October 2019 - Updated 8 November 2019
Attachments:	Traffic Route Proposal and Road Maintenance Work Sheets (see attachment binder)

SUMMARY

Council consideration of a proposal from Ramelius Resources to establish an agreement with the Shire of Narembeen for the haulage of ore from the proposed Tampia Hill mine site to Edna May at Westonia is requested.

BACKGROUND

Council at its Ordinary Meeting in July 2019 resolved as follows.

That Council:-

1. *Acknowledge receipt of the Shawmac Consulting Civil and Traffic Engineers Tampia Hill to Edna May Mine Haulage Study and Narembeen Town Site Assessment Preferred Option report prepared for Ramelius Resources.*
2. *Endorse the actions of the Chief Executive Officer in preparing a report to Council with the assistance of Roads West Engineering when further information is received and formal application is made by Ramelius Resources to use the Shire road network for the haulage of ore to Westonia from Tampia Hill.*

This item being discussed in this report was presented to the Ordinary Meeting of Council 16th October 2019, but was not discussed due to lack of a quorum. The recommendation at this time was:-

That Council:-

1. *Note the current proposal from Ramelius Resources to establish an agreement with the Shire of Narembeen for the haulage of ore from the proposed Tampia Hill mine site to Edna May at Westonia.*
2. *Following receipt of a report by Roads West Engineering give formal consideration of the Ramelius Resources-Traffic Route Proposal.*

This recommendation has been reviewed and updated in this report, given extra information has been provided by Roads West Engineering.

The current proposal sets out the basis of agreement between the Shire of Narembeen and Tampia Operations for the trucking of gold ore from Tampia Mine to Edna May processing plant. This will be to support the application made to MRWA for a Performance Based PBS haulage system using triple road trains 42m in length (attached). The planned operation is to haul 750,000t of ore annually which equates to approximately 20 round trips per day. The trucking is on a 24 hour basis. The operation is planned to run for 2-3 years based on the current understanding of the ore body. These road trains are highly regulated and the loading systems are calibrated to prevent over loading. Strict compliance with all regulations is enforced. The vehicles are not permitted to deviate from the agreed route. It is estimated that operations will commence in late 2020.

COMMENT

Roads West Engineering visited Narembeen on Wednesday 9 October to assist in preparation of a report on the proposed traffic route and the impact the haulage of the ore will have on the Shire road network. This includes identification of sections of roads that are of concern and provides for a draft user agreement that will include an annual maintenance fee to support the up keep of the roads.

Ramelius Resources Management visit Narembeen on Tuesday 15 October 2019 and the Traffic Route Proposal was discussed with councillors and staff.

Update 31 October 2019

The following additional information is provided following inspection and discussions with Roads West Engineering.

The following recommendation is provided addressing all issues that the Shire needs to cover. Council will note that asphalt resurfacing works on the Kondinin Narembeen Rd from Mt Walker intersection to the Shire office rear carpark entry has been included. It is also understand that the Shire of Merredin is using the WALGA/ARRB guidelines to calculate the HV maintenance cost recovery unit rate. This recommendation will form the basis of an agreement with Ramelius Resources Ltd.

It is recommended that Council give approval to enter into an agreement for the Tampia Hill to Edna May Mine Haulage Project Road Upgrades and Haulage Operation for the Merredin-Narembeen Road, Fricker Road, Latham Road, Kondinin Narembeen Road, Mt Walker Road and Mt Arrowsmith Road.

The agreement will provide approval for the use of the above Shire of Narembeen's controlled roads, to haul ore from Tampia Hill Operations to the Shire's northern boundary located at SLK 0.00 on the Merredin Narembeen Rd, subject to a number of conditions as listed in the officer's recommendation as set out below.

CONSULTATION

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

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

Based on a rate of \$0.0635 per tonne per ESA kilometre as per the recommendation this equates to \$341,000pa for the 42.11km of sealed roads impacted by the cartage proposal. (Work sheet attached). The figure for the unsealed Mt Arrowsmith Road is \$192,026pa. Note the current recommendation/proposal also includes that Ramelius maintain this road at its own cost.

