



COUNCIL CALENDAR		
Date	Time	Meeting
31 January 2022	4.00pm	Special Meeting of Council
15 February 2022	2.00pm	Councillor Discussion Forum
	3.00pm	Annual Electors Meeting
	4.00pm	Ordinary Council Meeting



Contents

1.0	OPENING AND WELCOME.....	4
2.0	ATTENDANCE AND APOLOGIES.....	4
3.0	DECLARATIONS OF INTEREST	4
4.0	PUBLIC QUESTION TIME AND DEPUTATION (15 MINUTES).....	4
5.0	SPECIAL BUSINESS	5
	5.1 AGENDA ITEM: Narembeen-Kondinin SLK 10.2-13.2 Road tender 04-2021.....	5
	5.2 AGENDA ITEM: Narembeen Hall Refurbishment Tender 05/2021	8
	5.3 AGENDA ITEM: Old Church Museum Refurbishment Tender 06/2021	11
	5.4 AGENDA ITEM: Local Road and Communities Infrastructure Program – Phase 3.	14
6.0	CONFIDENTIAL REPORTS PROVIDED UNDER SEPARATE COVER	17
	CONFIDENTIAL AGENDA ITEM: 6.1 Latham Road Tender 03/2021.....	17
7.0	URGENT BUSINESS AS PERMITTED BY COUNCIL.....	18
8.0	DATE, TIME & PLACE OF NEXT MEETING.....	18
9.0	CLOSURE	18

NOTICE OF MEETING

To the Councillors,

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

Date: Monday 31 January 2022

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

Commencing: 4.00pm

David Blurton
Chief Executive Officer
Date: **19 January 2022**

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AGENDA

Shire of Narembeen
Special Meeting of Council
Monday 31 January 2022, commencing at 4.00pm

1.0 Opening and Welcome

2.0 Attendance and Apologies

Attendance

Councillors

Staff

Apologies

Cr W Milner

3.0 Declarations of Interest

4.0 Public Question Time and Deputation (15 minutes)

5.0 SPECIAL BUSINESS

5.1 AGENDA ITEM: Narembeen-Kondinin SLK 10.2-13.2 Road tender 04-2021

Subject:	Narembeen- Kondinin SLK 10.2-13.2 Road Tender
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	14 January 2022
Attachments:	Nil

PURPOSE

For Council to consider further information on completion of the project.

BACKGROUND

At its December Ordinary Meeting, the Council considered the outcome of tender 04-2021 Narembeen Kondinin WSNF SLK 10.2-13.2 road upgrade and the following decision was made.

MIN 7307/21 MOTION - Moved Cr. C Bray Seconded Cr. A Hardham

That Council

1. *Reject the tender submitted by WCP Civil for tender 04-2021 Narembeen-Kondinin SLK 10.2-13.2 widen and overlay*
2. *Direct staff to review the project scope with a view to commencing a new tender process in the 2022 year.*

Staff have reviewed the scope and methodology for the project and have considered alternative ways of completing the project as part of this report.

Council had budgeted for this project to be outsourced to contractors; however after discussion with staff and WSNF, the revised recommendation is that Council defer the works until 22/23 financial year.

CONSULTATION

Works Manager
SMEC Representatives
Wheatbelt Secondary Freight Network Technical Director and Project Manager

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Council's 2021-22 Annual Budget includes job 2080 Narembeen-Kondinin Road SLK 10.2-13.2 widen to 10m and overlay with a total budgeted expenditure of \$910,000 ex GST, with \$852,133 coming from the Wheatbelt Secondary Freight Network (WSNF) program as grant funding.

Council will recall that the tender submitted by WCP and submitted to Council for consideration at its December 2021 meeting totalled \$1.464m. The expected cost of the project as calculated by SMEC following design of the works totalled \$975,000 ex GST represented by:

Expected contractor cost	\$850,000
Sealing costs	\$80,000
Gravel Royalty	\$22,500
Dozer costs to push up gravel	\$22,500

Project Management costs are expected to be \$20,000 and will be funded from job 2084 which has a remaining budget of \$66,504.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Both WSN and Main Roads have advised that deferring the project to the 22-23 financial year will not jeopardize funding.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

Road standards are above average for the region and ensure safe travel across the district for business and commuters.

