



COUNCIL CALENDAR

Date	Time	Meeting
18 April 2023	5:00pm	Ordinary Council Meeting
16 May 2023	5:00pm	Ordinary Council Meeting

MARCH MEETING PROGRAM

2:00pm	Audit and Risk Committee Meeting
2:30pm	Council Forum
5:00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 21 March 2023, commencing at 5:00pm

1.0 Opening & Welcome

Presiding Person, Cr Scott Stirrat welcomed everyone to the meeting and declared the meeting open at 5.00pm.

2.0 Attendance & Apologies

Attendance

Councillors

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

Officers

Paul Sheedy	Acting Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)

Apologies

Approved leave of absence

Cr Kellie Mortimore
Cr Amy Hardham

3.0 Declarations of Interest

*Cr M Currie declared an Impartiality interest in item 8.1.2 as a member of the Bowling Club
Cr T Cole declared an Impartiality interest in item 8.1.2 as a member of the Bowling Club*

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

8.0 Reports

8.1 Acting Chief Executive Officer

AGENDA ITEM: 8.1.1 – Child Safe Awareness Policy

Subject:	Child Safe Awareness Policy
Applicant:	Not Applicable
File Ref:	ADM541
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	15 March 2023
Attachments:	Child Safe Awareness Policy

PURPOSE

Council to consider and adopt the draft policy 'Child Safety Awareness'

BACKGROUND

November 2012

On 12 November 2012 the then Prime Minister, Julia Gillard, announced that she would recommend to the Governor-General that a Royal Commission be appointed to inquire into institutional responses to child abuse.

December 2017

On 15 December 2017 the Royal Commission presented a final report to the Governor-General, detailing the culmination of a five-year inquiry into institutional responses to child sexual abuse and related matters.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children.
- activities or services under the auspices of a religious denomination.
- childcare or childminding services.
- child protection services.
- activities or services where clubs and associations have a significant involvement by children.
- coaching or tuition services for children.
- commercial services for children.
- services for children with a disability.

- education services for children.
- health services for children.
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a. developing child safe messages in local government venues, grounds, and facilities.
- b. assisting local institutions to access online child safe resources.
- c. providing child safety information and support to local institutions on a need's basis; and
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

February 2023

At the Great Eastern Country Zone meeting on 13 February 2023 a representative from the Department of Local Government, Sport and Cultural Industries, Child Safeguarding Implementation Unit provided a presentation on the state government's pilot implementation program for the Child Safe Awareness Policy. The pilot program involves working with several local governments on the adoption and implementation of the policy, with the main purpose of the pilot to determine whether the implementation resources the Department have developed are appropriate and fit-for-purpose ahead of the May 2023 State Council (WALGA) meeting and to allow the Department to have a better idea of whether additional resources and support are required.

As a result, of this presentation the CRC Coordinator in discussion with the Shire President has registered an interest in participating in the pilot program. A condition of being involved in the pilot program is that the local government is required to adopt the policy.

CONSULTATION

CRC Coordinator, Shire President and DLGSC Child Safety Implementation Unit.

STATUTORY IMPLICATIONS

Nil at this time

FINANCIAL IMPLICATIONS

Financial implications are currently unknown as the state government has yet to determine the level of resources/assistance it will provide to local governments.

Actions from the implementation of the policy may be able to be accommodated within existing staff resources, otherwise additional funding for staff resources will be required.

Whilst it's expected that the state government will provide some resources (brochures, pamphlets etc.) there may be some costs to the Shire in reproducing some information.

POLICY IMPLICATIONS

Endorsement of this recommendation will result in the adoption of a new Council policy.

RISK MANAGEMENT IMPLICATIONS

There are several potential risks associated with the adoption and implementation of this policy and undertaking the Child Safety Awareness responsibility, namely:

1. Reputational – The Shire's reputation in the community could be impacted if the Shire/employees were found to have not acted on information provided regarding child abuse victims.
2. Financial – The Shire and/or employees may be held liable (possible but unlikely) by a person impacted by child abuse.

