



Agenda for the 654th Ordinary Council Meeting

21 August 2019

COUNCIL CALENDAR

Date	Time	Meeting
21 August 2019	2.30pm	Ordinary Meeting of Council
18 September 2019	2.30pm	Ordinary Meeting of Council
16 October 2019	2.30pm	Ordinary Meeting of Council

AUGUST MEETING PROGRAMME

2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Nil



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DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

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

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

COUNCILLOR/STAFF SIGNATURE: _____ **DATE:** _____

NOTES:

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

OFFICE USE ONLY:

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

CHIEF EXECUTIVE OFFICER: _____ **DATED:** _____

NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 653rd Ordinary Meeting of Council has been convened for:

Date: Wednesday 21 August 2019

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

Commencing: 2.30pm



Chris Jackson
Chief Executive Officer
Date: 14 August 2019

DISCLAIMER

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

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

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 21 August 2019, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 17 July 2019

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17 July 2019 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17 July 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 17 July 2019.

6.2 Roe Regional Organisation of Councils Minutes –

See Attachment Binder for Minutes

6.2.1 Receive minutes

Receive minutes from the meeting of the Roe Regional Organisation of Councils held on 20th June 2019.

RECOMMENDATION

That the minutes of the meeting of the Roe Regional Organisation of Councils be received.

COUNCIL RESOLUTION

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

That the minutes of the meeting of the Roe Regional Organisation of Councils be received.

CARRIED /

7.0 Status Report

See Attachment Binder for Status Report

RECOMMENDATION:

That the Status Report for August 2019 be received.

COUNCIL RESOLUTION

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

That the Status Report for August 2019 be received.

CARRIED /

8.0 REPORTS

8.1 Works Manager's Report

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

Subject:	Works Manager's Report
Applicant:	Arthur Cousins, Works Manager
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins, Works Manager
Date:	9 August 2019
Attachments:	Winter Re-Grade Map (see attachment binder)

SUMMARY

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

BACKGROUND

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

COMMENT

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

Winter Regrades

A map showing winter regrades that have been undertaken within the Shire is attached for Council's information.

Gravel Sheeting

60m³ Dam Road.

Recreation Grounds

Spread metal mix around the surrounds in the wet areas on the south and eastern side.

OHS Reps

Morgan Cowan and Michael Hall have upgraded there OHS Representative Course and Stephen Sherwood has completed the 5 day course.

Signs

Sign upgrades on Fiegert Road, Lahoar Road, Soldiers Road, Smith Road, Billericay East Road and Narembeen South Road.

Miscellaneous

Dolly – Bruce Rock Engineering has a hold up with licensing.
20m³ gravel carted to cemetery.
Commence weed spraying and slashing.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

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

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

1.2 We have a long term local gravel sourcing strategy.

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.2 Chief Executive Officer

AGENDA ITEM: 8.2.1 – Chief Executive Officer’s Report – August 2019

Subject:	Chief Executive Officer’s Report – August 2019
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson & Sheree Thomas
Date:	14 th August 2019
Attachments:	Aboriginal Place Name Initiative Letter (see attachment binder)

SUMMARY

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

BACKGROUND

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

COMMENT

Aboriginal Place Name Initiative

A letter is attached from Hon Ben Wyatt MLA, Treasurer; Minister for Finance; Aboriginal Affairs; Lands for Councils information in relation to the this year being the “International Year of Indigenous Languages” and encouraging Council’s to bring forward proposals for place naming. See the letter for further information.

Lesser Hall Precinct & Interpretation Project

Fantastic to see this project starting to take shape after many years of hard work and lots of frustration by us all. The electrical work and kerbing is complete, with the paving and footings having commenced two weeks ago. Lotterywest signage has been put up on the fence to acknowledge their financial support towards this project. It is expected that some of the new furniture will start to arrive over the next few weeks.



Cemetery Redevelopment

It may seem that the Cemetery Project has come to a standstill, however behind the scenes Sheree Thomas has been working diligently to liaise compassionately with families affected by the niche wall re-development. Families are required to select a new niche for their memorial/s and approve the proof for the new plaque.

