



AGENDA

Ordinary Council Meeting
15 July 2025





NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

Date: Tuesday 15 July 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

10 July 2025

DISCLAIMER

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/Petitions/Presentations/Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 17 June 2025

Attachment 7.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 17 June 2025, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1 Narembeen Bushfire Advisory Committee Volunteer Bush Fire Brigade annual general meeting – 4 June 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Narembeen Bushfire Advisory Committee Volunteer Bush Fire Brigade annual general meeting held on Thursday 21 November 2024, as presented, be received.

8.2 GECZ Minutes Thursday 13 June 2025 Attachment 8.2A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the GECZ Meeting held on Friday 13 June 2025, as presented, be received.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Bushfire Advisory Committee Meeting 4 July 2025, Item 5.1 – 5.3 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.1

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Office Bearers for the 2025/2026 financial year.

Chairperson	Murray Dixon
Captain	Brendon Parsons
Lieutenant	Peter Cowan

**9.2 Bushfire Advisory Committee Meeting 4 July 2025, Item 6.1 – 6.4
Attachment 8.1A**

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.2

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Fire Control Officers for the 2025/2026 fire season.

Chief Fire Control Officer	Murray Dixon
Deputy Chief Fire Control Officer	Mitchell Miolini
East Sector	Brendan Parsons
West Sector	Trevor Cole
North Sector	Mitchell Miolini
Central	Alan Yandle
Central	Andrew Hardham
Ranger	Keith Squibb

**9.3 Bushfire Advisory Committee Meeting 4 July 2025, Item 9.3
Attachment 8.1A**

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.3

That Council endorse the recommendation of the Bushfire Advisory Committee to accept the Fire Break Order 2025/2026.

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – June 2025

Date:	2 July 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CP/Planning/Corporate Business Plan/Progress Reports
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A CBP - Quarterly Progress Report – June 2025

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for June 2025 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen's second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the annual budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembreen is actively working towards achieving and implementing its identified goals.

It is crucial for the Shire to assess and track the success of these initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation implements reporting mechanisms to ensure alignment of its operations and its commitments and priorities.

Progress reports are conducted quarterly using a traffic light system. These quarterly reports are formally presented to Council's Audit Risk and Improvement Committee - annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for June 2025 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Local Government Act 1995 - Section 5.56

- (1) A local government is to plan for the future of the district.

Local Government (Administration) Regulations 1996 – Section 19DA

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine *whether or not to adopt the plan or the modifications.*
- (7) A corporate business plan is to be, and is to remain, consistent with any relevant strategic community plan.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item. Identified outcomes from the Corporate Business Plan are factored into the Council's Long Term Financial Plan.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – June 2025 as presented in Attachment 11.1A.

11.2 Local Planning Policy – Temporary Moveable Accommodation

Date:	1 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CM/POLICY/Policy Register/4. Development Policies
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Temporary Moveable Accommodation Guidelines 11.2B Local Planning Policy 2 - Temporary Moveable Accommodation

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider and endorse the Roe Regional Organisation of Councils (RoeROC) Temporary Moveable Accommodation Policy and associated Guidelines, and to adopt the Policy for local implementation within the Shire of Narembeen.

Background

Recent reforms to the *Caravan Parks and Camping Grounds Regulations 1997* have granted local governments increased flexibility to manage temporary accommodation on private property, including sites other than caravan parks.

In response, RoeROC developed a standardised policy and guideline framework for the management of temporary moveable accommodation. The framework was developed collaboratively by RoeROC Environmental Health Officers with input from RoeROC CEOs, to ensure consistency across member local governments.

At the RoeROC Meeting held on the 5th June 2025 the proposed RoeROC Temporary Moveable Accommodation Policy and guidelines were presented, with the following decision being made;

- That RoeROC endorses the proposed RoeROC Temporary Moveable Accommodation Policy and Guidelines to set a standardised approach across member Councils.***
- Implementation - Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, customisation of template application form, training for staff on new processes and communication to the public.***

Comment

The purpose of the Policy is to enable a clear, compliant, and consistent approach to managing applications for temporary moveable accommodation—such as caravans and camper trailers—across the RoeROC member Shires.

