



SHIRE OF NAREMBEEN

Confirmed Minutes for the 630th Ordinary Council Meeting

21st June 2017

Our Mission: A rural community working together to create a great place to live, attain a safe, healthy and creative environment, which achieves sustainable and innovative development and economic opportunities.



Our Values: Respect, Inclusiveness, Fairness & Equity, Communication

COUNCIL CALENDAR		
Date	Time	Meeting
Wednesday 21 st June 2017	11.00am	Budget Workshop
Wednesday 21 st June 2017	2.30pm	Ordinary Meeting of Council
Wednesday 19 th July 2017	2.30pm	Ordinary Meeting of Council
Wednesday 16 th August 2017	2.30pm	Ordinary Meeting of Council

JUNE MEETING PROGRAMME	
11.00am	Budget Workshop & Working Lunch
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Caroline Robinson, Solum WBS – One on One Councillor Interviews – Integrated Strategic Planning

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MINUTES

Shire of Narembeen Ordinary Council Meeting Wednesday 21st June 2017, commencing at 2.30pm

1.0 Opening & Welcome

2.30pm - The Deputy Shire President (Presiding Person) welcomed everyone to the meeting and declared the meeting open.

2.0 Attendance & Apologies

Attendance

Councillors

Cr Rhonda Cole	Shire President
Cr Gina DeLuis	Deputy Shire President - Presiding Person
Cr Kellie Mortimore	Member
Cr Bevan Thomas	Member
Cr Syd Parsons	Member
Cr Amy Hardham	Member
Cr Bill Cowan	Member
Cr Stephen Padfield	Member

Staff

Mr Chris Jackson	Chief Executive Officer
Miss Bonnie Cole	Executive Manager Corporate Services
Mr Arthur Cousins	Works Manager (present for report to Council)
Mr Klint Stone	Building Supervisor (present for report to Council)
Mrs Sheree Thomas	Community & Economic Development Officer (Minute Taker)
Miss Leanne Brooke-Mee	Community Resource Centre Manager (present for report to Council)

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Nil

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
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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 17th May 2017.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 17th May 2017 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN6429/17 **MOTION - Moved Cr. R Cole** 2nd Cr. B Cowan

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17th May 2017 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 17th May 2017.

Nil

7.0 Status Report

RECOMMENDATION:

That the Status Report for June 2017 be received.

COUNCIL RESOLUTION

MIN6430/17 **MOTION -** Moved Cr. A Hardham 2nd Cr. B Thomas

That the Status Report be received.

CARRIED 8/0

8.0 Reports

8.1 Manager Environment Health/Building

AGENDA ITEM: 8.1.1 - Environmental Health Officer Report for June 2017

Subject:	Environmental Health Officer (EHO) Activity Report
Applicant:	Mr J Goldacre
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr J Goldacre
Date:	14 th June 2017
Attachments:	Nil

SUMMARY

That Council accepts the Environmental Health Officer's Report for June 2017.

BACKGROUND

Each month the EHO will present to Council the activities, issues at hand, delegated authority and progress on matters undertaken by the Environmental Health Officer to inform Council.

COMMENT

Local Laws

Recent phone correspondence with the clerk for the Joint Standing Committee of Delegated Legislation (JSCDL) reveals that the two recently Gazetted Local Laws will be formally presented to the JSCDL around August 2017 for review. The Clerk revealed that the term recommended by the Department of Health being 'Police Service' as opposed to 'Police Force' was questionable. The EHO explained that this advice was originally from the Police Service themselves some years back and therefore is correct; the Clerk will investigate this. Another matter raised regarded a clause in the Animal Nuisance and Environment Local Law regarding the de-gassing of refrigerants. The Local law in this instance uses the Western Australian Act whereas it was explained by the Clerk this should be the Federal Act on such matters. The EHO explained that the Local Law was given on at least 3 times for review to the Department of Local Government and Communities for review and was not picked up. The Clerk said he would follow this up.

At this stage, subject to the JSCDL final deliberations may result in some amendments only to the Local Laws although until this decision is made no further action is required.

Waste Water Reuse

Continued regular monitoring of Chlorine levels for the waste water reuse continues and the recent level of 0.27 was achieved with the required range being a minimum of 0.20ppm to 0.50ppm of total chlorine. The required waste water reuse plan is being worked on with a plan to discard the Department of Health template designed for the Cities and using a simpler layout.

Food Act 2008

The EHO continues to conduct scheduled food premises inspections with a compliance focus on 'Food Recall Procedures' using the new template and 'food allergens awareness' being the primary focus to ensure food business knowledge and understanding.

Occupancy of a commercial building

This matter is continuing with the WA Contract Ranger Service Officer Ms J Taylor assisting. A recent attempt to discuss the matter with the occupier has resulted in a 'closed door' response. Notwithstanding this evidence to the fact of occupation of the building is being collated should the matter end up in a Magistrate Court.

Council Delegation

Both the EHO and Ranger Ms J Taylor are now in possession of the Council Authorisation to enforce the *Caravan Parks and Camping Grounds Act 1995* including the issuing of infringements.

Environmental Health Officer

The Officer took two weeks leave during the month of May to present a paper on Environmental Health in Australia as well as learn the processes used in the State of Minnesota, USA. The paper was well received with people expressing surprise that maps in Australia have '4WD Only' on them as well as the cost effectiveness of getting a Degree in the field of Environmental Health and the fact the Government gives you a low interest loan to it. Many Officers at the presentation said sending their children to University is a very expensive exercise.

In Minnesota the Environmental Health activities are split between the Department of Agriculture and the Department of Health at State level and local 'Counties' can 'buy in' to undertake compliance 'by request' otherwise it is a State responsibility. The Department of Health takes care of food premises serving prepared food to the public such as cafes, restaurants and the like and the Department of Agriculture takes care of the grocery stores, butchers, abattoirs, dairies, markets and the like.

CONSULTATION

Mr C Jackson CEO

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911

Public Health Act 2016

Food Act 2008

Building Act 2011

Caravan Parks and Camping Ground Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil.

STRATEGIC PLAN REFERENCE

9. Provide good strategic decision making, governance, leadership and professional management.

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil.

OFFICER RECOMMENDATION

That Council accepts the Environmental Health Officer's Report for June 2017.

COUNCIL RESOLUTION

MIN6431/17 **MOTION** - Moved Cr. K Mortimore 2nd Cr. Parsons

That Council accepts the Environmental Health Officer's Report for June 2017.

CARRIED 8/0

2.39pm - Cr. B Thomas exited the meeting.

2.40pm - Cr. B Thomas returned to the meeting.

2.40pm - Mr Arthur Cousins entered the meeting.

8.2 Works Manager's Report

AGENDA ITEM: 8.2.1 - Work's Manager's Report – June 2017

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:	14 th June 2017
Attachments:	Ross's Diesel Service – Mitsubishi Fuso Canter Repairs

SUMMARY

Monthly reports by the Works Manager are now 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

Shire Works Undertaken

Bruce Rock Narembreen Road

- Rip and break up existing surface.
- Extend culverts and install culvert on Tank North Rd.
- Compact and waterbind base.
- Reconstruct intersection to new design fill and compact.
- Cart 7000m3 of gravel spread, compact and water bind.
- Bitutec sprayed 75,400 litres of emulsion and covered with 10mm and 7 mm stone, in a two coat application.

Emergency Services Building

- Soil tests have been taken.
- Commence removing fence filling in old leach drains.

Staff Training

Morgan Cowan and Josh Miller attended a dog handling course in Corrigin.

Grading

Summer grading on roads not affected by WANDRRA.

Private Works

Private works have been undertaken totalling \$1588.

Mitsubishi Fuso Canter Repairs

See attached Report

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

2. Connected Communities through a safe and efficient transport network throughout the Shire

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receives the Works Manager's Report for June 2017.

COUNCIL RESOLUTION

MIN6432/17 **MOTION** - Moved Cr. S Parsons 2nd Cr. A Hardham

That Council receives the Works Manager's Report for June 2017.