At the time of writing, paperwork from two families was still in progress and it is anticipated once this paperwork is been confirmed, the order for the plaques can be placed with the monumental mason. From there it is a 5-6 week wait for the manufacture of the plaques, following which the relocation of memorials from the old wall to the new wall can take place.

Sheree should be congratulated for the hard work and dedication she has already put into this important community project.

Purchase orders have been issued for the entry statement and fencing, it is expected that this work will commence on the 25 August 2019.

Mt Walker Tennis Club Resurfacing

The Shire of Narembeen is working closely with the Mt Walker Sports Club members on the resurfacing project. Both Mt Walker representatives and the CEO met with Murray Grimes from Artificial Turf Supplies on Monday 12th August to discuss assistance with the preparation of the base as the old synthetic surface has been removed. It is expected that the new surface will be laid in the next 2-4 weeks.

Narembeen Recycled Water Project-Water Corporation

The development of a new recycled effluent facility located next to the Shire of Narembeen main town dam is now well underway by the Water Corporation. This will replace the current shire owned system which is well over due for replacement. The new facility is expected to be completed and operational by the end of 2019.

The land exchange process is now well on track and it is expected that this process can be formalised with Council and the Water Corp in September 2019.



Road Safety Community Forum – Merredin

The Road Safety Council is currently seeking community views on road safety, to help inform a new strategy for the State Government to consider. The Council is engaging with the community and stakeholders across WA to ensure the new strategy is based on improvements that are supported by the WA community.

The Road Safety Council values the perspective and opinions of the wider community, and as such has asked if the Shire of Narembeen would support this important consultation with community stakeholders. The Road Safety Council is consulting with communities in facilitated forums across WA to share information and to understand what communities would support in the State's next road safety strategy.

A Community Forum will be held in Merredin Community and Leisure Centre.

Event: Merredin Road Safety Community Forum
Date: Thursday 29th August 2019
Start: 5:45pm for 6:00pm start – 7:45pm concludes
Location: Merredin Community and Leisure Centre
Address: Bates Street, Merredin 6415

In developing a safe road system, all aspects of road safety need to be considered. The Council encourages everyone to:-

1. Read the Consultation Paper
https://issuu.com/roadsafetycommission/docs/imagine_zero_consultation_paper_fin/1?ff
2. Watch the informative video
<https://imaginezero.rsc.wa.gov.au/videos>
3. Complete the online feedback form
<https://imaginezero.rsc.wa.gov.au/consultation>

Community members are encouraged to register at:-

https://imaginezero.rsc.wa.gov.au/forums/survey_tools/rsvp-for-forums

This is an opportunity to have our say and contribute to the development of WA's new road safety strategy.

Each forum is expected to take less than two hours and light refreshments will be supplied. More information is available online at <https://imaginezero.rsc.wa.gov.au/>.

Local Government Reforms Passed by State Parliament resulting from the Local Government Act review

- New reforms passed by Parliament will see more local government information available online
- All candidates for the 2019 local government elections will be required to do an induction
- Third major piece of local government reform legislation for McGowan Government

These reforms target key priority areas identified by the community and local government sector to better prepare council members for their challenging role, strengthen governance, empower councils to communicate with residents using modern technology and expand the amount of information available to the public online.

Commencing at the 2019 ordinary local government elections in October, all candidates will be required to have completed an online induction. This free, online module will be available on the Department of Local Government, Sport and Cultural Industries' website in July.

Building the capacity of council members further, all council members will be required to complete a training program following their election covering key areas such as conflicts of interest, understanding financial reports and budgets, and serving on council.

Reforms will also:

- Improve standards of behaviour through a mandatory code of conduct for council members and candidates;
- Introduce new standards for CEO recruitment and performance management to help elected members select a CEO and assess their performance;
- Provide clarity for elected members to manage real and perceived conflicts of interest related to gifts; and
- Require local governments to publish information on their website such as local laws, approved council policies and all documents contained within a meeting agenda allowing instant access to council information for everyone 24/7.

2019 WA Local Government Convention

Cr Rhonda Cole, Cr Kellie Mortimore, Cr Alan Wright and the CEO attended the convention held 7-9 August 2019 and the Perth Convention Centre.