From a risk perspective the likelihood is considered to be 'Possible' whilst the consequence is considered to be "Moderate to Major" resulting in a Risk Acceptance of Moderate to High.

The adoption of very clear guidelines for employees and the Child Safety Awareness Officer will assist in mitigating and minimising the future risk to employees and the Shire.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. COMMUNITY: Happy, safe healthy and inclusive community
- 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
4. CIVIC LEADERSHIP: Well governed and efficiently managed local government
- 4.2 Compliant and resourced Local Government

Corporate Business Plan 2022 - 2026

1. COMMUNITY
- 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
- 1.2 (d) Implement the Public Health Plan and Community Wellbeing Plan.
4. CIVIC LEADERSHIP
- 4.2 Compliant and resourced Local Government
- 4.2 (a) continue to meet compliance with statutory and regulatory requirements.

VOTING REQUIREMENTS

Simple Majority

COMMENT

As indicated in the background section of this report the implementation of the Royal Commission recommendation 12 'appointment of child safety officers by local government' is currently a voluntary process but it's expected that going forward the State Government will legislate to make it a compulsory requirement.

Recommendation 12 also indicated that:

'With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a. developing child safe messages in local government venues, grounds, and facilities.*
- b. assisting local institutions to access online child safe resources.*
- c. providing child safety information and support to local institutions on a need's basis; and*
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.'

I do have several concerns about the implications of this policy on smaller rural local governments that have limited staff and a limited ability to allocate additional responsibilities to current staff, including the following:

1. Like many past state government initiatives to work with local government, initially some resources and funding is provided but over time the responsibilities of the local government increase whilst the resource and funding is reduced.
2. It's unlikely that funding will be provided to meet employee costs, unless it can be shown that additional employee costs are incurred (still unlikely).
3. The level of responsibility and future liability on the employee (designated Child Awareness Safety Officer) should a person report a child abuse issue to the employee but not want to talk to other government agencies (i.e. Police, Department of Communities).

Whilst I do have several concerns about this proposal, given that it's expected that legislation will be introduced to require local governments to undertake this role and the pilot program is supposedly intended to identify if the implementation resources are appropriate, fit for purpose and if additional resources and support are/will be required, adoption of the policy and participation in the pilot program is endorsed.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council endorse the:

1. Shire participating in the Child Safety Awareness Policy Implementation Program; and
2. Adoption of the attached Council Policy 'Child Safety Awareness'.

MIN 7561/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 4 / 2
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.1.2 - Proposed sign – Reserve 20378 Currall Street, Narembeen

Subject:	Proposed sign – Reserve 20378 Currall Street, Narembeen
Applicant:	Narembeen Bowling Club
File Ref:	ADM562
Disclosure of Interest:	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations Pty Ltd (TPI)
Date:	7 March 2023
Attachments:	Nil

PURPOSE

Council to consider an application for a proposed sign within Reserve 20378.

BACKGROUND

There is an existing bowling club in the south west portion of Reserve 20378.

CONSULTATION

No consultation has been undertaken in regards to this application.

STATUTORY IMPLICATIONS

Shire of Narembeen Local Planning Scheme No 2 - The subject land is a 'Local Scheme Reserve' for 'recreation and open space' under the Shire of Narembeen Local Planning Scheme No 2.

Planning and Development Regulations 2009 – Schedule 2 outlines the maximum fees for planning applications. The Shire has discretion to charge a lesser fee or to waive an application fee.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to TPI for planning advice.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