CARRIED 8/0

COUNCIL RESOLUTION

MIN6433/17 **MOTION** - Moved Cr B Thomas 2nd Cr. A Hardham

That Council agrees to dispose of the following items:-

*Large Vertical Milling Machine
Miniarc 66 Arc Welder
Transmig 275 Mig Welder
Transarc 300 Arc Welder
Jones & Lamson Turret Lathe
Maximat Compact Lathe
1200L Fiberglass Water Tank
24 x 8ft Dual Axel Low Loader
Landcruiser Clutch Kit HZJ 78,79, 105*

CARRIED 8/0

2.58pm - Mr Klint Stone entered the meeting.

2.58pm - Mr Arthur Cousins exited the meeting and did not return.

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor's Report

Subject:	Building Supervisor's Report – June 2017
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Klint Stone
Date:	13 th June 2017
Attachments:	Nil

SUMMARY

Council is to consider this report from the Buildings Supervisor.

BACKGROUND

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

COMMENT

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

Caravan Park

The domes have arrived and Chris Bray will have them installed over the next week.

Solar Panel Program

The Recreation Centre and Swimming Pool solar panels have been installed. Western Power is required to make changes to the electrical board at the Shire office before the solar panels are fitted to this building. These works will be held over into 2017/2018.

Town Hall Kitchen

Town hall Kitchen is complete. Councillors are encouraged to inspect the kitchen on Council day.

Narembreen Emergency Services Facility

The building has been successfully rotated on the building envelope to a more suitable position aligned with the road facing towards the Town Hall and Roadhouse and will be a prominent feature when traveling south on Latham Road. The architect is finalising the working drawings ready to be submitted to the Shire and for building certification.

Site works has commenced with the removal of some vegetation and fencing and then the pad will be prepared by Shire staff. When completed along with plans being approved work will commence on the pre-lay, formwork and then proceed to laying the slab.

Gymnasium

The gymnasium is currently undergoing annual maintenance.

General

Maintenance on Council properties continues and we have been gaining good ground.

Chief Executive Officer
Executive Manager Corporate Services

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

As per the Budget.

Nil

Strategic Community Plan
9.2 Manage the organisation in a responsible, accountable and consultative manner

2.1.4 Maintain the Town Hall (and Roads Board Building) and demolish the lesser Hall

Nil

That Council receive the Building Supervisor's Report for June 2017.

MIN6434/17 **MOTION - Moved Cr. S Parsons** 2nd Cr. B Thomas

That Council receive the Building Supervisor's Report for June 2017.

CARRIED 8/0

3.06pm - Mr Klint Stone 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:	Chris Jackson
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	14 th June 2017
Attachments:	Mt Arrowsmith Inventory of Items, Narembreen Golf Club State Sand Greens Championship Application Regional Road Group Report – June 2017, DFES Letter, WDC Letter, Roe Tourism Minutes May 17

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

Mt Arrowsmith Tennis Club – ADM 584 (Att)

On 19th October 2016, Council resolved as follows:-

That Council:-

- 1. Advise the Mt Arrowsmith Tennis Club that it acknowledges the clubs difficult decision to cease operations and fold.*
- 2. Agree to work with the club on hand over of the assets relating to the facility*
- 3. Agree that the club hold a final event on Saturday 25 March 2017 in recognition of the Mt Arrowsmith Tennis Club and the contribution it has made to sport and the fabric of the Narembreen community.*
- 4. Request that staff investigate further the status of the Class "A" reserve 10308, details of the correct land area of the reserve and what conditions are imposed if any as part of the management order.*
- 5. Pending advice received above that Council consider future use options for the Mt Arrowsmith reserve.*

Items 1, 2 & 3 have been dealt with. Items 4 and 5 to be discussed further by Council.

The keys to the Mt Arrowsmith building were recently handed over to the Shire of Narembreen, Council are to consider the following:-

1. The long term purpose of the building.
2. The building is furnished; a full inventory of items is attached for Council's perusal. Are these items to remain in the building?

Strategic Community Plan Update

Caroline Robinson has been working hard on gaining feedback through an array of avenues in relation to our Strategic Planning process. She has had many discussions with people informally as well as formally.

Sheree Thomas has distributed the surveys to various business outlets around town and we have noticed an increase in the return of surveys which has been great. We look forward to the feedback from these surveys in the next step of the Strategic Planning process.

Narembeen Golf Club State Sand Greens Championship Application (Att)

The Narembeen Golf Club has applied to host the State Sand Greens Championship in 2019. Council have provided their support to this application through a letter of support to hold the event in Narembeen. A full copy of the Narembeen Golf Club's application is attached for Council's perusal.

Regional Road Group Report (Att)

The June 2017 Regional Road Group Report is attached for Council's information.

Roe Health Scheme

The Shire of Bruce Rock are seeking additional support in the Environmental Health area and believe they cannot obtain the hours required through the current ROE EHO and are seeking to employ an EHO.

An informal proposal to share one with another Council within WEROC was suggested however that has not come to fruition.

Bruce Rock will be commencing advertising for a new EHO, however this may not be resolved by the initial date advised being the 30th June 2017.

The Shire of Bruce Rock are requesting that they remain part of the ROE Health Scheme for a period up to the 31st August 2017.

With agreement from other RoeROC CEO's Corrigin has advised the Shire of Bruce Rock as follows:-

"Since the Shire of Bruce Rock's correspondence of 20 September 2016 advising that Bruce Rock was leaving the ROE Health Scheme at 30 June 2017, collectively we have been making arrangements for the smooth transition of our environmental health professionals to cover the Roe ROC Shires and Lake Grace after this date.

Since October 2016 Lauren Pitman has been on Maternity Leave and she is due to return in late 2017. During the period of Lauren's leave, we have employed a consultant EHO on the basis that he would complete his role on 30 June 2017. The consultant is not in a position to extend his role past 30 June 2017. Until Lauren returns from leave, Julian will cover the RoeROC Shires and Lake Grace.

Unfortunately, as alternative staffing arrangements have been made based on Bruce Rock's advice that they would not remain in the Scheme after 30 June 2017, Roe Health have declined the Shire of Bruce Rock's request to extend the period to remain in the Scheme."

Lesser Hall Interpretation Plan Update

The working group are currently working with the Narembeen Historical Society in ensuring that historical content for the project is correct. The working group plan to meet with Zebra Creative following Cr Cole's return from holidays.

There will be an allocation in the 17/18 budget for this project which will be offset by grant funding.

Emergency Service Facility

Work on the \$700,000 Narembeen Emergency Services Facility has commenced with site works now underway.

With generous funding support from Department of Fire and Emergency Services, Wheatbelt Regional Grant Scheme, Narembeen St John Ambulance, Narembeen Bush Fire Brigade and the Shire of Narembeen this new modern facility will be a true partnership that will support local volunteers and improve our ability to respond in an emergency.

The building to be located prominently at 24 Latham Road Narembeen has been designed by Architect Sophine Pfuhl and will be constructed by Southern City Sheds of Bunbury. The work is expected to be completed by December 2017.

Visiting Consultant's Accommodation (Status Report Item from May 17)

In reference to this item on the Status Report it is recommended that this project not proceed due to an assessment made of the premises in which it is expected at least \$10,000 would need to be spent on repairs and fit out of the premises. It is suggested this item be removed from the Status Report. The building at this stage will continue to be used as the toy library.

Council may wish to consider that this property (old doctors surgery and house) should be consider for future disposal given its age and condition.

Manager of Works

A confidential item will be presented to Council for the renewal of a contract. Discussions with the Manager of Works have taken place on renewal of his contract which is due to expire 21 December 2017. A report will be prepared and recommended that the contract be renewed for a further 5 years commencing from the 21 June 2017.

DFES - Misleading Article in the Association of Volunteer Bush Fire Brigades E-Newsletter (Att)

See attached letter from the Department of Fire & Emergency Services.