The theme for the 2019 WA Local Government Convention was Local Government: Renewal Practical.

Integral to the theme was the development of the New Local Government Act – new legislation for Local Government that will enable the sector to reach its full potential and deal with the vast and diverse range of needs and aspirations of our communities. It is the driver for one of the most extensive consultation processes ever undertaken by the State Government with the sector. It has the potential to result in game-changing outcomes that will shift the focus and actions of Local Governments for decades to come, and whilst this is the potential for the legislation, this conference was about more than just the Act and its supporting regime of regulations and guidelines.

Sessions and events of note included the following:-

- State and Local Government Forum
- WALGA AGM
- RoeROC Dinner
- Lord Sebastian Coe CH, KBE
- Professor Roberta Ryan Institute for Public Policy
- Hon David Templeman MLA Minister for Local Government
- Hon Cr Paul Omodei Shire of Manjimup
- Anthony Quahe Civic Legal
- Liam Bartlett Moderator
- Song Division
- Various concurrent sessions
- And much more including the displays in the Exhibition Pavilions

Thank for the opportunity to attend this important and informative annual event.

Narembeen Police Station-Future of Police in Narembeen

The Shire of Narembeen and Narembeen Police have collaborated on a number of initiatives that have recently included CCTV, Blue Tree Project and Community Wellbeing Plan.

Informal discussion has been held between the CEO and WA Police at a local level as well as at a Wheatbelt Regional level regarding service delivery of both organisations in the future. The Shire President and CEO have also had brief discussions with Gordon Fairman Inspector Wheatbelt District Office of WA Police and other members of his staff on the condition and future of the Narembeen Police Station.

The main focus of the discussions have been the fact that Narembeen is an ageing Police station that requires significant renovations, it has a decommissioned Courthouse and cells with no secure holding for prisoners. The building is in a very poor condition and potentially the worst facility anywhere in the Wheatbelt, let alone the rest of the state.

A visit by the WA Police Executive Director and Department of Treasury representatives is being planned for September which will allow further consideration of this matter.

A Basic Options Assessment has been prepared at an exceptive level and will be presented to Council at the meeting.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
19 th August 2019	Roe Tourism Meeting – Corrigin
27 th August 2019	Great Eastern Country Zone Meeting - Kellerberrin
16 th August – 4 th September	Works Manager – Annual Leave
30 th August 2019	Community Wellbeing Meeting
7 th – 8 th September 2019	John Curtin Weekend
16 th October 2019	Eastern Wheatbelt Biosecurity Group AGM

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan 2017 – 2027

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.2.2 - Grader Request for Tender (RFT02/2019)

Subject:	Grader Request for Tender (RFT 02/2019)
Applicant:	Chris Jackson
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Authors:	Arthur Cousins & Chris Jackson
Date:	30 July 2019
Attachments:	Motor Grader Specifications (see attachment binder)

SUMMARY

Council approval is sought for proceeding to tender for the purchase of a grader and trade or outright purchase of an existing 2010 770G John Deere Grader NB688.

BACKGROUND

The 2019/2020 budget includes provision for the purchase of a new grader with trade of an existing 9 year old John Deere grader.

COMMENT

Specifications and required information for the Grader are in the attached binder. The following brief details are provided.

Motor Grader Tender 2/2019

Tenders are invited for the supply and delivery of one (1) current model Motor Grader. Tenders shall include any optional extras that contribute to the increased efficiency and improved performance of the machine in Councils working environment. Tenderers shall provide all specified information including service backup by agreement in regards to time and cost of parts and service provision.

The grader is to have an engine capacity with a minimum 100kw in all gears, diesel, a ROPS cab, a blade to suit a 14 foot mouldboard (14ft x 24inch with bolt on cutting edge wear plates and cutting blade), rear rippers/scarifiers and front push block counterweight and a spare wheel carrier.

The RFT is planned to be advertised in the Weekend West on Saturday 31 August 2019 with tenders closing on the 1 October 2019. Tenders will be presented to the October ordinary meeting with a possible February 2020 delivery dependant on availability of the new machine.