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

1. That prior to commencing any road works subject to this agreement, the Shire's Chief Executive Officer in conjunction with the Works Manager approve the design drawings and construction documentation related to the road and intersection upgrades listed below:
 - Mt Arrowsmith Rd and Mt Walker Rd Intersection
 - Mt Walker Rd and Kondinin- Narembeen Rd Intersection
 - Kondinin- Narembeen Rd –Surfacing of the existing road with DGA asphalt from SLK 26.01 to SLK 26.81
2. That Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be retained as a gravel road subject to a gravel overlay treatment being undertaken in accordance with the report prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd;
3. That appropriate RAV ratings and associated conditions, as applied on the above roads by MRWA Heavy Vehicle Services (HVS), be adhered to;
4. Ramelius Resources Ltd and their haulage contractor to comply with the Western Australian Road Traffic Act and its Regulations;
5. That the road train haulage task is approved on the basis of operating on a 24 hour 7 day a week basis;
6. That the Shire Works Manager receive on a weekly basis a specific Ore Haulage Operations Report to include but not limited to: truck movements undertaken per day, total quantity of ore carted, trip start and return times, vehicle ID and driver details;
7. That a specific Operational Safety Management Plan (OSMP) for the heavy haulage task be prepared by Ramelius and reviewed by the Shire of Narembeen prior to commencing any haulage operations. The OSMP must include but not limited to the following:

- All plant and equipment to be used on public roads shall meet all necessary statutory requirements and have registration, licences or certification with the drivers/operators at all times.
 - All road maintenance plant and equipment shall be fitted with a rotating flashing lamp, reversing beeper and fire extinguisher.
 - All drivers shall be the holder of a current Western Australian driver's licence appropriate to the vehicle being used.
 - Incident and Emergency Response Plan.
 - Hazard Identification, Risk Assessment and Controls.
 - A specific procedure on how to limit vehicle noise whilst traversing Latham Rd in the Narembeen town centre.
 - Specific Inductions.
 - Consultation Communication and Reporting.
 - Audit Plan of the OSMP to include attendance by Shire of Narembeen Representative as required.
8. All drivers of haulage vehicles to comply with any reasonable verbal or written directives, if any, issued by the Shire of Narembeen's Chief Executive Officer or Works Manager;
 9. That the use of salt water for road construction and maintenance activities be prohibited, however, the use of polymers be approved, subject to consultation with Council's Works Manager on polymers to be utilised;
 10. That specific heavy vehicle road signage be installed in accordance with the report prepared by Council's Consultant Engineer Roadswest Engineering Group Pty Ltd;
 11. Vehicle movement is to cease on Mt Arrowsmith Road (gravel section) during wet weather and when road damage is likely to occur;
 12. Re-instatement of any road damage (in addition to normal road maintenance) directly related to the movement of Ramelius Resource's haulage contractor's road trains, or any other operational vehicles, to be the responsibility and costs borne by Ramelius Resources Ltd;
 13. That a routine road maintenance program and associated procedures satisfying the requirements of the Shire of Narembeen be developed with the Works Manager prior to road haulage commencing;
 14. That a purpose traffic management plan for any roadworks, be prepared by an appropriately accredited person in accordance with MRWA requirements- prior to any roadworks commencing;
 15. That a financial contribution for future maintenance costs be applied to Ramelius Resources Ltd in accordance with WALGA and ARRB publication: *User Guide Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks May 2015 Version No 1*, on the Mt Walker Road (SLK 0.0 – SLK 0.86) Kondinin- Narembeen Road (SLK 26.01 – SLK 26.81) Merredin- Narembeen Road (SLK 0.00 – SLK 30.1) Fricker Rd (SLK 0.00 – SLK 1.1) Latham Rd (SLK 0.00 – SLK 1.48) at a rate of \$0.0635 per tonne per ESA kilometre;