Wheatbelt Development Commission – Reflecting on Our Achievements as the Comission Moves Forward (Att)

See attached letter from the Wheatbelt Development Commission

Roe Tourism (Att)

The minutes from the May Roe Tourism meeting are attached for Council's information.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
22 nd June 2017	RoeROC Meeting & Health Meeting

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

- 9 Provide good strategic decision making, governance, leadership and professional management.
 - 9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council.
 - 9.2 Manage the organisation in a responsible, accountable and consultative manner.
 - 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the CEO's June 2017 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN6435/17 MOTION - Moved Cr. B Cowan 2nd Cr. S Parsons

That the CEO's June 2017 report be received and actions endorsed.

CARRIED 8/0

AGENDA ITEM: 8.4.2 – Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee) – Continuation of Committee

Subject:	Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee) – Continuation of Committee
Applicant:	RoeROC Chief Executive Officers
File Ref:	ADM499
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Noel Mason, CEO, Shire of Kulin
Date:	14 th June 2017
Attachments:	Nil

SUMMARY

RoeROC Local Government CEO's (Corrigin, Kondinin, Kulin & Narembeen) were charged with the task of considering the future composition, operations and functionality of the Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee), which operates on behalf of each local government with the direct support of Rural Health West (RHW). The Shire of Lake Grace is also a party to the EWPCP WGPBSS Shire Governance Committee and the MOU amongst Shires.

CEO's were asked to look at elements of the EWPCP WGPBSS Shire Governance Committee and RHW arrangement and to make recommendations. The unanimous decision of CEO's after considering the matter was to disband the EWPCP WGPBSS Shire Governance Committee, with each Shire addressing their own particular circumstances.

It is recommended that RoeROC develop a standing agenda item to discuss GP Services and that RoeROC maintain a relationship with RHW either through collective membership or at the local Shire membership level.

The questions of future composition resulted following discussions at EWPCP WGPBSS Shire Governance Committee and RoeROC meetings where it was agreed that a number of the fundamental drivers for the original establishment had shifted.

BACKGROUND & COMMENT

The questions of future composition resulted following discussions at EWPCP WGPBSS Shire Governance Committee and RoeROC meetings where it was agreed that a number of the fundamental drivers for the original establishment had shifted.

To recap;

- The original tender accepting First Health to be the service provider has only attracted one Shire to the service (Corrigin) and questions arise as to the validity of other Shires now joining these many years later under this tender process;
- Both Narembeen and Kondinin/Kulin have potential to keep current GP's for the mid to long term, and both have indicated they could not/would not afford the First Health option;

- Lake Grace is currently in a contract dispute with First Health over the provision of services (or not) which has the potential to lead to Court determination, therefore the likelihood of remaining Shires to enter into arrangements with First Health is even more remote;
- The contract service provider model is unlikely to be used now except by Corrigin;
- The original MOU amongst Shires (possibly signed but not endorsed by Council's) to opt for the First Health model is under question and a recent EWPCP WGPBSS Shire Governance Committee resolution allowing Kondinin/Kulin to claim locum fees further erodes the MOU validity if not intent;
- Rural Health West support is limited to operations of the Committee and little more via the EWPCP WGPBSS Shire Governance Committee in terms of the GP practices. GP's have the ability to access RHW services direct without the need for the EWPCP WGPBSS Shire Governance Committee;
- RHW support to EWPCP WGPBSS Shire Governance Committee GP practices may be "toned down" due to the involvement of First Health, even though First Health only service one GP Practice;
- The overall marketplace has shifted, with more GP's now interested in country practices.

CEO's recognised that there were options:-

1. Continue unchanged and re-write the MOU to reflect current practice;
2. Re-negotiate with RHW in relation to the nature and type of support that could be provided to the Shires and practices now each LG's GP circumstances had shifted;
3. End the relationship and operations of the EWPCP WGPBSS Shire Governance Committee and position Shires individually ready for the future likely changes in GP servicing,
4. End the collective EWPCP WGPBSS Shire Governance Committee fund and return balances to each Shire on the basis of overall contribution minus drawdown. Any shortfall in the balances to be shared equally between contributors;
5. Opt to continue the RoeROC GP conversation/relationship with RHW and have RoeROC list as a standing agenda item "GP Services".
6. That individual Shires determine the question of continued membership of RHW (\$100pa) though the CEO's view was that this would be a beneficial relationship,
7. Invite RHW and Lake Grace Shire to participate in the RoeROC Agenda discussions when it suits them.

CEO's considered that RHW provides a valuable service and that if circumstances change into the future RoeROC may again jointly consider the need to utilise RHW, but at present little additional support to the GP was generated by EWPCP WGPBSS Shire Governance Committee involvement.

To that end, a re-write of the MOU was not viewed as contributing any additional benefit to the service.

CEO's recognised that politically each Shire Council may have a political imperative to maintain the EWPCP WGPBSS Shire Governance Committee because uncertainty surrounding GP replacement can be unstable times. CEO's were of the view that these risks can be addressed by retaining greater Reserve balances to allow immediate reaction (via tender or otherwise) to the news that a GP was leaving the community. In the past, Shires

were not in this position. Risk can be addressed without the need for a EWPCP WGPBSS Shire Governance Committee service.

CONSULTATION

RoeROC CEO's

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

It is acknowledged that each Shire has a considerable investment in the joint EWPCP WGPBSS Shire Governance Committee fund with most having contributed \$15k per annum since inception.

Whilst each Shire has received a direct financial or reduced fee benefit (except Narembeen) under the arrangement, continued Shire investment in the joint fund at the current levels was seen as excessive. Council's should reconsider their position and may like to hold funds for future needs in Reserves.

A potential saving of \$15k pa from the annual Budget, less determined transfers to Reserves for GP recruitment purposes.

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

It is acknowledged that Lake Grace Shire has not been a party to this discussion or recommendation.

CORPORATE BUSINESS PLAN REFERENCE

- 2. A Shire of excellence in accessible infrastructure and services
- 2.2 Medical infrastructure and services that support a healthy community
 - 2.2.1 Ensure a high standard of health and medical access and services for residents at the Narembeen Medical Centre and Narembeen Dentist
 - 2.2.2 Continue to be an attractive place for health professionals to live

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Shire of Narembeen approve to:-

- 1. End the operations of the EWPCP WGPBSS Shire Governance Committee and position individually for future changes in GP servicing;

2. End the collective EWPCP WGPBSS Shire Governance Committee fund and return balances to each Shire on the basis of overall contribution minus drawdown. Any shortfall in the balances to be shared equally between Shire contributors;
3. Place all funds returned from EWPCP WGPBSS Shire Governance Committee in a new Shire Reserve Fund for the purpose of "Medical Services Support" and that Council give consideration in the 2017/2018 budget of a continued allocation to the fund to assist with future proofing the provision of medical services (current allocation \$15,000);
4. Continue the RoeROC GP conversation/relationship with RHW and have RoeROC list as a standing agenda item "GP Services".
5. Continued membership of RHW (\$100pa);
6. Invite RHW and Lake Grace Shire to participate in the RoeROC Agenda discussions when it suits them.

COUNCIL RESOLUTION

MIN6436/17 MOTION - Moved Cr. S Parsons

2nd Cr. B Thomas

That the Shire of Narembreen approve to:-

1. *End the operations of the EWPCP WGPBSS Shire Governance Committee and position individually for future changes in GP servicing;*
2. *End the collective EWPCP WGPBSS Shire Governance Committee fund and return balances to each Shire on the basis of overall contribution minus drawdown. Any shortfall in the balances to be shared equally between Shire contributors;*
3. *Place all funds returned from EWPCP WGPBSS Shire Governance Committee in a new Shire Reserve Fund for the purpose of "Medical Services Support" and that Council give consideration in the 2017/2018 budget of a continued allocation to the fund to assist with future proofing the provision of medical services (current allocation \$15,000);*
4. *Continue the RoeROC GP conversation/relationship with RHW and have RoeROC list as a standing agenda item "GP Services".*
5. *Continued membership of RHW (\$100pa);*
6. *Invite RHW and Lake Grace Shire to participate in the RoeROC Agenda discussions when it suits them.*

CARRIED 8/0

3.37pm - Cr S Padfield exited the meeting.

3.38pm - Cr S Padfield returned to the meeting.