Key components of the Policy and Guidelines include:

- a formal application process for accommodation exceeding 5 nights per 28-day period.
- a standard permit duration of up to 24 months, with the option to renew.
- health, safety, and amenity requirements (for example - power, potable water, ablutions).
- provisions regarding site suitability, inspection, and permit conditions.
- clear limitations regarding commercial use, multiple camps, and unzoned areas.

This regional framework will streamline decision-making and compliance efforts, and support community members seeking temporary housing arrangements during property construction, personal hardship, or transitional periods.

RoeROC has recommended a standard application fee of \$300, which each local government may adopt as part of its Fees and Charges schedule, Narembreen having already done so in June 2025.

Once adopted, the Shire will implement the new policy framework through public communication, updates to the Shire website, internal training, and integration into operational workflows.

Consultation

RoeROC Council – June 2025
Councillors – June 2025 Discussion Forum
Environmental Health Officer

Statutory Implications

Building Code of Australia / National Construction Code
Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997 (amended 1 September 2024)
Health (Miscellaneous Provisions) Act 1911
Local Government Act 1995

Policy Implications

This item introduces a new policy – Local Planning Policy – Temporary Moveable Accommodation and adopts associated implementation Guidelines. Once adopted, this Policy will guide officers in assessing, approving, and enforcing temporary moveable accommodation arrangements.

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	New introduced policy and guidelines; legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The \$300 application fee for Temporary Moveable Accommodation has been included in the Shire of Narembeen's 2025/26 Fees and Charges, as adopted by Council at the June 2025 Ordinary Council Meeting. This fee is intended to cover administrative and inspection costs associated with processing and managing applications.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 11.2

That Council:

1. notes the RoeROC Temporary Moveable Accommodation Guidelines.
2. adopts the Temporary Moveable Accommodation Policy as a Shire of Narembeen policy.

11.3 Road Strategy 2025

Date:	9 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ROADS/PLANNING/Road Strategy
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A Shire of Narembeen - Road Strategy 2025

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To consider and adopt the Shire of Narembeen Road Strategy 2025 as the guiding document for road infrastructure planning, development, maintenance, and funding priorities across the Shire.

Background

The Shire of Narembeen manages over 1,589 kilometres of road infrastructure, of which approximately 1,147 kilometres are unsealed. With evolving community needs, increasing road user diversity, and heightened accountability in asset management, a formal Road Strategy has been prepared to ensure the network remains safe, functional, and sustainable into the future.

The draft Road Strategy provides a structured framework to:

- Determine a simplified road hierarchy and corresponding levels of service (LOS);
- Prioritise and justify capital and maintenance works;
- Align with asset management practices and funding eligibility requirements;
- Support environmental and legislative compliance; and
- Assist with long-term planning and stakeholder communication.

Comment

The Road Strategy clearly defines the purpose and function of different classes of roads across the Shire. It introduces a five-tier road hierarchy that aligns with Main Roads WA and National Association of Australian State Road Authorities (NAASRA) classifications and assigns levels of service linked to road type and usage. The document also identifies roads of regional significance included in the *Roads 2040 Regional Road Development Strategy*, providing a strategic basis for funding applications through the Regional Road Group and other State/Federal mechanisms.

The Strategy formalises routine maintenance standards, road inspection frequencies, environmental considerations, and future planning tools (for example traffic counters and condition assessments). It also includes policies on gravel sourcing and rural bitumen frontage requests to ensure transparency and consistency.

Once adopted, the Strategy will guide operational planning, budget development, and engagement with funding bodies. It will be reviewed annually, with a major review scheduled in 2027.

Consultation

Executive Manager Infrastructure Services
Plant and Works Committee (via email)
Councillors – June 2025 Discussion Forum

Statutory Implications

The adoption and implementation of the Road Strategy supports compliance with the following legislation and standards:

- *Bush Fires Act 1954*
- *Environmental Protection Act 2003*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Local Government Act 1995*
- *Main Roads Act 1930*
- *Planning and Development Act 2005*
- *Soil and Conservation Act 1945*
- *Wildlife Conservation Act 1950-1979*

It also aligns with asset management requirements under the *Integrated Planning and Reporting Framework* mandated by the Department of Local Government, Industry Regulation and Safety (DLGIRS).