VOTING REQUIREMENTS

Simple Majority

COMMENT

As reported at December meeting, the Council has several options to progress this project including re-tendering, however the recommended option following review of the specifications and works program is that Council defer the project until 22/23.

Council's works crew could complete the project in-house, however this would mean the deferral of job 2062 – Soldiers Road Gravel Re-sheeting (budget of \$510,025 and funded from Roads to Recovery Program) and elements of the winter regards program. Both projects are a higher priority than job 2080 at the present time.

The Manager of Works will be on leave towards the end of March 2022 which will present challenges should Council wish to complete job 2080 during 21/22 financial year.

For the reasons outlined, deferral of the project is recommended.

OFFICER RECOMMENDATION

That Council defer Job 2080 Kondinin-Narembeen Road SLK10.3-13.2 until the 22/23 financial year.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

5.2 AGENDA ITEM: Narembeen Hall Refurbishment Tender 05/2021

Subject:	Narembeen Hall Refurbishment Tender 05/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	18 January 2022
Attachments:	Scope of Works and Tenderers Relevant Experience

PURPOSE

To present tenders received from tender 05/2021 Narembeen Hall Refurbishment – Stage 1 which closed 5 January 2022.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded program which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

The Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 in early 2021 which Council nominated Walker Lake path \$250,000 and Old Church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of round three and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation and a separate report will be forthcoming, however it should be noted that Council's initial allocation of phase 3 included an amount of \$250,000 to Town Hall Upgrades. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

The Narembeen Hall is identified as a building of significant local and state heritage so any proposed works to the building are required to be approved through the Department Planning, Lands and Heritage. To assist in this process, the Shire appointed Stephen Carrick Architects (SCA) to oversee assessments including structural and electrical and to develop a scope of works for the Departments approval. SCA also assisted with the development of technical specifications and drawings which have supported the tender process.

Restoration works are broken into two stages, with tender 05/2021 representing the first stage of works. A list of the works included in stage one is attached. Some of these works are in addition the list of proposed works approved by the LRCI program as part of phase 1.

A tender process commenced 5 December 2021 and closed 5 January 2022 and two tenders were received which are now presented to Council for consideration.

CONSULTATION

Economic Development Officer
Stephen Carrick Architects

STATUTORY IMPLICATIONS

In accordance with regulation 11 (1) of the *Local Government (Functions and General) Regulations 1996* a tender process was required to be undertaken as the project is expected to exceed \$250,000. There are exemptions to the requirement to undertake a public tender process including the use of WALGA's Equote system.

FINANCIAL IMPLICATIONS

Initial Grant funds	\$180,000
Less	
Amount Spent 20-21	(\$21,074) electrical costs
Amount Spent 21-22	(\$21,398) electrical costs and architect fees
Balance of funds	\$137,528

The preferred tenders' costs amount to \$240,258 which is \$102,730 more than budget, however Council has provisionally nominated an additional \$250,000 from phase 3 LRCI to be spent on Narembeen Town Hall refurbishment.

POLICY IMPLICATIONS

Council's policy indicates that a tender process should be undertaken for all works expected to exceed \$150,000.

RISK MANAGEMENT IMPLICATIONS

The deadline for completion of phase 1 projects is 30 June 2022. The tender documents require completion of works prior to the end of May 2022, so the risk of not meeting the 30 June deadline is considered low risk.

Occupational Health and Safety considerations have been considered as part of the tender and will be a managed during delivery of the project.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

- 1.1 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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council received two tenders which were assessed by the selection panel based on criteria included in the tender documentation and a scoring matrix was used to arrive at a percentage score for each submission. The table below reflects the total score percentage.

Tenderer	price \$ ex GST	total score %
HI Constructions (Aust.) Pty. Ltd	\$ 252,563	91.6
Budo Group Pty Ltd	\$ 240,258	93.1

Both tenderers have a significant amount of experience with Heritage restoration projects in WA and demonstrated a good understanding of the requirements of the project. The difference in final scores were ultimately reflective of the difference in price. It should be noted that Hi Constructions proposal does not include cost of scaffold hire if needed, fencing, accommodation and with blue metal and sand to be supplied by the Shire.