AGENDA ITEM: 8.4.3 - Narembeen Townsite Project

Subject:	Narembeen Townsite Project
Applicant:	Chris Jackson
File Ref:	ADM500
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12 June 2017
Attachments:	Licence Agreement to be forwarded to Councillors when received. Latham Road/Fricter Road Land Requirements Plan

SUMMARY

An update is provided on discussions with Brookfield Rail relating to the use of the rail corridor for the Narembeen Townsite Project and for Council to approve a Licence Agreement to allow the road construction for stage two of the project to proceed.

BACKGROUND

In March 2016 a staged approach to the project was commenced with Fricker Road completed opening on the 1st December 2016 providing access from the Merredin Narembeen Road to the Narembeen CBH facility. At that time further works on the CBH entry off Latham Road were also planned as part of this stage but was pending approval from Western Power for relocation of a power pole. This approval and the cost were received on the 30 May 2017 (See financial implications).

As reported at the May Ordinary Meeting of Council, Brookfield Rail agreed to move forward with Councils proposal for a licence agreement of the area of land (from the rail corridor) required to complete the Townsite Project subject to PTA approval.

Following correspondence to Brookfield Rail and the Public Transport Authority (PTA) advice was received on the 25 May 2017 from the PTA *"that the State Solicitors Office has confirmed my view that a public road does constitute a Civic Purpose. Therefore Brookfield Rail is entitled to grant a Licence to the Shire of Narembeen for Civic Purposes (Road) under Clause 8.4 of the Network Lease without consent from the PTA."*

COMMENT

Brookfield Rail legal have been working on completion of the Licencing Agreement and the Shire via Roadswest has recently supplied updated mapping details of the area of land that will be the subject of the licence so that the agreement can be completed.

Brookfield Rail has advised that the agreement will be completed by the 21 June 2017 and can be presented to Council for consideration. Council in December 2016 resolved to *authorise if required the CEO in consultation with the Shire President to seek legal advice when a draft Licence Agreement is received from Brookfield Rail.*

In relation to the new rail crossing included in the plan, Brookfield Rail have been requested to also advise as soon as possible that given that Brookfield and the Shire are moving towards an agreement on the road that the approval process for the rail crossing is also being worked on by Brookfield so that the Shire can move forward on the construction as planned.

Subject to approval of the Licence Agreement it is planned to start work on the project on or shortly after the 1 July 2017.

It is recommended that that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.

CONSULTATION

Roads West, Main Roads, Brookfield Rail and PTA

STATUTORY IMPLICATIONS

Railways (Access) Act 1998 Clause 8.4 of the Network Lease

FINANCIAL IMPLICATIONS

Grain Freight funding of \$600,000 will be held over into the 2017/2018 financial year for the completion of Fricker Road for asphalt for the intersection with Merredin Road, asphalt of the entrance to CBH, fencing, 2nd Coat Seal, Line Marking and part funding for the power pole relocation.

The budget will also include an allocation of \$1.7m from the State Initiatives Fund to complete the project. (Approved by Main Roads)

It should be noted that Western Power have quoted the relocation of a power pole and other infrastructure at a cost of \$236,641 with the original estimate put at \$160,000 by consultants Roadswest. This cost will be absorbed as part of the \$600k and \$1.7m budget (\$2.3M).

The Western Power Assess Offer includes net tax of 13.9% (\$28,879) which is called a Capital Contributions Recovery Tax. This basically means when a developer pays Western Power for new poles and new wires due to relocation, then under the National Tax Equivalents Regime (NTER), it is deemed to be an income for Western Power and hence Western Power must then pay tax to a level of 13.9% of the value of the works. Western Power then passes this burden onto its customers.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

The Shire of Narembreen Corporate Business Plan includes the following strategy and actions.

3. Connected communities through a safe and efficient transport network throughout the Shire.

3.1 All residents and visitors are able to move around the Shire in safety and with ease.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Brookfield Rail Pty Ltd for the purpose construction of the Narembeen Townsite Project that realigns Fricker Road with Latham Road (Public Road) and Fricker Road with Soldiers Road as per the attached draft agreement subject to the CEO undertaking minor amendments to the document and the finalised map of the area clearly defining the licensed area.
2. Approve that with amendment the common seal be affixed to agreement and be signed by the Shire President and the Chief Executive Officer.
3. Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.(Refer attached plan marked in yellow)

COUNCIL RESOLUTION

MIN6437/17 MOTION - Moved Cr. S Parsons

2nd Cr. A Hardham

1. *Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Brookfield Rail Pty Ltd for the purpose of the construction of the Narembeen Townsite Project that realigns Fricker Road with Latham Road (Public Road) and Fricker Road with Soldiers Road as per the attached draft agreement; subject to the CEO seeking advice from WALGA and potential consulting negotiators (if required) on the form of the agreement and that minor amendments to the document can be made, the finalised map of the area clearly defining the licensed area is included and if major amendments are proposed that the matter be presented back to Council for approval.*
2. *Approve that with amendment subject to point 1. the common seal be affixed to the agreement and be signed by the Shire President and the Chief Executive Officer.*
3. *Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.(refer attached plan marked in yellow)*

CARRIED 8/0

Reason for Change: Council wanted to seek additional advice from WALGA as well as seeking information from potential negotiators regarding the moving of a power pole.

AGENDA ITEM: 8.4.4 – Planning Application for Holiday House – Lot 29 (No 32) Brown Street, Narembreen

Subject:	Planning application for holiday house – Lot 29 (No 32) Brown Street, Narembreen
Applicant:	Rosemary Smoker
File Ref:	P2826
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Disclosure of Interest (Member):	Nil
Author:	Liz Bushby, Town Planning Innovations
Date:	13 June 2017
Attachments:	Site Plan

SUMMARY

Council is to consider a planning application proposing to rent out an existing single house as a holiday house at Lot 29 (No 32) Brown Street, Narembreen.

BACKGROUND

Lot 29 has been developed with an existing house, and has an approximate area of 1032m².



COMMENT

- ***Zoning***

Lot 29 is zoned Residential with a coding of R12.5 under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

Under Clause 4.11.1 of the Scheme the objectives of the Residential zone are:

- a) to retain the single house as the predominant form of residential development in the town.
- b) to provide for lifestyle choice in and around the town with a range of residential densities.
- c) to allow for the establishment of non-residential uses subject to local amenities not being adversely affected.

- ***Description of proposed development***

The applicant has advised as follows:

- The house will be let for short term accommodation.
- Advertising will be via Facebook, friends, the Fence Post and word of mouth.
- The existing house has 3 bedrooms. No major changes are proposed other than some external painting, cleaning and tidying of the gardens.
- No cooked meals are proposed to be provided, however if permissible, food would be left in the fridge for guests to cook. Environmental Health Officer, Julian Goldacre has advised that registration will be required under the Food Act 2008 as food is being supplied and kept as part of a contract/arrangement/service, so the applicant would need to be responsible for safe and suitable food.
- The applicant has advised she can be contacted if there is any problem with any guests.
- Some bold letters and numbers would be placed on the front fence with contact details.

- ***Landuse Classification and Permissibility***

When an application is lodged, part of the planning assessment involves examining the landuse definitions in the Scheme, and determining the 'best fit' landuse classification. If the landuse is defined in the Scheme and listed in the Zoning Table, then that determines whether Council has discretion to consider the landuse within a particular zone.

The list of landuses defined in the Scheme or listed in the Zoning Table is not exhaustive.

The Shires Scheme does not have any specific landuse definition that covers a 'holiday house'.

The Model Scheme Text contained in the Planning and Development (Local Planning Schemes) Regulations 2015 defines a 'holiday house' as '*means a single dwelling on one lot used to provide short term accommodation for persons other than the owner of the lot*'. Where a landuse (such as 'holiday house') is not defined and / or not listed in the Zoning Table of the Scheme, Council can only consider two options under Clause 3.2.5 as follows:

- Option A: Determine that the use is not consistent with the objectives and purposes of the Town Centre zone and is therefore not permitted;
- Option B: Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval.

The SA procedures require the application to be advertised for 21 days.