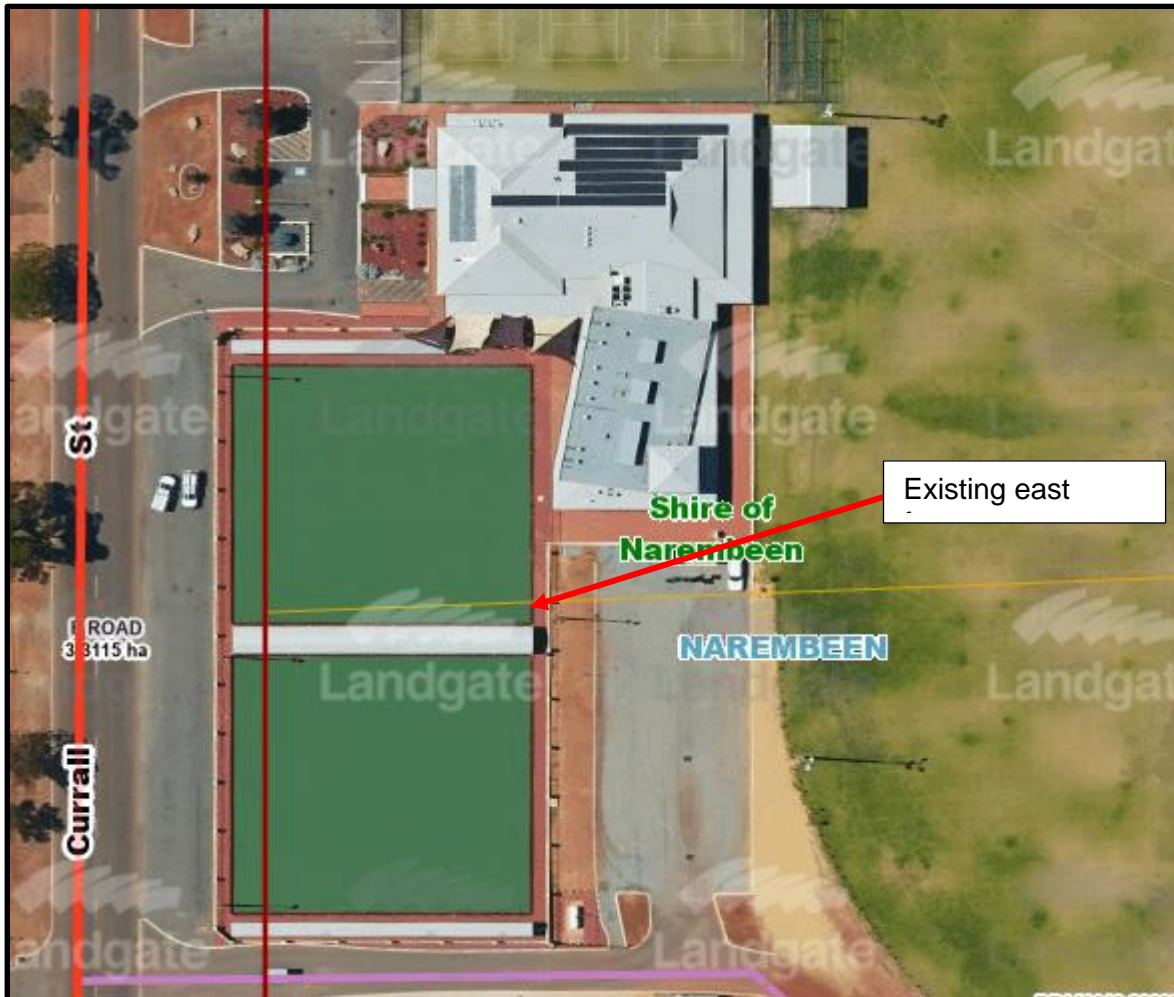
Goal 3: We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

An application has been lodged by the Narembeen Bowling Club proposing to attach a sign on any part of the existing fence to the immediate east of the existing bowling greens.



The sign is proposed to measure 1.8 metres by 1.2 metres. The sign face design is included over page.



Proudly Supporting the Community

The sign will be digitally printed with UV protected laminate.