Based on the outcome of the assessment and with positive feedback from references, it is recommended that Council appoint Budo Group Pty Ltd be appointed to undertake restoration works on stage 1 of the Narembeen Hall.

Further information on both submissions is provided for the benefit of Councillors and is attached.

OFFICER RECOMMENDATION

That Council

1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall;
2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

5.3 AGENDA ITEM: Old Church Museum Refurbishment Tender 06/2021

Subject:	Old Church Museum Refurbishment Tender 06/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	19 January 2022
Attachments:	Architectural drawings and extent of works

PURPOSE

To present tenders received from tender 06/2021 being for the Old Church Museum Refurbishment which closed 5 January 2022.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 which Council nominated Walker Lake path \$250,000 and Old Church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of phase 3 and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation and a separate report will be forthcoming. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

The Old Church Museum is identified as a building of significant local and state heritage so any proposed works to the building are required to be approved through the Department Planning, Lands and Heritage. To assist in this process, the Shire appointed Stephen Carrick Architects (SCA) to oversee structural and electrical assessments and to develop a scope of works for the Departments approval. SCA also assisted with the development of technical specifications and drawings which have supported the tender process.

A tender process commenced 5 December 2021 and closed 5 January 2022 and two tenders were received which are now presented to Council for consideration. The extent of restoration works to be undertaken is attached.

CONSULTATION

Economic Development Officer
Stephen Carrick Architects

STATUTORY IMPLICATIONS

In accordance with regulation 11 (1) of the *Local Government (Functions and General) Regulations 1996* a tender process was required to be undertaken as the project is expected to exceed \$250,000. There are exemptions to the requirement to undertake a public tender process including the use of WALGA's Equote system.

FINANCIAL IMPLICATIONS

Initial Grant funds	\$136,774
Less	
Amount Spent 20-21	(\$5,518) electrical costs
Amount Spent 21-22	(\$10,740) architect fees
Balance of funds	\$120,516

The preferred tenders' costs amount to \$235,815 which is \$115,299 more than budget, however Council is yet to finalise its phase 3 LRCI allocations.

It should also be noted that the tender was based on advice from SCA on priority works which was unavailable when LRCI approved the project.

POLICY IMPLICATIONS

Council's policy indicates that a tender process should be undertaken for all works expected to exceed \$150,000.

RISK MANAGEMENT IMPLICATIONS

The deadline for completion of phase 1 projects is 30 June 2022. The tender documents require completion of works prior to the end of May 2022, so the risk of not meeting the 30 June deadline is considered low risk.

Occupational Health and Safety considerations have been considered as part of the tender and will be a managed during delivery of the project.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

- 1.2 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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council received two tenders which were assessed by the selection panel based on criteria included in the tender documentation and a scoring matrix was used to arrive at a percentage score for each submission. The table below reflects the total score percentage.

Tenderer	price \$ ex GST	total score %
HI Constructions (Aust.) Pty. Ltd	\$ 253,318	90.9
Budo Group Pty Ltd	\$ 235,815	93.1

Both tenderers have a significant amount of experience with Heritage restoration projects in WA and demonstrated a good understanding of the requirements of the project. The difference in final scores were ultimately reflective of the difference in price.

Based on the outcome of the assessment and with positive feedback from references, it is recommended that Council appoint Budo Group Pty Ltd be appointed to undertake restoration works on the Old Church Museum.

OFFICER RECOMMENDATION

That Council

1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum;
2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

5.4 AGENDA ITEM: Local Road and Communities Infrastructure Program – Phase 3.

Subject:	Local Roads and Communities Infrastructure Program – Phase 3
Applicant:	N/A
File Ref:	ADM668
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	19 January 2022
Attachments:	Nil

PURPOSE

For Council to review its Local Roads and Communities Infrastructure Program – Phase 3 project allocations.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded program which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

The Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 which Council nominated Walker Lake path \$250,000 and old church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of phase 3 and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

Staff have delayed the nomination of phase 3 projects given Council is currently reviewing its Community Strategic Plan, the outcome of which may give new priorities for Council.