CONSULTATION

CEO
Works Manager
Plant Committee
Mechanic

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

(2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly

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

FINANCIAL IMPLICATIONS

The 2019/2020 budget includes capital expenditure for purchase of a grader and trade/sale income from the trade.

POLICY IMPLICATIONS

Council Policy

Procurement Framework-adopted 17 July 2019

Executive Policy

Purchasing Goods and Services - final draft under review

Tender Management - to be drafted

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan 2017 – 2027

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the calling of tenders (Motor Grader RFT 2/2019) for the supply and delivery of one current model motor grader as per the presented specifications and required information;
2. Approve the disposal of a 2010 model 770G John Deere grader NB688 by trade on purchase of a new machine and/or outright purchase by private submissions.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.2.3 - Narembeen South Industrial Land Project - Update

Subject:	Narembeen South Industrial Land Project - Update
Applicant:	Chris Jackson
File Ref:	ADM648
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	5 August 2019
Attachments:	WAPC Development Approval 26 July 2019, Subdivision Plan 3 May 2019 (see attachment binder)

SUMMARY

The following update is provided on the progress of the Narembeen South Industrial Land Project.

BACKGROUND

Council in March 2019 resolved as follows:-

That Council:-

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

COMMENT

The subdivision application was re-lodged with the West Australian Planning Commission on the 3 May 2019 and on Friday 26 July 2019 the following advice was received that the application had been approved.

*Lot Number: 100
Diagram/Plan: Deposited Plan 58642
Location:
C/T Volume/Folio: 2721/816
Street Address: Lot 100 Narembeen South Road, Narembeen
Local Government: Shire of Narembeen*

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped 03 May 2019 once the condition(s) set out have been fulfilled.

This decision is valid for four years from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by 26 July 2023 or this approval no longer will remain valid.

The conditions of the approval are listed in the attached WAPC Development Approval letter dated 26 July 2019.

Four quotes have been requested for engineering consultants who are listed on the WALGA Preferred Supplier panel to provide the following.

- Survey and design for area of Lot 100
- Undertake feature survey for road and peg out boundaries
- Design and produce drawings for road intersection and new access road
- Seek formal Development Approval for the entire development
- Compile DA documents
- Production of sub division and lot plans and ready for dealings with Landgate.
- Undertake design of all Utilities Services and overhead street lighting as required.
- Provide initial cost estimates for the development to be used for grant applications.

It is planned to enter into a contract to deliver this service before the August council meeting.

Regional Development Minister Alannah MacTiernan recently announced that applications for round two of the Regional Economic Development Grants program (RED) are now open and close on September 13, 2019. Preference will be given to projects that demonstrate:

- Building the capability of local suppliers, and the opportunity for regional businesses to supply items/services for the project;
- Increased regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Support for emerging or new industries in the region, promotion and awareness of local industry/businesses; and
- Benefit to the regional economy through any other identifiable means.

To be eligible for RED Grants funding the applicant must have an Australian Business Number (ABN), and be one of the following entities:

- A local government.
- A not for profit organisation that is a legal entity.
- Australian registered business.
- Industry association, cooperative or business group
- Incorporated body, or have equivalent status (i.e. represented by an incorporated auspicing body).
- Universities or training institutions (under collaborative arrangements with third parties).

Work has commenced on a grant application with funding up to \$250,000 available for individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment in industry diversification.

We have liaised with the Wheatbelt Development Commission and have received some initial feedback regarding project eligibility and potential funding. The project is definitely eligible, we would need to show strong linkages with local employment and quantify potential jobs, which would determine the amount to be sought from the RED grant. We are confident that we can meet the criteria and have a good chance of receiving funding.

CONSULTATION

Liz Bushby Town Planning Innovations

The project has been discussed with Go Narembeen and a number of local businesses who are looking to further establish themselves in Narembeen. They are all supportive of the project and keen to participate in the much needed new industrial land development.

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Costs will include town planning consultancy through Liz Bushby, engineering advice, planning fees and future development costs. Support has also been sought from Tammy King of Grants Empire who has had previous experience with RED grants. Caroline Robinson has recommended Tammy and she will also support the grant application process through the WBN.