Town Planning Innovations (TPI) recommends that Option B be pursued. To expedite processing of the application following advertising, it is recommended that Council also consider granting delegated authority to the Shire Chief Executive Officer to determine the application.

- ***Carparking***

There is a single driveway servicing the existing house which can be used by guests. Carparking is not considered an impediment to the application.

- ***Landuse Compatibility***

Occupiers of holiday homes may have different behaviours than surrounding residents. Short stay accommodation can cause conflict with residential if not well managed. In this case the applicant has advised they can be contacted in the event of any issues such as anti-social behaviour.

- ***Safety Issues***

As any occupiers would not be familiar with the dwelling layout an emergency plan is recommended as a condition in the event that the proposal is approved. The Plan can address matters such as a fire escape route map (for guests), local contact details, smoke detectors, and provision of fire extinguishers.

CONSULTATION

The application has to be advertised for 21 days in accordance with Clause 6.3 of the Scheme.

STATUTORY IMPLICATIONS

Shire of Narembreen Town Planning Scheme No 2 – explained in the body of this report.

Under Clause 8.8.1 the Council may, either generally or in a particular case or cases, by resolution passed by an absolute majority of the Council, delegate to the following eligible persons the authority to deal with an application for planning approval made under the Scheme:

- a) a member of the Council being the Chairman of the Committee required at the direction of the Council to consider and report upon all applications for planning approval within its District, and being qualified by experience with the work of any such Committee; and/or
- b) that officer of the Council appointed by the Council to supervise the development control functions of the Council.

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Town Planning Scheme No 2.

Regulation 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Regulation 82 (1) provides powers for the local government to delegate authority.

Regulation 82 (2) requires an Absolute Majority of Council for granting any delegated authority.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council:

1. Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the “SA” advertising procedures of clause 6.3 in considering an application for planning approval.
2. Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 29 (No 32) Brown Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Advise the applicant that if approved under delegated authority, a Shire of Narembeen Notification/Registration Form under the Food Act 2008 will be required to be completed.

COUNCIL RESOLUTION

MIN6438/17 **MOTION** - Moved Cr. R Cole

2nd Cr. B Thomas

That Council:-

1. *Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the “SA” advertising procedures of clause 6.3 in considering an application for planning approval.*
2. *Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 29 (No 32) Brown Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015.*
3. *Advise the applicant that if approved under delegated authority, a Shire of Narembeen Notification/Registration Form under the Food Act 2008 will be required to be completed.*

CARRIED 8/0
Absolute Majority

AGENDA ITEM: 8.4.5 – AGRN743 Narembreen Flood Recovery Reinstatement Minor Works under WALGA Contract C033_13 - RFQ 3/17

Subject:	ARGN743 Narembreen Flood Recovery Reinstatement Minor Works under WALGA Contract C033_13 - RFQ 3/17
Applicant:	N/A
File Ref:	ADM 556
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	7 th June 21017
Attachments:	Request for Quotation (RFQ 3/17) and Schedule of Rates

SUMMARY

Council approval is required to appoint a suitably qualified and experienced Civil Contractor for the supply of civil works, plant, equipment and labour to undertake reinstatement works associated with the WANDRRA AGRN743 claim at several locations across the Shire's local road network.

BACKGROUND

Over the period of January/February 2017 the Shire of Narembreen received severe rainfall resulting in significant flooding. The damage was widespread throughout the Shire, with the majority of the damage confined to the south-west corner and which mainly consists of road carriageway and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked piped culverted, destruction or dislocation of culvert headwalls and silting of table and cut-off drains.

At Council's Ordinary Meeting on Wednesday 17th May, Council approved as follows:-

- 1. Approve the Quotation as submitted by Core Business Australia as per the breakdown as presented to Council dated 16 May 2017 RFQ-24012016 for supervision of the Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA AGRN743) for the Shire of Narembreen.*
- 2. Subject to point one of this motion, request that the appointed consultant prepare the necessary procurement documentation for engagement of a contractor through a Request for Quotation on WALGA eQuotes to undertake reinstatement works for WANDRRA AGRN 743. The Request for Quotation is to include the need for the appointed contractor to use local and regionally based contractors to support completion of the works in a timely manner.*

COMMENT

The Shire of Narembreen gave 13 suitably qualified and experienced Civil Contractors the opportunity to quote through the Vendor Panel process. Applications close on Friday 16th June at 2.00pm.

The Request for Quotation document is attached for Council's information.

The Request for Quotation is based on a Schedule of Rates (SoR) as opposed to a Lump Sum Contract (LSC). The rationale for this approach is as follows:-

A lump sum contract is the norm where the end result is a specified product. These "specifications" define standards and details that the contractor must abide by. LSCs are suited to construction of complex structures and usually require the contractor to carry the risk/cost for delays and late delivery. LSCs are usually more costly than a Schedule of Rates. Payment dates are defined in the contract and are usually staged at certain hold points in the construction stage. LSCs have the potential to become adversarial as the contractor finds holes/mistakes in the specifications and makes claims against the Principal.

A Schedule of Rates contract still contains specifications which are for repetitive tasks such as re-sheeting flood damage repairs. Essentially contractors are asked to provide hourly all-inclusive rates for the manpower, equipment and resources to complete the tasks defined. The principal carries the Risk factor. The principal retains direct management over the contract in terms of timing and expenditure. Payment is made according to each hour the contractors resources are working. SoR contracts are rarely adversarial as the Principal (Shire with CORE supervision) is essentially the Boss and the contractor is directed to carry out the task. SoR Contracts are more collaborative than Lump Sum. If for any reason work is halted, e.g. rain, the contractor is stood down until conditions are suitable.

Quotations will be evaluated using the following evaluation methodology:-

- (a) Quotations will firstly be assessed against the compliance criteria. Any Quotation not meeting the requirements of the compliance criteria may be rejected without further consideration. The Principal (at the Principal's sole discretion) may deem a non-compliance with the compliance criteria to be a minor non-compliance and still assess the Quotation or may seek further information and/or clarification from the Respondent to satisfy the compliance criteria.
- (b) Quotations will be assessed against the Selection Criteria. Such things as qualitative criteria responses and contract costs are evaluated eg: quoted prices and other relevant information will be considered.
- (c) The most suitable Respondents may be short listed and may also be required to clarify their Quotation, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

The three sets of criteria against which the Quotation will be evaluated are:-

- Compliance Criteria
- Qualitative Criteria
- Price Criteria

The contractor is required to work on Shire assets as instructed to carry out such work that may include (but not be limited to) the following activities:-

- Cleaning of and/or repair of box culverts and/or pipes
- Repair/reinstate gravel shoulders
- Repair of sealed and/or unsealed floodways
- Pavement reconstruction including; shaping existing formation, remove & dispose of contaminated silt deposited on road and in table drains, transporting, placing and compacting nominal 100mm (200mm where specifically nominated) depth x 6-8 metres wide, locally sourced gravel.
- Winning, (screening where directed to do so), blending and carting gravel
- Traffic control associated with works.

Core Business Australia (CORE) will assist in the preparation of a report to evaluate the submitted quotations against the above criteria and this report will be sent to Councillors prior to the meeting via email or provided on the day.

CONSULTATION

Main Roads Wheatbelt & CORE

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

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

As part of WANDRRA requirements the Shire of Narembreen is required to make a contribution to the repairs to a maximum of \$155,700. These funds will be included in the 2017/2018 budget.

POLICY IMPLICATIONS

1. Purchasing Thresholds and Processes

2.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

Purchasing Thresholds (ex GST)	Purchasing Requirements
Over \$150,000	Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated

	<p>within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
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STRATEGIC PLAN REFERENCE

The Shire of Narembreen Corporate Business Plan includes the following strategy and actions.

3. Connected communities through a safe and efficient transport network throughout the Shire.

3.1 All residents and visitors are able to move around the Shire in safety and with ease.

RELATED PARTY TRANSACTIONS

Nil

3.59pm - S Thomas exited the meeting

3.59pm - L Brooke-Mee entered the meeting 4.01pm - S Thomas returned to the meeting

4.04pm - Cr R Cole exited the meeting

4.06 pm - Cr R Cole returned to the meeting

The Core Business Australia Quotation Assessment Report dated 21st June 2017 was presented to Council by the Chief Executive Officer.