CONSULTATION

Executive Manager Corporate Services
Works Manager
Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Phase 3 allocation

\$1,093,684

Projects allocated as part of 2021/22 Budget

job	Project	\$ ex GST
2090	Walker Lake Exercise Equipment	\$ 50,000
2093	Town Hall Upgrades	\$ 250,000
1430	Footpath Infrastructure	\$ 143,684
2092	Churchill Street Improvements – stage 2	\$ 250,000
2094	Electronic Sign Board	\$ 50,000
2091	Seal Laneway Savage St	\$ 100,000
1041102	LIA development	\$ 245,000
	Total	\$ 1,088,684

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk of not completing phase 3 projects by deadline of June 2023 – considered low risk as both phases 1 and 2 have extended deadlines.

Risk of projects exceeding budget, which is a regular occurrence of late. This is due to contractor shortages and can be minimised by introducing a process whereby estimated project costs are calculated once designs have been complete.

There is a risk of adding too many projects as staff have limited capacity to manage.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

- a. 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

VOTING REQUIREMENTS

Absolute Majority

COMMENT

A brief description of each of the original projects is provided below.

- Walker Lake exercise equipment \$50,000. This was an addendum to the phase 2 project of building a path around Walker Lake. Maca mining have indicated that they are willing to provide financial support to the provision of exercise equipment around the lake.
- Town hall upgrades \$250,000. This additional money which Council allocated as it was considered the original allocation in phase 1 was insufficient based on the outcome of building and electrical assessments.
- Footpath infrastructure \$143,684 was to continue to extend the dual use path network.
- Churchill Street Improvements stage 2, \$250,000. Phase 1 which is currently under construction focused on the crossover and streetscape section of Churchill Street. It is envisaged that the second stage will include development of a plan then delivery of footpath, parking and streetscape improvements for the section of Churchill Street from the current works to Thomas Street including the entry to IGA.
- Electronic Sign Board \$50,000. This was to purchase and install an electronic message board for installation outside the CRC which would communicate and promote important community events.
- Seal Laneway Savage Street \$100,000. this relates to the lane that runs behind the CRC and Doctors Surgery which becomes very muddy and therefore unsafe, during winter. Some initial design work has commenced on this project.
- Light Industrial Area Development \$245,000. This was to engage technical expertise including engineering, surveying and planning to progress the subdivision of the LIA project. This project is not considered eligible for phase 3 LRCI nomination under the revised guidelines.

Suggested changes to projects

- Addition of Hall and old church museum additional stages as discussed in item 5.2 and 5.3 of this agenda and removal of \$250,000 allocation for Hall improvements.
- Seal Savage Street Laneway – following design, this project is likely to be more expensive than initially thought, so it is suggested to increase allocation to \$250,000.
- Removal of LIA development \$245,000 as it is ineligible for funding.
- Increase Churchill Street stage 2 to \$350,000 and footpath infrastructure to \$175,725 considering increases in contractor costs.

OFFICER RECOMMENDATION

That Council nominate the following projects for funding as part of Phase 3 LRCI program;

Walker Lake Exercise Equipment	\$	50,000
Narembeen Public Hall Upgrade – stage 2	\$	102,730
Old Church Museum – stage 2	\$	115,229
Footpath Infrastructure	\$	175,725
Churchill Street Improvements – stage 2	\$	350,000
Electronic Sign Board	\$	50,000
Seal Laneway Savage St	\$	250,000

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

**CARRIED /
BY ABSOLUTE MAJORITY**

6.0 Confidential Reports provided under separate cover

CONFIDENTIAL AGENDA ITEM: 6.1 Latham Road Tender 03/2021

Subject:	Latham Road Tender 03/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	17 January 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (c) and (d) it is recommended that the meeting be closed to the public to discuss a matter relating to a contractual agreement and legal advice.

OFFICER RECOMMENDATION

That in relation to the Latham Road Upgrade project tender 03-2021, Council;

1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project;
2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd;
3. Pursue additional grant funds through the Blackspot Program for the project;
4. Report the outcome of negotiations and application for additional funding to Council prior to a contract being signed.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

7.0 Urgent business as permitted by Council

8.0 Date, time & place of next meeting

Tuesday 15 February 2022, 4.00pm at the Shire of Narembeen Council Chambers.

9.0 Closure

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