Policy Implications

Council Policy – Gravel, Sand and Pit Rehabilitation
Council Policy – Bitumen Frontage – Rural Residences

Strategic Implications

Strategic Community Plan

Strategic Priority:	2. Economy
Objective:	Retain and grow existing businesses, employment and attract new industry
Strategy:	2.2 Safe and efficient transport network enables economic growth

Asset Management Plan

The Road Strategy integrates with the Shire's Asset Management Framework, helping to define asset lifecycle needs and inform the maintenance and renewal schedules. It also ensures compliance with legislative requirements to maintain Asset Management Plans.

Long Term Financial Plan

The Strategy supports long-term financial sustainability by identifying cost-effective road treatments, promoting prioritisation based on service levels and road function, and aligning with external funding criteria. These elements will be progressively reflected in the Long-Term Financial Plan during its next review.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	New introduced strategy; industry standards and legislation
Action / Treatment	Preparation of Transport Level of Service Plan
Risk Rating After Treatment	Adequate

Financial Implications

There are no immediate direct financial implications resulting from adoption of the Strategy. However, implementation will influence future operational and capital expenditure priorities as outlined in the annual works program and budget. The Strategy supports funding eligibility for grants that require evidence-based asset management planning.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 11.3

That Council adopts the Shire of Narembeen Road Strategy 2025, as attached.

11.4 Equal Employment Opportunity Management Plan - Review

Date:	9 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CM/PLANNING/EEO Plan
Previous Meeting Reference	OCM Ref 7810/24
Disclosure of Interest:	Nil
Attachments:	11.4A Equal Employment Opportunity Management Plan Review – July 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

To consider and endorse the annual review of the Shire of Narembeen Equal Employment Opportunity (EEO) Management Plan, which incorporates updates to reflect a stronger alignment with the Shire's Disability Access and Inclusion Plan (DAIP) 2024–2029 and ensures that EEO planning and reporting continues to be undertaken annually.

Background

The Equal Opportunity Act 1984 (WA) requires public sector authorities, including local governments, to develop and implement an Equal Employment Opportunity Management Plan to ensure that discriminatory practices are identified and eliminated in employment processes. The Shire adopted its current EEO Management Plan in June 2024 (OCM Ref 7810/24), with a commitment to annual reviews.

The Disability Services Act 1993 (WA) and associated regulations also require local governments to implement a DAIP. Outcome 7 of the Shire's DAIP outlines the expectation that people with disability have the same opportunities as others to obtain and maintain employment with the Shire.

Comment

The 2025 annual review of the EEO Management Plan was conducted in July and reflects the following key updates:

- Clear alignment with the Shire's DAIP, particularly Outcome 7 (employment).
- Strengthened language around inclusive recruitment practices, workplace accessibility, and reasonable adjustments.
- Updated demographic workforce data as at 30 June 2025.
- Reinforced commitments to training, accessible information, and internal complaint resolution procedures.

- Confirmation that the EEO Plan will continue to be reviewed annually and reported to the Director of Equal Opportunity in Public Employment in accordance with section 146 of the Equal Opportunity Act 1984.

The revised Plan continues to promote equity in employment and provides practical mechanisms to prevent and respond to harassment, discrimination, and bullying. It integrates legislative obligations with the Shire's broader strategic objectives, including those in the DAIP, Corporate Business Plan, and Workforce Plan.

Consultation

Executive Management

Statutory Implications

Australian Human Rights Commission Act 1986 (Cth)

Disability Services Act 1993 (WA)

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 1984 (WA)

Workplace Safety and Health Act 2021 (WA)

Policy Implications

Disability Access and Inclusion Plan 2024–2029

Employee Code of Conduct

Executive Policy – Disciplinary

Executive Policy – Discrimination, Harassment and Bullying

Executive Policy - Grievance

Executive Policy – Work, Health and Safety

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Compliance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Minor administrative costs associated with training and awareness programs are provided for in the adopted operational budget.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 11.4

That Council:

1. endorses the 2025 annual review of the Equal Employment Opportunity Management Plan as presented.
2. notes the alignment of the EEO Plan with the Shire's Disability Access and Inclusion Plan 2024–2029.