16. That a financial contribution for future maintenance costs be applied to Ramelius Resources Ltd in accordance with WALGA and ARRB publication: *User Guide Estimating the Incremental Cost Impact on Unsealed Local Roads from Additional Freight Tasks March 2019 Version No 1*, on the Mt Arrowsmith Rd (SLK 0.00 – SLK 9.5) at a rate of \$0.07 per Axle Pass(AP) per kilometre;
17. That Ramelius Resources agree to indemnify the Shire of Narembeen from and against, and must pay the Shire of Narembeen on demand as a debt, the amount of any direct claim, damage, cost, expense, loss (excluding indirect or consequential) or liability which the Shire of Narembeen may suffer with or in relation to the operation of road trains and road maintenance equipment by Ramelius Resources Ltd under this letter;
18. Ramelius Resources Ltd's liability to indemnify the Shire of Narembeen as set out above will be reduced proportionately to the extent that an act or omission by a third party or the Shire of Narembeen or a breach of the Shire of Narembeen's statutory obligations has contributed directly to the loss, damage, expense, injury, disease, illness, death or other liability;
19. That any procedural or material non-compliance with any of the above conditions may result in any of the approvals being withdrawn provided that the Shire of Narembeen must not withdraw approval pursuant to this clause unless it has first provided Ramelius Resources Ltd a reasonable opportunity to remedy any alleged non – compliance and such breach remains un remedied or, where remediation is not applicable, unaddressed by Ramelius Resources Ltd, at the end of the period specified in the notice from the Shire of Narembeen; and
20. At the conclusion of Ramelius Resources Ltd ore haulage task on the Mt Arrowsmith Rd, Ramelius Resources Ltd and Shire of Narembeen Works Manager, undertake an inspection of the road to identify any road pavement failures or maintenance issues, to which Ramelius Resources Ltd will be responsible to repair/make good the roads to the satisfaction of the Shire of Narembeen.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.4 – Repeal of Existing Council Policies

Subject:	Repeal of Existing Council Policies
Applicant:	NA
File Ref:	ADM541
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	7 th November 2019
Attachments:	Policies – 6.1.3 – Hire of Community Bus, 6.1.4 – Cemetery Planting; 6.1.5 – Flora Harvesters of Seed from Land, 9.1.1 – Hall Hire, 9.1.4 – Annual Inspection of Buildings, 9.1.7 – Hire of Chairs and Tables, 9.1.9 – Tenants Renting out Shops; Council Policy – Strategic Policy Framework (see attachment binder)

SUMMARY

The purpose of this report is to provide Council with information relating to the repeal of seven (7) existing Council Policies that are operational in nature as outlined in Council Policy – Strategic Policy Framework adopted 17 April 2019 and that they become Executive Policies.

BACKGROUND

Council at its Ordinary Meeting held on 17 April 2018 resolved as follows:-

That Council:-

1. *Adopt the Council Policy – Strategic Policy Framework as per the attachment.*
2. *Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.*

As directed at the April 2019 Ordinary Meeting of Council, all sections of the current Council Policy Manual will be reviewed to align them with the Strategic Policy Framework.

COMMENT

This report deals with seven (7) policies under the following subheadings:-

Community Services

- 6.1.3 Hire of Community Bus
- 6.1.4 Cemetery Planting
- 6.1.5 Flora Harvesters of Seed from land

Public Buildings

- 9.1.1 Hall Hire
- 9.1.4 Annual Inspection of Buildings
- 9.1.7 Hire of Chairs and Tables
- 9.1.9 Tenants Renting out shops

The above policies including Council's new Policy – Strategic Policy Framework which was adopted in April 2019 are attached for Council's information.

The main reason that it is suggested that these Policies be repealed is that clearly they are operational in nature, they are included in the fees and charges, are provided for in the annual budget or are covered by other legislation.

More details behind the reasoning for the repeal of these policies is provided below for Council:-

Community Services

6.1.3 Hire of Community Bus

The hire of the community bus is an operational matter and should be at the discretion of the Chief Executive Officer. The bond and cleaning charges in the current policy are not in line with our current fees and charges. The information in the policy relating to smoking and drinking is actually the law so is not required in policy. The provision and replacement of a bus is reviewed by Council during annual the budgeting process and the charge for the bus is set in fees and charges. It is prudent for Council to allocate the responsibility for the efficient management of the asset to the Chief Executive Officer.

6.1.4 Cemetery Planting

This policy is very brief, it does not contain relevant content or direction on the issue of cemetery planting. The Emu Hill Public Cemetery is governed by the Shire of Narembeen's Local Laws (currently under review) as well as the Cemeteries Act 1986. Given that the Cemetery is guided by the Local Laws and the Cemeteries Act 1986 it is prudent to be guided by these rather than having a Council Policy which really is not relevant.