Council has funds available to engage various contractor/consultants for the above purposes and Go Narembeen have agreed to work in partnership with the Shire. When full financial implications are accessed further discussion will be held with Go Narembeen and then further details will be presented to Council.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Council Strategy

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

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

1.7 Shire assets are prepared for commercial and population increases

Measurement of our Performance

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council acknowledge the receipt of this report being an update on the Narembeen South Industrial Land Project and endorse the actions of the CEO in line with the previous Council resolution.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.2.4 - WALGA Draft Submission – Select Committee into Local Government

Subject:	WALGA Draft Submission: Select Committee into Local Government
Applicant:	WALGA & CEO
File Ref:	ADM109
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12 August 2019
Attachments:	WALGA Draft Submission (see attachment binder)

SUMMARY

Council to consider the WALGA Draft Submission to the Select Committee into Local Government by the West Australian Legislative Council and to consider making its own submission.

BACKGROUND

A Select Committee into Local Government has been established by the Legislative Council to inquire into how well the system of local Government is functioning in Western Australia.

As part of the consultation process, written submissions on one or more of the Terms of Reference are invited.

The Committee members are as follows.

Chairman:

Hon. Simon O'Brien MLC

Deputy Chairman:

Hon. Laurie William Graham MLC

Members:

Hon. Diane Marie Evers MLC

Hon. Martin Aldridge MLC

Hon. Charles Leonard Smith MLC

The closing date for the submissions is the 13 September 2019.

COMMENT

The Committee terms of reference are:-

- 1) That a Select Committee into local government be established.
- 2) The select committee is to inquire into how well the system of local government is functioning in Western Australia, with particular reference to:-
 - (a) whether the Local Government Act 1995 and related legislation is generally suitable in scope, construction and application;
 - (b) the scope of activities of local governments;
 - (c) the role of the department of state administering the Local Government Act 1995 and related legislation;
 - (d) the role of elected members and chief executive officers/employees and whether these are clearly defined, delineated, understood and accepted;
 - (e) the funding and financial management of local governments; and

(f) any other related matters the select committee identifies as worthy of examination and report.

3) The select committee shall comprise five members.

4) The select committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the house.

It is recommended that the WALGA Draft Submission to the Select Committee into Local Government be supported and that the Shire of Narembeen also provide a submission to the Committee highlighting the projects and other great works that the Shire of Narembeen continues to be involved in that supports our community to grow and prosper.

CONSULTATION

WALGA

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council :-

1. Support the WALGA Draft Submission to the Select Committee into Local Government.
2. Instruct the CEO to prepare a submission that highlights to the Committee all the projects and other great work and commitment that the Shire of Narembeen continues to be involved in that supports our community to grow and prosper including partnerships with the WBN, CRC, Medical Centre, Narembeen Club, DFES and Bush Fire Brigade, St John Ambulance, Historical Society, Senior Citizens, Lions Club, Aged Care, DPIRD, RoeROC, sporting groups and other community groups such as Go Narembeen, Wadderin and the Community Shed.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.3 Executive Manager Corporate Services

AGENDA ITEM: 8.3.1 - Executive Manager Corporate Services Report July 2019

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

SUMMARY

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

BACKGROUND

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

COMMENT

Staffing News

Leanne has started her maternity leave and I expect it won't be long until she welcomes a new addition to the Narembeen Community.

Vanessa has returned from Annual Leave and is well rested and ready to give her all covering for Leanne as CRC Coordinator.

You might have noticed a couple of new faces at the front counter over the last few weeks. The Shire has Kathryn and Sharon sharing the Administration Officer role over the next 6 months whilst Vanessa is at the CRC. They are both settling in well and have done a great job at making the community feel at ease with the change.