TPI is generally supportive of the sign as it will face inwards towards the existing oval, will not have any visual impact on streetscape and is of a relatively small scale.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

- A. Authorise the Chief Executive Officer to sign the development application form as the 'owner' of the land as there is a Management Order to the Shire for Reserve 20378.
- B. Authorise the Chief Executive Officer to waive the planning application fee of \$147.00 for the bowling club in recognition that they are a local community group.
- C. Approve the application for a sign to be erected on the east fence adjacent to the bowling club on Reserve 20378 subject to the following conditions:
 - 1. The plans and information lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - 2. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

MIN 7562/23

MOTION - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1– Budget review for the period ended 28 February 2023

Subject:	2023 budget review
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	13 March 2023
Attachments:	Shire of Narembeen - 2023 budget review (statutory) Shire of Narembeen - 2023 budget review (schedules) Shire of Narembeen - 2023 budget review (capital expenses) Shire of Narembeen - 2023 budget review (non-operating grants) Shire of Narembeen - 2023 budget review (asset disposals)

PURPOSE

Council to consider and adopt the attached budget review for the period ended 28 February 2023.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and report the results of the review to Council. After Council has made their determination, a copy is to be provided to the Department of Local Government, Sport and Cultural Industries.

CONSULTATION

Chief Executive Officer
Works Manager
Economic Development Officer

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4.]

FINANCIAL IMPLICATIONS

The mid-year review shows a revised estimate for the closing surplus position as at 30 June 2023 of \$449,380, up from the nil initially estimated. This variance comes largely from delays in the timing of capital works which are now not anticipated to be completed until the 2024 year.

Note that there is a corresponding decrease in estimated grant funding and transfers from reserves for capital works that are expected to be delayed.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Absolute Majority.

COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The adopted 2023 budget set a nil surplus in net current assets, based on an opening surplus of \$2,708,224. Based on the latest draft of the 2022 annual report, the opening surplus net current assets has been amended to \$2,714,733.

The budget review is to note predicted variances from the annual budget, which may be either timing or permanent variances. A permanent variance is a known or guaranteed variance from the annual budget that may require a budget amendment by Council. Timing variances are due to delays in expenditure that Council is still anticipated to incur, and accordingly do not necessarily warrant a budget amendment.

Note that in the identification of permanent and timing variances, Council has adopted a materiality of 10% or \$25,000.00, whichever is greater, for the 2023 financial year.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, by absolute majority:

1. Adopt the 2023 Budget Review, as attached
2. Adopt the following budget amendments:

GL/Job code	Description	New annual budget income/(expense)	Surplus increase/(decrease)
#5123000	ESL contributions – remove redundant account	Nil	(4,500)
#5124000	ESL contributions – increase for above	14,360	4,500
#1052120	CRC grants – revised estimates + SOCK grant	200,000	35,000
#1312300	Grant funding – skeleton weed	105,803	(77,209)
#1131218	Community benefit fund – additional funds pledged	50,000	10,000
#9221011	Housing income – no rent for 16 Hilton 10B Ada	Nil	(18,000)
#3323000	Interest earnings – increased cash rate	70,000	50,000
#3320002	Fair value adjustment – revaluation of unit trust	3,686	3,686
#4122000	Reimbursement of fees (Roe ROC conference)	2,555	2,555
#4211021	Admin building maintenance – no builder on staff	(2,988)	35,214
#9111034	Building maintenance (employee housing) – no builder	(90)	6,732
#1311101	Skeleton weed employee costs – project sold to Goomalling	(97,855)	(1,012)
#1431170	Employee housing allowance – actuals higher than budgeted	(31,900)	15,420
#4211300	Admin office computer expense – revised per IT plan	(15,000)	15,000
#4217000	Admin office staff recruitment – EMCS relocation and CEO advertising	(7,000)	(7,000)
#4212200	Asset revaluation – road revaluations	(65,000)	(20,000)
#9111035	15 Northmore (staff) – now occupied by staff	(5,000)	(5,000)
#9111027	15 Northmore – now occupied by staff	(859)	3,641
#1041102	CRC projects – increased estimates over budget	(75,000)	(23,900)
#1131125	Ski Lake planning and development	(80,000)	(30,000)
#1311102	Skeleton weed operating costs – project sold to Goomalling	(8,996)	78,254
#1321101	Caravan park maintenance – actuals higher than budgeted	(160,000)	(31,566)
#1361100	Standpipe maintenance – actuals higher than budgeted	(35,000)	(16,500)
#1441400	Parts and repairs – budget higher than actuals	(100,000)	47,500
#1311400	Skeleton weed depreciation – project sold to Goomalling	(6,843)	3,621
#1511211	Grant funding disbursed – SOCK week	(15,000)	(15,000)
#1133101	Community benefit fund – increase by Go Naremben pledge	(60,000)	(10,000)
#1042400	Sale of land – lot 68 Cheetham Way	30,909	30,909
#2124	26 Hilton Way – landscaping	(10,000)	(10,000)
#2125	16 Hilton Way – internal renovations	(100,000)	(100,000)
#2041	Skeleton weed vehicle replacement	Nil	70,000
#2015	Latham street – actuals higher than budgeted	(750,000)	(42,414)
#2126	Naremben oval – new AFL goal posts	(10,000)	(10,000)
Housing Reserve	Transfer of sale proceeds from Lot 68 Cheetham Way	(30,000)	(30,000)