6.1.5 Flora Harvesters of Seed from land

The collection of seed from land by flora harvesters is pursuant to Regulation 101 of the Biodiversity Conservation Regulations 2018. Those collecting seed must have the relevant licence according to the Wildlife Conservation Act 1950. On an annual basis approximately 5 permits are received from Flora Harvesters. Given that the collection of seed is governed by this act and regulation and approaches for the collection of seed from flora harvesters is direct to the Chief Executive Officer, this again is operational and should become an Executive Policy.

Public Buildings

9.1.1 Hall Hire

This policy deals with the standard of cleaning and taking a bond which again is operational. The Chief Executive Officer already has delegated authority – Use Approval of Council Controlled Buildings – to approve functions and use of council owned buildings, facilities and reserves. How the Chief Executive Officer manages this hiring process is an operational matter and Councils main involvement should only be with the setting of fees and charges.

9.1.4 Annual Inspection of Buildings

This policy just states that council buildings should be inspected in April/May each year for budgeting purposes – again an operational matter. There should be an inspection and management policy at an executive level which will be developed to ensure that properties are inspected on an annual basis in order for regular maintenance work to be undertaken during the year. This again should be managed by the Chief Executive Officer and/or his/her staff.

9.1.7 Hire of Chairs and Tables

This policy is not relevant, there are costs associated with the hire of tables and chairs in the fees and charges.

9.1.9 Tenants Renting out shops

Currently properties being rented out ie: the pop up shop is rented on a day to day basis so the 4 weeks rent referred to in the current policy is not relevant. Other commercial buildings currently rented to tenants is done so using a lease as per disposal of property requirements. The Chief Executive Officer has delegated authority to enter into a lease. In relation to the removal of signage, this would be standard under a lease by way of a make good clause. It is suggested that an overarching Council Policy on leasing be developed and an executive policy on hiring out buildings be developed that covers the hall and shops.

CONSULTATION

Scott Wildgoose, Executive Manager Corporate Services
Sheree Thomas, Community & Economic Development Officer

STATUTORY IMPLICATIONS

As per those listed above.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Repeal of the following Policies:-

Community Services

- 6.1.3 Hire of Community Bus
- 6.1.4 Cemetery Planting
- 6.1.5 Flora Harvesters of Seed from land

Public Buildings

- 9.1.1 Hall Hire
- 9.1.4 Annual Inspection of Buildings
- 9.1.7 Hire of Chairs and Tables
- 9.1.9 Tenants Renting out shops

STRATEGIC PLAN REFERENCE

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council repeal the following Council Policies:-

- 6.1.3 Hire of Community Bus Policy
- 6.1.4 Cemetery Planting
- 6.15 Flora Harvesters of Seed from land
- 9.1.1 Hall Hire
- 9.1.4 Annual Inspection of Buildings
- 9.1.7 Hire of Chairs and Tables
- 9.1.9 Tenant's Renting out shops

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.5 – Development Assessment Panels – Local Government Member Nominations

Subject:	Development Assessment Panels – Local Government Member Nominations
Applicant:	Department of Planning, Lands and Heritage
File Ref:	ADM152
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	6 th November 2019
Attachments:	Nil

SUMMARY

Following the elections and the change in our local government Councillors, the DAP membership has changed and Council needs to consider new representative members.

Council are to nominate two members and two alternate members to the Development Assessment Panel (DAP).

BACKGROUND

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each Development Assessment Panel comprises five (5) members – three (3) specialist members, including the presiding member and two local government members. All current DAP members were appointed on 26 July 2018 for a term ending 26 January 2020.

Development Assessment Panels (DAP's) were introduced on 1 July 2011 to determine development applications that met prescribed criteria.

Council has the following members nominated as DAP members:-

DAP Local Government Members – Cr R Cole and Cr B Thomas
DAP Local Government Alternate Members – Cr A Hardham and Cr K Mortimore

DAP have requested that Councils nominate four elected Council members for a term ending 26 January 2022 by 8 November 2019. An extension to the 21 November has been applied for and accepted.