12. Officers Reports - Development and Regulatory Services

Nil

13. Officers Reports - Corporate Services

13.1 Adoption of the Budget for the year ended 30 June 2026

Date:	3 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FM\Budgets
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Annual budget for the year ended 30 June 2026 (statutory version)

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

For Council to review and endorse the reports and schedules comprising the annual budget for the year ended 30 June 2026 and endorse the following:

- statutory budget reports
- schedule of fees and charges
- rate in the dollar for rate categories and minimum rates
- interest rates and administration charges on rates paid via instalments
- interest rates on overdue rates
- instalment option due dates
- early payment discount terms and percentage
- Council's materiality threshold for financial reporting.

Background

The 2026 budget has been prepared after extensive consultation with Councillors and staff including multiple workshops to factor in Council's proposed projects for the next 10 years to 2035, in accordance with Council's various strategic plans.

Keeping with Council's Corporate Business Plan, the budget contains a 5% increase to projected income for GRV and UV rate categories, including minimum rates.

Comment

The 2026 annual budget has been prepared following continued internal and external consultation with various stakeholder groups. The budget is prepared secondary to the 10-year financial plan to ensure that the proposed expenditure is appropriate given Council's appetite for risk and its expectations for the cost and timing of future projects.

Narembreen's Council is ambitious and aims to deliver a high standard of services and facilities to the community. This ambition is reflected in the planned commitment of a significant amount of resources over the next 5 years for the development and renewal of key high-profile community facilities and infrastructure. Council's motivation is tempered with appropriate caution; potential risks are mitigated with proper and continual planning and consultation to ensure that proposed projects will satisfy the needs of the community whilst ensuring the life cycle costs are viable.

In order to fund Council's planned projects, increases to rates are necessitated. As per the attached budget document, Council will raise general rates of approximately \$2,270,220 to cover the deficit in operations, in addition to gratia rates of \$32,951. Council's general rate income is summarised below:

Category (Rating Basis)	Rate in the dollar	Minimum rates	Estimated revenue
Townsite (GRV)	\$0.098131	\$560.00	\$288,468.00
Rural and mining (UV)	\$0.008082	\$560.00	\$1,981,752
Budgeted gross rate revenue			\$2,270,220.00

Like all budget estimates, assumptions and contingencies can have significant adverse or beneficial impacts over time. Owing to the timing of the budget adoption and the manner in which the budget is prepared there is scope for Council's projected surplus to materially change. The likely sources of this change are:

- The full reconciliation of the Council's financial records as at 30 June 2025 impacting the brought forward surplus figure.
- Rise and fall in projected income and expenses.
- Unforeseen costs owing to adverse events.

Consultation

Councillors
Chief Executive Officer
Executive Manager Infrastructure Services
Staff

Statutory Implications

Local Government Act 1995 Section 6.2:

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- the expenditure by the local government; and*
 - the revenue and income, independent of general rates, of the local government; and*
 - the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
- and*
- (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*
- [Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]*

Policy Implications

No policies are directly affected by the adoption of the budget – many policies relate to its subsequent enactment.

Strategic Implications

Strategic Community Plan

Strategic Priority:	1. Happy, safe, healthy and inclusive community.
Objectives:	1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire. 1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles.
Strategy:	Considered and measured allocation of resources to infrastructure and amenities that benefit the community
Strategic Priority:	4. Well governed and efficiently managed Local Government
Objectives:	4.1 Forward planning and implementation of plans to achieve strategic priorities 4.2 Compliance and resourced Local Government

Strategy: Budget prepared in conjunction with long-term financial plan to ensure that decisions are sustainable and affordable.

Asset Management Plan

The budget contains significant capital expenditure for asset renewal, improvement and addition.

Long Term Financial Plan

As noted, the annual budget is prepared following the revision and renewal of the latest version of Council's long-term financial plan. Council's long-term modelling has been developed to prioritise sustainability, delivery of services and continual improvement of Shire infrastructure in addition to providing new infrastructure and facilities to the community.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Capital expenditure for asset renewal and improvement is allocated in accordance with best practice principles, the professional advice of management, and in accordance with the asset management plan. Capital expenditure is always in consultation and deliberation with Council.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	The projects proposed for the year ended 30 June 2026 have been budgeted for in conjunction with the development of a long-term financial plan that demonstrates a sufficient level of sustainability and flexibility to suite Council's appetite for risk.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The budget governs all expenditure incurred throughout the next financial year, pending any subsequent amendments by Council.