MIN 7563/23

MOTION - Moved Cr. Milner

Seconded Cr. Bray

**CARRIED 6 / 0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.2.2 - Debtor Write Off – Narembeen District High School

Subject:	Debtor Write Off – Narembeen District High School
Applicant:	Narembeen District High School
File Ref:	ADM 564
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	10 March 2023
Attachments:	Nil

PURPOSE

Council to write off the amount owing of \$1,300.00 for Debtor 80077 – Narembeen District High School.

BACKGROUND

On 19 March 2023 the Narembeen District High School will host an interschool swimming carnival with students and parents in attendance from Narembeen, Bruce Rock, Corrigin and Kulin. The highest estimate of attendance by the principal of the Narembeen District High School is 200 students and 160 teachers.

In accordance with the adopted fees and charges for the year ended 30 June 2023, the Shire's entry fees would total \$1,300.00, based on the highest estimate of attendance.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

6.13. Interest on money owing to local governments.

- (1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection

(6).

* Absolute majority required

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs

Currently there is \$5,000.00 of remaining budgeted expenditure in this account for the year ended 30 June 2023.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Writing off this particular fee is strongly in alignment with Council's values as stated in the Strategic Community Plan and with the goals of the Corporate Business Plan.

The interschool swimming carnival will bring a large number of visitors to town, which will promote the town and result in increased spending with local businesses.

Given that the event is primarily for children and that the best estimate of fees is relatively immaterial, it is recommended that Council waive the entry fees on the basis that doing so will constitute a contribution by Council in support of the event.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of all entry fees owed by the Narembeen District High School in association with the interschool swimming carnival on 17 March 2023 on the basis that the forgiven amount be noted as a contribution by Council in support of event.

MIN 7564/23

MOTION - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.3 - Debtor Write Off – Narembeen Hardware & Ag Supplies

Subject:	Debtor Write Off – Narembeen Hardware & Ag Supplies
Applicant:	Narembeen Hardware and Ag Supplies
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	10 March 2023
Attachments:	Nil

PURPOSE

Council to write off the amount \$1,900.00 for Debtor 80749 – Narembeen Hardware & Ag Supplies

BACKGROUND

The Shire of Narembeen's CRC routinely employs a full-time trainee to assist in its functions, under a trainee grant program hosted by the Department of Primary Industries and Regional Development. As part of this program, the trainee must be given additional exposure and training by another business for one day a week throughout their traineeship.

The net cost of the trainee after relevant grant funding is approximately \$9,500.00 a year. Accordingly, the Shire would seek to recover 20% (\$1,900.00) for the one day a week of the trainee's time from the other business that hosts the trainee.

In the recent past, the trainee position has been used to fill out the administration team at the Shire office. However, there was not sufficient need for a trainee in the administration team this year, so enquires were made of other local businesses. The only local business that was interested in taking on the trainee was Narembeen Hardware & Ag Supplies.

CONSULTATION

Chief Executive Officer
CRC Coordinator

STATUTORY IMPLICATIONS

Local Government Act 1995

- 6.12. Power to defer, grant discounts, waive, or write off debts.
- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
 - (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
 - (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

6.13. Interest on money owing to local governments.

(1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection

(6).