Details of DAPS is as follows:-

Mandatory DAP Applications

These are development applications which must be determined by a Development Assessment Panel (DAP) and cannot be determined by a local government of the Western Australian Planning Commission (WAPC). Mandatory applications must meet the following value thresholds:-

DAP	Mandatory value threshold
City of Perth	\$20 million or more
Rest of the State	\$10 million or more

Optional “Opt-in” DAP Applications

These are development applications where the applicant may choose to have the application determined by a Development Assessment Panel (DAP), or by the local government or Western Australian Planning Commission (WAPC) under the normal process. In order to be considered an “opt-in” application, the application must fit within the following value thresholds:-

DAP	Mandatory value threshold
City of Perth	Between \$2 million - \$20 million
Rest of the State	Between \$2 million - \$10 million

Narembeen is part of the Mid-West/Wheatbelt JDAP.

COMMENT

Following the Shire of Narembeen’s Extraordinary Election and the retirement of one Councillor there is a vacancy for the local government DAP membership.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the Planning and Development (Development Assessment Panels) Regulations 2011 (the Regulations), Council are requested to nominate as soon as possible following the elections, four elected council members to sit as DAP members for the Shire of Narembeen.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Planning and Development (Development Assessment Panels) Regulations 2011

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council's DAP members be:-

DAP Local Government Member 1

DAP Local Government Member 2

DAP Local Government Alternate Member 1

DAP Local Government Alternate Member 2

The appropriate Development Assessment Panels Local Government Member Nomination is to be completed and forwarded to the DAP Assessment Panel.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.6 – Council and Community Committee Representation

Subject:	Council and Community Committee Representation
Applicant:	NA
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	6 November 2019
Attachments:	Nil

SUMMARY

Council is asked to review Council committee and community committee representation for various local groups and organisations.

BACKGROUND

Council last reviewed its committee and community representation in full in October 2017. Following the October elections, it is time to review both Council committees and representation of Councillors on other groups and organisations.

Council could select priority Council and Committee representatives (in bold below), such as the Great Eastern Country Zone, WALGA delegates and defer the other committee's until the December 2019 meeting when two new Councillors will be present.

COMMENT

The following was resolved by Council on 30th October 2017.

Committee/Working Group	Councillor	Proxy
Audit Committee	All Councillors	
<i>Cemetery (Established under the Cemeteries Act)</i>	<i>All Councillors</i>	
<i>Cemetery Working Group</i>	<i>CEO Cr Mortimore Christine Padfield Stephen Padfield Nola Parsons</i>	
<i>Central Agcare</i>	<i>Cr Cowan</i>	<i>Cr Cole</i>
<i>Community Precinct Extension Working Group</i>	<i>Cr Mortimore Cr Hardham Cr Cole</i>	
<i>Community Shed</i>	<i>Cr Lines</i>	
Development Assessment Panel-Wheatbelt-Shire of Narembeen (established under the Town Planning and Development Act) Note training is required.	Cr Cole Cr Thomas	Cr Hardham Cr Mortimore
<i>Eastern Wheatbelt Biosecurity Group</i>	<i>Cr Cowan</i>	<i>Cr Stirrat</i>
<i>Eastern Wheatbelt Declared Animal Group</i>	<i>Cr Cowan</i>	<i>Cr Stirrat</i>
<i>Go Narembeen</i>	<i>Cr Cole</i>	<i>Cr Thomas</i>
Great Eastern Country Zone WALGA – Delegates	Cr Cole Cr Mortimore	Cr Wright

<i>Historical Society</i>	<i>Cr Hardham</i>	<i>Cr K Mortimore</i>
<i>Hockey/Tennis Turf Working Group</i>	<i>Cr Thomas Cr Cole Stephen Padfield Gina DeLuis</i>	
<i>Lesser Hall Interpretation Plan Committee</i>	<i>Cr Cole Cr Hardham Cr Mortimore</i>	
<i>Local Emergency Management Committee</i>	<i>Cr Lines</i>	<i>Cr Hardham</i>
<i>Local Skeleton Weed Advisory</i>	<i>Cr Thomas</i>	<i>Cr Wright</i>
<i>Narembeen Aged Homes Management Committee</i>	<i>Cr Mortimore</i>	<i>Cr Stirrat</i>
<i>Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade (established under the Bushfires Act)</i>	<i>CEO Cr Stirrat Murray Dixon</i>	
<i>Plant & Works Working Group</i>	<i>Cr Thomas Cr Wright Cr Stirrat</i>	<i>Cr Cowan</i>
<i>Rural Water Council</i>	<i>Cr Lines</i>	<i>Cr Cole</i>
<i>Roe Regional Organisation of Councils (RoeROC)</i>	<i>Cr Cole Cr Mortimore</i>	<i>Cr Wright</i>
<i>Roe Sub Group RRG</i>	<i>Cr Cole CEO</i>	<i>Cr Cowan</i>
<i>Roe Tourism</i>	<i>Cr Thomas</i>	<i>Cr Hardham</i>
<i>School P & C</i>	<i>Cr Hardham</i>	
<i>Sports Representative</i>	<i>Cr Thomas</i>	<i>Whole Council</i>
<i>St John Ambulance</i>	<i>Cr K Mortimore</i>	
<i>Wheatbelt South Regional Road Group</i>	<i>CEO</i>	<i>Cr Cowan</i>