OFFICER RECOMMENDATION

That Council:-

Approve the Quotation (RFQ 3/17) as submitted by _____ including the quoted Schedule of Rates for the supply of civil works, plant, equipment and labour to undertake reinstatement works associated with the WANDRRA AGRN743 claim at several locations across the Shire's local road network.

COUNCIL RESOLUTION

MIN6439/17 MOTION - Moved Cr. R Cole

2nd Cr. B Cowan

That Council award Quote RFQ 3/17 AGRN743 Narembreen Flood Recovery Minor Works to Leeuwin Civil Pty Ltd ABN 55 117 828 789 and authorises the Chief Executive Officer to finalise and execute a contract to complete the works in accordance with the tender specification and schedule of rates as presented.

CARRIED 8/0

Reason for Change: Resolution amended to reflect recommendation contained in the Quotation Assessment Report as prepared by Core Business Australia dated 21st June 2017.

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report

Subject:	Executive Manager Corporate Services Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	14 June 2017
Attachments:	Nil

SUMMARY

Consider the report from the Executive Manager Corporate Services and endorse any actions as appropriate.

BACKGROUND

Provide monthly reports in a format that provides information with a view to assist in the decision making process.

COMMENT

Related Party Transactions

In July 2015, an item was presented to Council advising of the scheduled changes to reporting on related party transactions for Local Governments that would come into effect for the year ending 30 June 2017, this financial year. There has been much discussion throughout the industry regarding this and the best way to collate the information. Included with your agenda is a Related Party Disclosures – Declaration form. All Councillors and Senior Managers are required complete this form to the best of their ability and return to me prior to 30th June 2017. If you have any queries regarding this, please contact me.

Staff Training

I am pleased to report that funding has been approved under the Youth Development Scholarship to cover the cost of Ashlyn Savin to undertake a Certificate IV in Business. Ash has enrolled in TAFE and will commence her studies in the second semester, expected to commence in late July.

Budget Workshop

The Budget Workshop will take place with Councillors on 21st June 2017. This will give Councillors an opportunity to discuss what is to be included in the budget for 2017/2018. Following this, the budget will be finalised and presented to Council for adoption at the July 2017 meeting.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

Nil

Narembeen Strategic Community Plan

RELATED PARTY TRANSACTIONS

Nil

MIN 6440/17 MOTION - Moved Cr.S Parsons

2nd: Cr. K Mortimore

CARRIED 8/0

MIN6441/17 MOTION - Moved: Cr. S Padfield

2nd: Cr. S Parsons

CARRIED 8/0

That Council receive the Executive Manager Corporate Services Report for June 2017 and endorse the associated actions.

MIN 6442/17 MOTION - Moved: Cr S Parsons

2nd: Cr. A Hardham

CARRIED 8/0

4.23pm - Cr A Hardham exited the meeting.

4.25pm - Cr A Hardham returned to the meeting.

AGENDA ITEM: 8.5.2 - Employee Policies

Subject:	Employee Policies
Applicant:	Shire of Narembeen
File Ref:	ADM541
Disclosure of Interest (Staff):	Bonnie Cole, Chris Jackson
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	1 June 2017
Attachments:	Policy 4.3.26 – Housing allowance, Policy 4.3.27 – Gym Membership

SUMMARY

Council to review two (2) policies relating to staff housing and gym memberships.

BACKGROUND

At its February 2017 Ordinary Meeting, Council adopted the revised Policy Manual for the Shire of Narembeen. From time to time these policies are reviewed individually due to changes in legislation and/or operations within the Shire of Narembeen.

COMMENT

At the May 2017 meeting, Council requested staff provide additional information with regard to the provision of gym memberships to staff. The discussion also included updating the housing policy.

There are currently 5 staff members who have paid for a gym membership. It is anticipated that an additional 5 to 10 will take up the free gym membership.

The proposed amendments to the housing allowance will ensure that staff working less than 3 days per week are not entitled to the housing allowance.

Attached are the proposed policies, including specifications on who is entitled to the allowance and membership.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Community Resource Centre Co-ordinator

STATUTORY IMPLICATIONS

Local Government Act 1995 Section 2.7

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
 - (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.
- [Section 2.7 amended by No. 17 of 2009 s. 4.]*

FINANCIAL IMPLICATIONS

The lost income on gym memberships is not expected to be more than \$1,800.
The amendment to the housing allowance will not have any immediate financial impact.

POLICY IMPLICATIONS

Amend Policy 4.3.26 – Housing Allowance
New Policy 4.3.27 – Gym Memberships

STRATEGIC PLAN REFERENCE

Shire of Narembreen Corporate Business Plan

9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the amendments to Policy 4.3.26 – Housing Allowance.
2. Adopt Policy 4.3.27 – Gym Memberships for Staff.
3. These policies to be effective 1 July 2017.

COUNCIL RESOLUTION

MIN6443/17 MOTION - Moved Cr. B Cowan

2nd Cr. B Thomas

That Council:-

1. *Approve the amendments to Policy 4.3.26 – Housing Allowance.*
2. *Adopt Policy 4.3.27 – Gym Memberships for Staff.*
3. *These policies to be effective 1 July 2017.*

CARRIED 8/0

AGENDA ITEM: 8.5.3 – Banning of Disposable Plastic Bags

Subject:	Banning of Disposable Plastic Bags
Applicant:	Narembeen Community Resource Centre
File Ref:	ADM613
Disclosure of Interest (Staff):	NA
Disclosure of Interest (Member):	NA
Author:	Sheree Thomas/Leanne Brooke-Mee
Date:	13 th June 2017
Attachments:	Nil

SUMMARY

Single use plastic bags can cause significant damage to the environment. Council are asked to consider becoming proactive in taking steps to reduce the use of disposable plastic bags in the Narembeen community.

BACKGROUND

Despite community awareness and concern about plastic shopping bags and despite the ready supply of reusable bags and other options by retailers, many consumers continue to accept new lightweight plastic shopping bags each time they purchase goods from a retailer. Australians still use over four billion plastic checkout style bags a year all of them made from non-renewable fossil fuels. While convenient, lightweight plastic shopping bags can have long term impacts. They are designed to be used once before being discarded and only a small percentage are recycled (5%) or reused a second time (20% e.g. as bin liners). The vast majority (75%) are sent to landfill after the one use. Plastic bags are a social problem for a number of reasons:

- As a single use disposable form of packaging, plastic bags are typically used for a short period of time but take hundreds of years to break down in landfill.
- Plastic bags are a highly visible, ugly component of litter. Local and State Governments around Australia spend more than \$200 million per year picking up litter. If plastic bags continue to be used, the number of bags littering the environment will increase over time.
- The production of plastic bags accounts for some 20,000 tonnes of plastic polymer derived from non-renewable resources. While plastic bags can be recycled, only a tiny proportion of plastic bags are collected and reprocessed.
- Plastic bags are considered to be a 'free' commodity but the cost to households of \$10 to \$15 per year is added to the price of goods that they purchase.

The environmental impacts of plastic bag use include:

Danger to animal life, especially when they find their way into the sea.

Plastic bags are quite commonly mistaken for food by animals, especially when the bags carry food residues, are brightly coloured or are animated by the movement of water. A great variety of animals, land and especially marine, can choke to death on bags, experiencing much pain and distress. If swallowed whole, animals may not be able to digest real food and die a slow death from starvation or infection.

Pacific Trash Vortex

The amount of floating plastics in the world's oceans is increasing dramatically. The Pacific Trash Vortex is a 'gyre' or vortex of marine litter in the North Pacific Ocean. The vortex is characterised by exceptionally high concentrations of suspended plastics, such as plastic bags, bottles, containers and other debris, that have been trapped by currents. It is now estimated to be twice the size of Texas. Its impact on marine ecosystems is catastrophic due to its toxic nature and threat to marine life.