Community Resource Centre News

The Community Resource Centre has undertaken a number of jobs and events over the last few weeks as summarised below:

- A dealing with trauma/grief workshop was held at the CRC, this event was well attended with approximately 20 people attending and the CRC thanks the presenters for all their valuable input especially during a challenging time for the community.
- Lots of work was undertaken preparing booklets and a slideshow for a commemoration service at the Narembeen Recreation Centre. I would like to commend all the CRC team for their attitude and commitment to the community of Narembeen during this time. The collateral they prepared was of the highest quality as always and they went above and beyond to make the event as easy as possible for the customers.
- A Farmanco meeting was held at the CRC
- The Gold championships created a lot of extra printing and general enquiry work
- The team has worked hard to finalise Ram sale booklets for Crichton Vale

On the 20 June 2019 the CRC is holding a business women's networking event.

Coming up the CRC has a bus trip for seniors to Dowerin and are working to finalise a few grant applications for events in October/November.

The John Curtin Weekend will take place on the weekend of the 7 September 2019. A number of volunteers from the University will be coming to town to assist with community projects and garden maintenance. The Shire will be organising a meal for the volunteers on the evening of Saturday 7 September and Councillors are welcome to attend to show the towns appreciation for their work. If you are interested in joining please contact Vanessa at the CRC so she can ensure your catering needs are met. At this stage it appears as though we will be visiting Myola Café for a set dinner given Narembeen town is likely to be consumed by Grand Final Fever.

The CRC has put out an expression of interest for a new trainee and is canvassing local businesses to see what sort of courses will be of value to the business community.

Finance

All of the office staff did a fantastic job at generating and distributing rates notices within 3 days of the Annual Budget being adopted at the last Council meeting. We are seeing a steady trickle of rates payments coming through and it is expected that this will increase as the due date approaches.

End of Financial Year is a testing time with a lot of journals and accruals taking place as well as making sure everything is balancing. The Shire's auditors will be in town the first week of September and the next few weeks will be consumed in preparation for their visit.

Policies

The review of Council Policies and the implementation of Executive Policies are well underway driven by the principles of best practice and operational optimisation.

The Council Policy – Debt Management was adopted by Council in June 2019 and the Chief Executive Officer has subsequently established Executive Policies for Debtor management and Rates Management.

As part of these Executive Policies the Chief Executive Officer has initiated the process of allowing the Shire to direct debit debtor accounts with the view to streamlining payment processing. As this involves a change to our bank services set up and the establishment of a new credit like facility with the bank, the administration seeks Council's support for this course of action. The objective of this course of action is to make it easier for debtors to make small regular payments to the Shire to prevent their debt increasing to an unmanageable level or to allow them to pay their debt off without having to make regular trips to the bank. This system will also make it easier for the Shire to manage payments into our bank account as opposed to trying to reconcile ad hoc payments which often come without a clear reference number.

Council adopted the new Procurement Framework in July 2019 and in response to this new framework the Chief Executive Officer currently has three new Executive Policies near to completion.

Executive Policy – Purchasing Goods and Services: establishing purchasing thresholds and quote requirements

Executive Policy – Corporate Credit Card Use: setting the principles around which corporate credit cards can be used and the approval process needed to legitimise transaction. Expenditure by corporate credit card will still be reported to Council in the monthly schedule of accounts.

As part of this process the Shire also seeks an amendment to Delegated Authority 17 – Corporate Credit Card to now read "Authorisation is given to make payments via Corporate Credit Card in accordance with the principles of the Council Policy – Procurement Framework and Executive Policies set by the Chief Executive Officer to manage purchasing and card usage. The Chief

Executive Officer is authorised to administer the Corporate Credit Card system including allocating cards to employees and setting limits. A listing of all payments made by Corporate Credit Card must be reported to Council as per the requirements associated with other payments from municipal and trust funds. ”

Executive Policy – Accounts Payable: provides structure around how the Shire manages supplier details and the payment of invoices by way of EFT or Cheque.

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

N/A

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Executive Manager Corporate Services Report for August 2019.
2. Approve of the Chief Executive Officer implementing a Direct Debit Facility.
3. Authorise the amendment of Delegated Authority 17 - Corporate Credit Card to read:

Authorisation is given to make payments via Corporate Credit Card in accordance with the principles of the Council Policy – Procurement Framework and Executive Policies set by the Chief Executive Officer to manage purchasing and card usage. The Chief Executive Officer is authorised to administer the Corporate Credit Card system including allocating cards to employees and setting limits. A listing of all payments made by Corporate Credit Card must be reported to Council as per the requirements associated with other payments from municipal and trust funds. (Absolute Majority Required)

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.3.2 - July 2019 Schedule of Accounts

Subject:	July 2019 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sharon Baldwin
Date:	9 August 2019
Attachments:	July Credit Card Payment List, July Creditors Payment List, Alternate Creditors Payment Report (see attachment binder)

SUMMARY

For Council to review the payments made in July 2019.