At the October 2019 Council Meeting, Cr Alan Wright advised of his preference to being on groups as indicated in the table within the Officer Recommendation.

Given that the Community Precinct Project is complete, this working group has been removed from the list of committees/working groups.

CONSULTATION

Chris Jackson, Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act Section 5.8 - Committees

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

4.2.17 – Members Sitting Fees and Travel Expenses

4.2.18 – Presidents Representation of Council Great Eastern Zone WALGA

STRATEGIC PLAN REFERENCE

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

2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals

2.4 Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from.

2.7 We link the public service organisations to the community so that they are used, they remain, they are relevant and help to achieve our goals for the community.

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 discuss and confirm Council Committee/Working Group and Community representatives on the priority Committees highlighted in bold below and defer the other committees/working groups until the December 2019 Council Meeting when the two new Councillors are present.

for the following:-

Committee/Working Group	New Representatives	Proxy	Current Representatives	Proxy
Audit Committee			All Councillors	
Cemetery (Established under the Cemeteries Act)			All Councillors	
Cemetery Working Group			CEO Cr Mortimore Christine Padfield Stephen Padfield Nola Parsons	
Central Agcare			Cr Cowan	Cr Cole
Community Shed			Cr Lines	
Development Assessment Panel-Wheatbelt-Shire of Narembeen (Established under the Town Planning and Development Act) Note training is required.			Cr Cole Cr Thomas	Cr Hardham Cr Mortimore
Eastern Wheatbelt Biosecurity Group			Cr Cowan	Cr Stirrat
Eastern Wheatbelt Declared Animal Group			Cr Cowan	Cr Stirrat

Go Narembeen			Cr Cole	Cr Thomas
Great Eastern Country Zone WALGA – Delegates		Cr Wright	Cr Cole Cr Mortimore	Cr Wright
Historical Society			Cr Hardham	Cr Mortimore
Hockey/Tennis Turf Working Group			Cr Thomas Cr Cole Stephen Padfield Gina DeLuis	
Lesser Hall Interpretation Plan Committee			Cr Cole Cr Hardham Cr Mortimore	
Local Emergency Management Committee			Cr Lines	Cr Hardham
Local Skeleton Weed Advisory		Cr Wright	Cr Thomas	Cr Wright
Narembeen Aged Homes Management Committee			Cr Mortimore	Cr Stirrat
Narembeen Bushfire Advisory Committee/Volunteer Fire Brigade (established under the Bushfires Act)			CEO Cr Stirrat Murray Dixon	
Plant & Works Working Group	Cr Wright		Cr Thomas Cr Wright Cr Stirrat	Cr Cowan
Rural Water Council			Cr Lines	Cr Cole
Roe Regional Organisation of Councils (RoeROC)		Cr Wright	Cr Cole Cr Mortimore	Cr Wright
Roe Sub Group RRG		Cr Wright	Cr Cole CEO	Cr Cowan
Roe Tourism			Cr Thomas	Cr Hardham
School P & C			Cr Hardham	
Sports Representative			Cr Thomas	Whole Council
St John Ambulance			Cr K Mortimore	
Wheatbelt South Regional Road Group		Cr Wright	CEO	Cr Cowan

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.7 – Chief Executive Officer’s Report – November 2019

Subject:	Chief Executive Officer’s Report – November 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson & Sheree Thomas
Date:	13 November 2019
Attachments:	Office of the Auditor General Letter; WALGA/LGIS Letter; GECZ Call for Nominations; Go Narembeen letter; Narembeen Bowls Club Letter (see attachment binder)

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

Office of the Auditor General – Shire of Narembeen’s 2019-20 Financial Audit (see attachment)

The Shire of Narembeen received a letter from the Office of the Auditor General (OAG) advising that the Shire’s financial audit contract is about to expire and as such information was provided in relation to the Shire’s 2019-20 audit with the OAG. Further information is contained in the attachment for Council’s information.