Greenhouse gases

Based on using ten lightweight plastic bags per week over a 2-year period, the greenhouse gas impact has more than three times the greenhouse gas impact of a reusable green bag.. However, to get the full greenhouse gas benefit from a reusable green bag, it must be reused over 100 times. Starch-based biodegradable (or compostable) than one-third of the energy to produce as plastic alternatives, but emit marginally more carbon dioxide (CO₂ - a greenhouse gas) as they decompose. However, unlike single use plastic bags, biodegradable bags will completely breakdown.

Plastic bags have been around for 30 years now. It is estimated worldwide that 1 trillion bags are used and discarded every year.

Australians use 3.92 billion plastic bags a year, that's over 10 million new bags being used every day. An estimated 3.76 billion bags or 20,700 tonnes of plastic are disposed of in landfill sites throughout Australia every year. Australians dump 7,150 recyclable plastic bags into landfills every minute or 429,000 bags every hour.

It is estimated that around 50 million bags enter the Australian litter stream every year. Unless they are collected, they remain in the environment and accumulate at a staggering rate. If these 50 million plastic bags were made into a single plastic sheet, it would be big enough to cover the Melbourne CBD.

COMMENT

With the growing concern on environmental matters, it is the belief of the Narembeen Community Resource Centre that the banning of single-use plastic bags will soon become legislation from the State Government; we would like to be proactive and not reactive. This gives us the freedom to make decisions that better suit our community rather than responding out of necessity to control the situation. We will be working closely with the businesses to ensure that there will be an adequate lead-up and source ways to reduce the negative impact this may have on them. The Narembeen community Resource Centre is seeking council's support in this initiative.

Initial discussions with Narembeen businesses indicate that businesses are very interested in becoming plastic bag free.

Steps to facilitate the process include:-

- A 6 month trial period (lenient period), after 6 months 100% plastic bag free;
- Involvement on the War on Waste program, potential grant opportunities for businesses and the community;
- Providing good education and notice to the community;
- Encouraging businesses to have eco-friendly shopping bags for sale;
- Identifying grant opportunities for the supply of eco-friendly shopping bags;
- Provision of a community store area for the storage of re-usable bags;
- Community workshops on sustainable and eco-friendly practices within the work place.

CONSULTATION

Narembeen IGA
Winstons Butchers
Narembeen Newsagency
Wheatbelt Business Network

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Grant applications to be submitted to assist in the provision of eco-friendly shopping bags.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

8.2 Sustainable waste management focusing on waste minimization and resource recovery

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Support the initiative of the Narembeen Community Resource Centre in becoming proactive in taking steps to reduce the use of disposable plastic bags in the Narembeen community.
2. Request that the CRC work closely with local businesses to ensure that any negative impacts from the removal of plastic bags is reduced and that businesses are given adequate time to source ways to replace the plastic option.
3. Request that the CRC as part of this process prepare a media campaign to support the proposed removal of the use of plastic bags in Narembeen.
4. Request that the CRC work closely with organisations such as the Wheatbelt Business Network (WBN) and the Western Australian Local government Association (WALGA) in support of this important environmental initiative.

COUNCIL RESOLUTION

MIN6444/17 MOTION - Moved Cr. A Hardham

2nd Cr. B Thomas

That Council:-

1. *Support the initiative of the Narembeen Community Resource Centre in becoming proactive in taking steps to reduce the use of disposable plastic bags in the Narembeen community.*
2. *Request that the CRC work closely with local businesses to ensure that any negative impacts from the removal of plastic bags is reduced and that businesses are given adequate time to source ways to replace the plastic option.*
3. *Request that the CRC as part of this process prepare a media campaign to support the proposed removal of the use of plastic bags in Narembeen.*
4. *Request that the CRC work closely with organisations such as the Wheatbelt Business Network (WBN) and the Western Australian Local government Association (WALGA) in support of this important environmental initiative.*

Cr. S Parsons requested that his vote against the motion be recorded.

CARRIED 6/2

AGENDA ITEM: 8.5.4 - Narembeen Community Resource Centre Report – June 2017

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:	14 June 2017
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre Report for June 2017.

BACKGROUND

The Narembeen Community Resource Centre (CRC) will provide 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 Action Plan and identify a range of funded activities.

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

Community Training

The CRC has had an influx of requests for a wide range of training for the community. We will continue to source trainers that can deliver these services to a high level. In July we will be holding a Baby/Toddler First Aid course.

Narembeen Fencepost

The Narembeen CRC continues to assist with the production of the local community newspaper and to provide the required support to the Fencepost volunteers.

Facebook Page – Social Media Tool

The CRC is utilising their Facebook page with status updates and photos on a regular basis, which continues to keep the community and Facebook readers informed. We find that Facebook is our biggest asset in reaching the community and we are constantly seeking new ways to keep the community interested in what we do.

Business Training

The CRC continues to provide training opportunities for the business community. In May we held an Agrimaster course that was very well attended, to the point where we had to change the venue to the Recreation Centre to be able to fit everyone in. We have another Truck License course coming up and another Forklift Ticket course.

School Holiday Activity

We normally hold two activities during the holidays, this time we only held one due to the Youth week event. For this event we made slime with the kids, this activity involved team work as well as the use of following a recipe. It was a great hit with all the kids and Vanessa is a great at engaging with the youth.

Coming Events

Style Workshop

Multicultural Potluck

S.O.C.K Week (Save Our Country Kids)

DRD Update

A recent phone check up with the Project Officer for the Wheatbelt CRC's showed that Narembreen is exceeding their expectations on the number of events and projects that we deliver.

Outcome Tracking Workshop

Bonnie Cole and myself attending a workshop run by the DRD to measure the long and short term outcomes of the events and activities that we deliver to the community. I found the workshop very useful and will be better equipped to ensure that anything we do is for the benefit of the community and not just a "fun" event.

CONSULTATION

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Shire Council receives the CRC Co-ordinator's Report for June 2017.

COUNCIL RESOLUTION

MIN6445/17 **MOTION** - Moved Cr. R Cole 2nd Cr. B Cowan

That the Shire Council receives the CRC Co-ordinator's Report for June 2017.

CARRIED 8/0

4.43pm - L Brooke-Mee exited the meeting and did not return.

AGENDA ITEM: 8.5.5 – May 2017 Schedule of Account

Subject:	May 2017 Schedule of Accounts
Applicant:	Shire of Narembreen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Ashlyn Savin, Administration Officer
Date:	31 st May 2017
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in May 2017.

BACKGROUND

A schedule of accounts paid during the month of May 2017 is provided as follows:

Municipal Cheque Account	\$456,119.32
Trust Cheque Account	\$260.00

COMMENT

The following payments >\$5,000.00 were made during the month of May 2017:

EFT9827	10/05/2017	Bitutek Pty Ltd	Bituminous spray seal works	63,083.15
EFT9830	10/05/2017	Hanson Construction Materials Pty Ltd	107.24 tonne 14mm granite for Kondinin Narembreen Rd	5,265.48
EFT9835	10/05/2017	Merredin Toyota (avn Northam Pty Ltd)	Purchase of new EMCS Toyota Kluger GX	16,291.80
EFT9837	10/05/2017	Narembreen Hardware and Ag Supplies	Torden Fallowboss 20L and 100L	9,175.19
EFT9857	10/05/2017	West Coast Asbestos Registers	Remove asbestos and replace fencing at 10 Hilton Way	14,768.00
EFT9858	10/05/2017	Western Stabilisers	7086m2 cement stabilisation of basecourse	30,302.07
EFT9864	12/05/2017	Artra	Final payment of \$14530.00 to install kitchen for the Town Hall kitchen upgrade. Minus \$350 - less sink and mixer.	7,606.50
EFT9879	22/05/2017	Hanson Construction Materials Pty Ltd	14mm Washed Single Size Granite	10,972.50
EFT9884	22/05/2017	Landgate	Rural UV General Revaluation 2016/2017	6,875.90
EFT9885	22/05/2017	Landmark Operations Limited	6 x 100L Fallowboss herbicide 3 x pairs safety glasses	7,673.33
EFT9886	22/05/2017	Leeuwin Civil Pty Ltd	Storm damage road repairs AGRN743	38,133.50
EFT9888	22/05/2017	Moore Stephens	Interim billing in respect of the audit for the year ended 30th June 2017	10,644.22