As detailed in the Statement of Financial Activity in the attached budget report, the proposed budget is balanced (achieves \$0.00 surplus) by utilising the entire brought forward surplus for either: projects, operating costs or setting aside funds for future projects.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation – Item 13.1

That Council endorse the following by absolute majority:

1. The Shire of Narembreen annual budget for the year ended 30 June 2026, as attached, per s.6.2(1) of the Local Government Act 1995.
2. Levying a Rate in the Dollar of \$0.098131 for all GRV-based townsite assessments, noting that all non-mining and non-rural assessments are categorised as 'townsite'.
3. Levying a Rate in the Dollar of \$0.008082 for all UV-based rural and mining assessments.
4. Levying a minimum rate of \$560.00 for all rateable GRV and UV assessments.
5. Setting the following repayment options for rates as per with s6.45(1)(a) of the Local Government Act 1995:

Option

Due By

Option A – One Payment

29 August 2025

Option B – Four Instalment Options

29 August 2025

31 October 2025

2 January 2026

27 February 2026

6. No instalment option being offered on service charges for rubbish collection.
7. An instalment plan administration fee of \$10.00 per reminder rate notice issued, per s6.45(3) of the Local Government Act 1995.
8. Instalment interest to be levied at 5.50% as per s6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996.
9. Late payment penalty interest to be levied at 11.00% for all assessments that are overdue by 29 August 2025 (including partially), unless otherwise on the endorsed instalment plan, per s6.51(1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996.
10. Offering an early payment discount of 2% for all assessments paid in full on or before 29 August 2025, per s6.46 of the Local Government Act 1995.
11. The Schedule of Fees and Charges for the year ended 30 June 2026, as attached, per s6.16(3)(a) of the Local Government Act 1995.
12. A materiality threshold of 10% or \$25,000, whichever is greater, in accordance with Local Government (Financial Management) Regulations 1996 Regulation 34.

13.2 Financial Statements for the Month Ended 30 June 2025

Date:	9 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Shire of Narembeen - Financial statements for month ended 30 June 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 30 June 2025.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Comment

Council's closing funding surplus as at 30 June 2025 is \$2,838,309 with cash on hand of \$9,064,634 including \$5,880,537 of restricted reserves.

Consultation

Nil

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.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.2

That Council receive the monthly financial statements for the month ended 30 June 2025.

13.3 Schedule of Accounts for the Month Ended 30 June 2025

Date:	9 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Schedule of Accounts paid for the month ended 30 June 2025 13.3B Shire of Narembreen - Credit card payments, June 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembreen for the month ended 30 June 2025.

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 30 June 2025 total \$935,633.85, in addition to \$9,150.92 of expenditure on Council credit cards that were not yet debited from Council's transaction account.

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.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.3

That Council receive and endorse the schedule of accounts paid for the month ended 30 June 2025.

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

16. Elected Member Motions of which Previous Notice has been Given

17. Elected Member Motions Without Notice

18. New Business of an Urgent Nature Approved by the Presiding Person or Decision

19. Matters for which the Meeting may be Closed

19.1 Close meeting to the public

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation – Item 19.1

That Council close the meeting to the public in accordance with Section 5.23(2)(a) of the Local Government Act, to discuss the personal affairs of a ratepayer.

19.2 Review of payment plan for overdue rates

Date:	9 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\BUDGETS\Annual\2026
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.2A Ordinary Council Meeting Minutes – 16 May 2023

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider the ongoing status of the custom payment arrangement previously endorsed by Council.

Officers Recommendation – 19.2

That Council resolves:

1. To endorse the continuation of the payment plan for assessments A5288, A2018, A2015 and A5124 of \$1,600.00 a month, payable at the end of each calendar month
2. That the continuation of the payment plan is offered to 30 June 2026 only, on the condition that the arrangement will be reviewed again by Council prior to that date.
3. That if the ratepayer(s) fail to make any scheduled payments on time that the custom arrangement be considered void and for the Chief Executive Officer, as soon as is reasonably practicable, to commence with all available means debt collection in accordance with 'Council Policy – Debt Management'.

19.3 Open meeting to the public

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 19.3

That Council re-open the meeting to the public.

20. Closure of Meeting

The next meeting will be held on Tuesday 19 August 2025 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at ____pm