BACKGROUND

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

COMMENT

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

Municipal Account Payments:	\$ 423,788.75
Trust Account Payments:	\$ \$614.20

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

EFT12327	04/07/2019	Liberty Oil Rural Pty Ltd	25,000 litres of diesel @ \$1.33 per litre	\$33,452.50
EFT12343	18/07/2019	Barrett Exhibition Group Pty Ltd	Supply & Installation of signage at Narembeen Lesser Hall (50% deposit)	\$33,895.40
EFT12347	18/07/2019	Busselton City Construction Pty Ltd	Road Board Building - Progress Claim 01 / Restoration Materials & Labour	\$25,080.00
EFT12360	18/07/2019	LGIS - Contract - Walga Municipal Liability Scheme	LGIS Property Insurance 2019/20 Instalment 1	\$77,305.58
EFT12361	18/07/2019	LGIS Insurance Cover	Motor Vehicle Insurance 2019/2020	\$42,992.19
EFT12379	25/07/2019	Donovan Ford	Ford Ranger Purchase NB206	\$24,791.80
EFT12381	25/07/2019	Narembeen Medical Centre	Quarterly Fee Provision of Medical Service for April - June 2019	\$23,364.71
EFT12404	31/07/2019	WALGA	WALGA subscriptions - Tax, Councils Connect, Association, Procurement, Environmental, Governance, Local Laws	\$22,277.26

An alternate creditor payment list report has been attached to this report to provide a more efficient way of presenting the creditor payment items without manual intervention. The Executive Manager Corporate Services will discuss this further at the meeting.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

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

Reg 12. Payments from municipal fund or trust fund

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

Reg 13. List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing:
 - a. For each account which required council authorisation in that month –
 - i. The payee's name;
 - ii. The amount of the payment; and
 - iii. Sufficient information to identify the transaction.
 - b. The date of the meeting of the council to which the list is to be presented.
3. A list prepared under sub regulation (1) or (2) is to be –

- a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Creditors Payment List for July 2019 ; and
2. Receive the Credit Card Payment List for July 2019.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.3.3 - Financial Report July 2019

Subject:	Financial Report July 2019
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Rachael Moore, Finance Officer
Date:	13 August 2019
Attachments:	July 2019 Monthly Financial Report, Bank Reconciliation for July 2019 (see attachment binder)

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 July 2019.

COMMENT

Council's closing position at 31 July 2019 amounts to a surplus of \$4,044,382 with unrestricted cash of \$1,044,436 and \$2,602,502 in reserve funds.

It should be noted that our surplus position includes receivable/invoices raised within our accounting system amounting to \$2,955,073 – the majority of this is related to rates, rubbish and ESL payments.

The Narembeen CRC is now fully functional within the Shire's financial management system so YTD figures include their income and expenditure.

CONSULTATION

Finance Officer
Administration Officer

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of July 2019; and
2. Receive the Bank Reconciliation for the month of July 2019 for all Shire Bank Accounts.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

9.0 Urgent Business as Permitted by Council

10.0 Councillor's Reports – including other Councillor business

Cr P Lines

Attended

-

General Business

-

Cr B Thomas

Attended

-

General Business

-

Cr B Cowan

Attended

-

General Business

-

Cr S Stirrat

Attended

-

General Business

-

Cr A Wright

Attended

-

General Business

-

Cr A Hardham

Attended

-

General Business

-

Cr K Mortimore

Attended

-

General Business

-

Cr R Cole

Attended

-

General Business

11.0 Date, Time & Place of Next Meeting

Wednesday 18 September 2019 at Narembreen Shire Council Chambers.

12.0 Closure

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