* Absolute majority required

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs

Currently there is \$5,000.00 of remaining budgeted expenditure for this account for the year ended 30 June 2023.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple majority

COMMENT

The proposed amount to be written off is relatively immaterial and provides support to a local business.

The Shire's budget can accommodate the expense, and in doing so set a precedent for future years to provide additional assistance to local businesses.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of \$1,900.00 in recoverable employee costs from Narembeen Hardware & Ag.

MIN 7565/23

MOTION - Moved Cr. Cole

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.4 - Monthly financial statements for the month ended 28 February 2023

Subject:	Monthly financial statements for February 2023
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	14 March 2023
Attachments:	Monthly financial statements – February 2023

PURPOSE

For Council to review and accept the financial statements for the month ended 28 February 2023

BACKGROUND

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

- Compliance risk - low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk - moderate.
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic priority 4.2: “We have sound financial and asset management policies and practices in place”

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council’s closing funding surplus as at 28 February 2023 is \$2,921,187, with cash on hand of \$7,221,823 including \$4,144,745 of reserves.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 28 February 2023.

MIN 7566/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.5 - Schedule of Accounts for month ended 28 February 2023

Subject:	Schedule of Accounts for month ended 28 February 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	10 March 2023
Attachments:	Creditors Payment List – 1 February to 28 February 2023, Credit Card Payments List 14 December 2022 to 12 January 2023

PURPOSE

For Council to review the payments made by the Shire of Narembeen for the month ended 28 February 2023.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

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

Transparent, accountable, and integrated reporting.

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of February 2023 is attached to this report and the total amount paid from the municipal fund and trust fund is as follows:

Municipal Account: \$ 607,201.54

Trust Account \$ 68.50

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List – 1 February to 28 February 2023
2. Receive the Credit Card Payments List 14 December 2022 to 12 January 2023

MIN 7567/23

MOTION - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

9.0 Urgent business as permitted by Council

The Shire Narembeen Standing Orders clause 5.4 in part indicates:

'5.4 New business of an urgent nature

- 1) *In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.'*

Acting CEO Comment

The applicant is seeking the urgent consideration of this matter to allow for the installation prior to the winter rains.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That the following matter be considered by Council as urgent business

MIN 7568/23

MOTION - Moved Cr. Milner

Seconded Cr. Bray

CARRIED 6 / 0

AGENDA ITEM: 9.1- Culvert Installation Dixon Road

Subject:	Culvert Installation Dixon Road
Applicant:	Kyle Della Vedova
File Ref:	ADM168
Disclosure of Interest:	Not applicable
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	20 March 2023
Attachments:	Policy 10.1.15 'Deep Drainage Crossing Road Reserves'

PURPOSE

Council to consider and give approval for the installation of a culvert across Dixon Road (200 metres west of the Dixon/Metcalf Road intersection) by the landowner, Kyle Della Vedova, and the request for a financial contribution by Council.

BACKGROUND

February 2023

The applicant, initially rang, and then sent an email to the Acting CEO seeking approval for the installation of a culvert to tackle the growing salinity problem on his property. Subsequent discussions with the applicant indicated that he wished to seek a financial contribution from the Council towards the work (culvert and headwall).

Mr Della Vedova has indicated that the adjoining landowner on the south side has also agreed to contribute to the costs.

March 2023

Verbal advice was conveyed to the Acting CEO that Council had previously provided financial support to similar such applications.

Works Manager undertook a site visit to assess the proposal and consider the benefits to the Shire.

CONSULTATION

Acting CEO, Works Manager, Shire President

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Should Council agree to a financial contribution then this would be costed against the Road maintenance budget allocation, account 1221105.

POLICY IMPLICATIONS

Council Policy 10.1.15 Deep Drainage Crossing Road Reserves

RISK MANAGEMENT IMPLICATIONS

The predominate risk to the Shire is financial on the basis that if the culvert and associated works (headworks etc.) are not installed correctly there a potential for damage to the road which would have to be repaired by the Shire.