EFT9861	10/05/2017	Zanik Pty Ltd T/A GH & CL Fagan	Cartage of 492.06 tonne of blue metal from Hanson Quarry to Narembeen @28 per tonne	17,212.44
EFT9863	12/05/2017	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	16,348.64
EFT9870	22/05/2017	Avon Waste	Rubbish collection for April 2017	14,797.00
EFT9874	22/05/2017	Core Business Australia Pty Ltd	AGRN743 Claim 3	28,240.44
EFT9893	22/05/2017	Ross Diesel Service	Repair truck NB56	21,511.28
EFT9905	30/05/2017	CDA Air Conditioning & Refrigeration	Supply of solar panels at the Narembeen Swimming Pool	36,400.00
10931	22/05/2017	Synergy -western Power	Electricity charges for Narembeen 10th March - 10th May 2017	11,311.60
DD8993.1	04/05/2017	WA Local Government Superannuation Plan	Payroll deductions	7,298.34
DD9014.1	18/05/2017	WA Local Government Superannuation Plan	Payroll deductions	8,172.93

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (FMR)

Reg 11. 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 made 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 to 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. Lists 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 payment; 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 requires council authorisation in that month -
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (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 the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Shire of Narembreen 2016/2017 Operating Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

- 9 Provide good strategic decision making, governance, leadership and professional management

- 9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council
- 9.2 Manage the organisation in a responsible, accountable and consultative manner
- 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Schedule of Accounts for May 2017;
2. Receive the Corporate Credit Card Statements for May 2017.

COUNCIL RESOLUTION

MIN6446/17 **MOTION** - Moved Cr. S Parsons

2nd Cr. B Cowan

That Council:-

- 1. Receive the Schedule of Accounts for May 2017;*
- 2. Receive the Corporate Credit Card Statements for May 2017.*

CARRIED 8/0

AGENDA ITEM: 8.5.6 - Financial Report May 2017

Subject:	Financial Report May 2017
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	1 June 2017
Attachments:	May 2017 Financial Report, Bank Reconciliation for May 2017, CRC Financial Report and Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31st May 2017.

COMMENT

Council's closing position at 31st May 2017 amounts to \$1,827,646 with net current assets of \$3,979,287 and \$1,844,950 which is restricted cash.

CONSULTATION

Finance Officer
Admin Officer
Senior Staff

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2016/2017 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

4.54pm - S Thomas exited the meeting.

4.56pm - S Thomas returned to the meeting.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembreen's Financial Report for the month of May 2017;
2. Receive the bank reconciliation for the month of May 2017 for the all Shire Bank Accounts;
3. Receive the Narembreen Community Resource Centre Financial Report for the Month of May 2017; and
4. Receive the Outstanding Rates Report as at 1 June 2017.

COUNCIL RESOLUTION

MIN6447/17 MOTION - Moved Cr. K Mortimore

2nd Cr. A Hardham

That Council:-

1. *Receive the Shire of Narembreen's Financial Report for the month of May 2017;*
2. *Receive the bank reconciliation for the month of May 2017 for the all Shire Bank Accounts;*
3. *Receive the Narembreen Community Resource Centre Financial Report for the Month of May 2017; and*
4. *Receive the Outstanding Rates Report as at 1 June 2017.*

CARRIED 8/0

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

- Thanks to Gina for taking over as Acting President whilst on holidays.
- Met with Rhonda Hickey, NB Historical Society regarding the Lesser Hall Interpretation Plan.

Cr R DeLuis

- Attended meeting with Melissa Price, spoke about NBN, WANDRRA, Better Regions Funding, Aged Care
- Mens Shed minutes - how much assistance do we need to provide? Is the group doing any fundraising to assist with expenses?

Cr W Cowan

- Attended Bio Security Meeting - Fox Baiting, planning on an awareness campaign for Farmers
- Recycling legislation - if levy comes back a great opportunity for a community groups to make money, staff to research
- Would be good if Naremben businesses could work together better, what role can Shire play?

Cr S Padfield

- Nil

Cr K Mortimore

- Lesser Hall Interpretation Plan Meeting
- Sea Container at Currall Street property - has not been removed. C Jackson advised it is due to be removed.

Cr B Thomas

- Attended Plant Committee meeting
- Attended Roe Tourism meeting

Cr A Hardham

- Attended Community Shed AGM
- Met with Rhonda Hickey as representative from Naremben Historical Society regarding Lesser Hall Interpretation Plan
- Attended meeting for Community Precinct extension - exciting project
- Great Caroline Robinson did Strategic Planning Session with Councillors today

Cr Parsons

- Attended Plant meeting

5.01pm - A Hardham - exited the meeting and did not return.

5.01pm - S Padfield - exited the meeting.

5.02pm - S Padfield returned to the meeting.

10.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN6448/17 **MOTION** - Moved Cr. S Parsons 2nd Cr. B Cowan

That Council receive a late item relating to the Contract Renewal of the Works Manager.

CARRIED 8/0

COUNCIL RESOLUTION

MIN6449/17 **MOTION:-** Moved: Cr. S Padfield 2nd: Cr. B Cowan

That Council close the doors to discuss a matter of a personal nature.

CARRIED 8/0

AGENDA ITEM 10.1: Works Manager Position Contract Renewal

Subject:	Works Manager Position Contract Renewal
Applicant:	Chris Jackson
File Ref:	Personnel File
Disclosure of Interest (Staff):	Arthur Cousins
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	16 th June 2017
Attachments:	Nil

SUMMARY

Works Manager Arthur Cousin's position is a designated senior employee under the Local Government Act and Council is requested to accept the recommendation of the CEO in renewal of his position for a five year term (maximum).

BACKGROUND

Arthur commenced duties with the Shire of Narembeen in 1995 and his current Contract of Employment with the Shire of Narembeen is due to expire on the 21st December 2017.

Discussions on renewal of the contract commenced back in February 2017 and Arthur is now seeking to renew the contract for a period of five years in the position of Works Manager commencing 1st July 2017.

COMMENT

In accordance with section 5.39 (4) the contract is renewable and the term may be extended by agreement between the parties.

I have informed Arthur that I am very happy to approve the request to extend the contract effective from the 1st July 2017. In accordance with 5.37 (2) of the Local Government Act, Council is requested to support this decision.

Renewal of the agreement will be in writing (exchange of letters) signed by both the CEO and Works Manager. The existing contract will not be rewritten and will remain in place with changes to the term and expiry.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

- 3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
- (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
 - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
- (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —
- (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.

FINANCIAL IMPLICATIONS

Detail of the Salary Package will be provided to Council on the day and that will then be included in the 2017/2018 financial year budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembreen Corporate Business Plan

9. Provide good strategic decision making, governance, leadership and professional management.

- 9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council accept the recommendation of the Chief Executive Officer in renewal of the contract for the Works Manager Arthur Cousins for a term of 5 years effective from the 1st July 2017, expiring 30th June 2022.

COUNCIL RESOLUTION

MIN6450/17 MOTION - Moved Cr. R Cole

2nd Cr. B Cowan

That Council accept the recommendation of the Chief Executive Officer in renewal of the contract for the Works Manager Arthur Cousins for a term of 5 years effective from the 1st July 2017, expiring 30th June 2022.

CARRIED 8/0

The motion was read aloud by the Chief Executive Officer.

COUNCIL RESOLUTION

MIN6451/17

MOTION:- Moved: Cr. R Cole

2nd Cr. S Parsons

That Council open the doors.

CARRIED 8/0

11.0 Date, time & place of next meeting
--

Wednesday 19th July 2017 at the Shire of Narembreen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.30pm.

13.0 Certification of Meeting Minutes
--

I, Cr Gina DeLuis, Deputy Shire President, certify that the Minutes of the meeting held on 21st June 2017, as shown on page numbers 3 to 197 are confirmed as a true and correct record of the meeting.

Cr Gina DeLuis
PRESIDING PERSON

DATE