LGIS Surplus Distribution (see attachment)

LGIS 2018/19 results have been finalised and a surplus distribution is available to the Shire of Narembeen of \$14,682. The surplus was a consequence of a lower than anticipated number of claims in Property and WorkCare; a better than expected performance in investments and a reduced requirement of the capital needs to be carried by the Scheme. See the attachment for further information.

OFFICER RECOMMENDATION

That the LGIS 2019 surplus for the Shire of Narembeen of \$14,682 be held in trust for risk mitigation activities by LGIS.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Great Eastern Country Zone - Call for Nominations (see attached)

The Great Eastern Country Zone are calling for nominations for the various vacancies on committees for the Great Eastern Country Zone. Letter attached for Council’s information.

Cemetery Project Update

It is wonderful to see the niche wall nearing completion. The new plaques arrived a couple of weeks ago and have been placed onto the new niche wall. Thanks to our new Building Maintenance Officer, Gary Skipsey for assisting with this part of the project - the wall with the new plaques looks amazing and we are sure the families will be very happy with the outcome.

On Tuesday, the Shire undertook the process to relocate memorials from the old wall into the new wall. Given sensitive nature of this task, the Shire appointed funeral directors Mark & Toni McKenzie from Peter Jackson Funeral Directors and Merredin Monumental Works to assist with this process which was handled with both dignity and integrity. A big thank you to Mark and Toni who volunteered their time to oversee this task, we certainly could not have done this without them! Throughout this project, Mark and Toni have been a wealth of knowledge and support. A big thank you to Gary Skipsey for his support and assistance on the day, Gary just takes everything in his stride and no job is too hard for him.

The next stage of the project includes the demolition of the old wall, the building of a concrete garden box and seating in front of the niche wall, paving and landscaping. It is anticipated that this stage will be completed by 20 December 2019.

Lesser Hall Interpretation Project Update

I am pleased to advise that the Lesser Hall Precinct & Interpretation project is also nearing completion. The working group have inspected the area, a few defects have been identified. Sheree Thomas is currently working with Shire staff as well as the contractors to get these defects sorted as soon as possible.

Partnership Project - Go Narembeen & Shire of Narembeen - Narembeen Caravan Park (see attachment)

Following the Go Narembeen October Committee meeting, a letter was received from them in relation the partnership between the two entities to build two new cabins in the Caravan Park. Letter attached, late agenda item to be presented to Council at the November Council meeting.

Narembeen Bowls Club Inc (see attachment)

The Shire of Narembeen received a letter from the Narembeen Bowling Club in relation to the Shire's support towards the replacement of the current bowling green surface. Letter attached, late agenda item to be presented to Council at the November Council meeting.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
28 November 2019	Great Eastern Country Zone Meeting - Merredin

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 November 2019 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.	CARRIED /
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8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report November 2019

Subject:	Executive Manager Corporate Services Report	October
	2019	
Applicant:	N/A	
File Ref:	N/A	
Disclosure of Interest (Staff):	Nil	
Disclosure of Interest (Member):	Nil	
Author:	Scott Wildgoose, Executive Manager Corporate	Services
Date:	12 November 2019	
Attachments:	Nil	

SUMMARY

Council are to consider the report from the Executive Manager Corporate Services summarising the activities conducted since the last Council meeting and endorse any actions as appropriate.

BACKGROUND

Monthly reports are provided to inform Council and with a view to assist in the decision making process.

COMMENT

Finance

The Shire's auditors have provided their independent report on the Shire's Annual Financial Report and everything went well with a clean audit being reported. The Annual Financial Report and Annual Report are being presented to the Audit Committee and Council as part of a separate report.