From a risk perspective the likelihood is 'possible' whilst the consequence is considered to be 'minor to moderate' resulting in a risk acceptance of moderate.

STRATEGIC PLAN REFERENCE

Not applicable

VOTING REQUIREMENTS

Simple Majority

COMMENT

As indicated in the background section of this report verbal advice was provided indicating that Council had previously provided financial assistance on a similar request, however a thorough search of the shire's records system failed to identify any past financial assistance provided.

Mr Della Vedova also indicated that the Shire installed culvert across Metcalf Road some 5/6 years ago and according to his father no account was received from the Shire for any works. The Works Manager has confirmed that this culvert installation provided a benefit to the Shire with an improvement to the existing road surface.

Policy 10.1.15 whilst some twenty-two (22) years old (unclear whether it has been rescinded or modified since then) still appears, in parts to have relevance to the current request. So relevant parts have been included in the Officer Recommendation below, with some additions.

The only record of a similar request identified in the Records system was a request in 2021 for the installation of a culvert on Bristow- Butler Road for similar reason (to reduce the impact of salt from affecting farmland). Approval was given by the CEO with the following conditions.

1. Class 4 concrete 450mm pipes are used with rubber bands and appropriate headwalls.
2. Construction is in accordance with Main Roads specifications.
3. The culvert extends from fence line to fence line as discussed.
4. There is no cost to the Shire of Narembreen, although the Shire can assist by delivering gravel.

5. Works are undertaken during daylight hours.
6. Works are complete to the satisfaction of the Shire of Narembeen Works Manager.

An inspection by the Works Manager has indicated that the Shire has previously installed a culvert across this road some two hundred (200) metres from this proposed location so there is no real benefit to the Shire or the road with the installation of this additional culvert.

In many instances these requests for the installation of culverts are seeking for the works to be undertaken during the dry months when Shire employees are fully occupied with road construction works and the installation of headworks would require the engagement of a contractor to complete. For this reason, it's suggested that given the previous decision in 2021 that approval be given on the basis that the applicant undertakes all the works to the satisfaction of the Works Manager in line with Policy 10.1.15 unless a variation is agreed to by the Works Manager, at the applicants cost unless Council determines to provide a financial subsidy.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council approves the installation of a culvert across Dixon Road, by Kyle Della Vedova subject to:

1. All works being undertaken by the applicant at no cost to the Shire of Narembeen, although the Shire can assist by delivering gravel.
2. All pipes to be class 4 concrete pipe aggressive 20 x 20.
3. Pipe to have minimum 150mm coverage compacted gravel.
4. Soils in drain to be removed from the reserve only gravel to be used as replacement fill.
5. Drains not meant for local water to be minimum length of 9.7m.
6. Minimum pipe diameter for drains over 1m deep 600mm.
7. End walls to be installed at each end of pipe, plus concrete floor and toe wall.
8. Work to have 12 months guarantee against wash out and slumps. All work carried out by Shire in the (i.e. slumps, washouts and uncompleted works) period to be at landowner's cost.
9. Minimum length pipe crossing 12.0m or 14.0m where deemed necessary by the Works Manager.
10. Spoil to be levelled out or removed on inlet side for 100 meters from inlet headworks.
11. Works are to be completed to the satisfaction of the Shire of Narembeen Works Manager.

MIN 7569/23

MOTION - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

10.0 Councillor's Reports

Cr S Stirrat

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr H Cusack

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr T Cole

Attended

- Skeleton Weed LAG
- Audit and Risk Committee Meeting

Cr C Bray

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr M Currie

Attended

- Skeleton Weed LAG
- Audit and Risk Committee Meeting

Cr W Milner

Attended

- Great Eastern Zone Meeting
- Northern Regional Workshop
- Audit and Risk Committee Meeting

11.0 Date, time & place of next meeting

Tuesday 18 April 2023, 5.00pm at the Shire of Narembeen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.35pm.

13.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 21 February 2023, as shown on pages 1 to 26 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date