The Shire will start the process of obtaining quotes for the completion of the 2019/2020 Plant, Furniture and Equipment revaluations.

A meeting was held with the Bankwest business manager about the proposed direct debit facility and it appears there may be hidden costs that we were not previously informed of, that may make this tactic of debt recovery unviable. I will contact to try and iron out these issues with the bank.

Aquatic Centre

The Aquatic Centre is open for business and has some eye catching new signage showing off the Shire's new branding.

The CRC is designing up season passes that will make it easier to monitor who has a pass on entry and will help market the new brand further. Aquatic Centre passes can be purchased from either the Shire office or the Narembeen CRC.

ICT

The CRC's new printer has arrived and is making work much easier – it offers a greater printing speed and extra functionality to simplify jobs.

The Shire has received a second quote for the replacement of the Dentists computer equipment and is awaiting a go ahead notification from the Dentist to move forward with this body of work.

The Shire has undertaken a RFQ process for ICT equipment management along with corporate governance and security consulting services. It is likely the Shire's ICT management expenditure will increase moving forward as a result of this process. This expenditure is a necessity for an organisation of our size holding large volumes of data and private information that must be protected, managed diligently and backed up in case of an emergency or disaster situation. In recent history the Shire has focussed on maintaining its basic ICT infrastructure and not enough emphasis has been placed on sound ICT governance and system failure preparation. This will be a core focus are once a supplier is contracted. The Local Government industry now widely acknowledges cyber security as the second biggest risk area, after procurement, and it is rapidly becoming more riskier by the day as hackers become more sophisticated and interested in government data.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receive the Executive Manager Corporate Services Report for November 2019 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.2 - Financial Report October 2019

Subject:	Financial Report October 2019
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	11 November 2019
Attachments:	October 2019 Financial Report, Bank Reconciliation for October 2019 (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 October 2019.

COMMENT

Council's closing position at 31 October 2019 amounts to a surplus position of \$ 3,332,145, with unrestricted cash of \$2,708,989 and \$2,608,789 in reserve funds.

WANDRRA update

- Main Roads WANDRRA claim 24 submitted \$124,227 approved \$87,522 Core Business to investigate issues and resubmit.
- Main Roads WANDRRA claim 25 submitted \$115,238
- Main Roads WANDRRA claim 26 submitted \$19,968

CONSULTATION

Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of October 2019.
2. Receive the bank reconciliation for the month of October 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3 - October 2019 Schedule of Accounts

Subject:	October 2019 Schedule of Accounts
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	11 November 2019
Attachments:	October 2019 Creditors Payment List and October Credit Card Payment List (see attachment binder)

SUMMARY

For Council to review the payments made by the Shire of Narembeen in October 2019.

BACKGROUND

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

COMMENT

A schedule of accounts paid during the month of October 2019 is attached to this report and the total amounts paid from the municipal and trust funds are as follows:

Municipal Account Payments:	\$ 362,385.85
Trust Account Payments:	\$ 410.00

The following payments greater than \$15,000.00 were made during the month of October 2019:

EFT Number	Date	Creditor	Description of Transaction	Amount (\$)
EFT12586	03/10/2019	Australian Taxation Office	August 2019 BAS	15,672.00
EFT12593	03/10/2019	Hasta Manana Pty Ltd T/A Artificial Lawn Supplies	3rd Payment: 25% Start Works at Mt Walker Tennis Club	70,834.50
EFT12611	09/10/2019	Lightforce Assett Pty Ltd	Installation Materials - Soldiers Rd incl. Accommodation & Transport	18,010.30
EFT12616	09/10/2019	Narembeen Spraying Service	Roadside spraying - 200km plus chemicals PO26097	24,200.00
EFT12621	09/10/2019	Western Australian Treasury Corporation	Loan No. 128 Payment	48,919.27

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for October 2019.
2. Receive the Credit Card Payment List for October 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Urgent Business as Permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr P Lines

Attended

-

General Business

-

Cr S Stirrat

Attended

-

General Business

-

Cr A Hardham

Attended

-

General Business

-

Cr K Mortimore

Attended

-

General Business

-

Cr R Cole

Attended

-

General Business

11.0 Date, Time & Place of Next Meeting

Wednesday 18 December 2019 at Narembeen Shire Council Chambers.

12.0 Closure

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