



ATTACHMENTS

Ordinary Council Meeting
15 July 2025



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ATTACHMENT 7.1A
Ordinary Council Meeting Minutes, 17 June
2025 (unconfirmed)



MINUTES

Ordinary Council Meeting
17 June 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 June Ordinary Council Meeting has been convened for:

Date: Tuesday 17 June 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

12 June 2025

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.

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1. Official Opening and Welcome

The Presiding Person welcomed everyone and declared the meeting open at 5.04 pm.

Attendees were notified that the meeting was being recorded in accordance with the Local Government (Administration) Regulation r14J.

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
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Mr K Markham	Executive Manager Infrastructure Services
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3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 20 May 2025

Attachment 7.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 20 May 2025, as presented, be confirmed as a true and correct record of proceedings.

MIN 8004/25

MOTION - Moved Cr. Bray

Seconded Cr. Cusack

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

8. Minutes of Committee Meetings to be Received

Items 8.1 – 8.3 were moved en bloc

8.1 CEACA Management Committee Meeting 19 May 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the CEACA Management Meeting held on Monday 19 May 2025, as presented, be received.

MIN 8005/25

MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

8.2 RoeROC Ordinary Meeting 5 June 2025 Attachment 8.2A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.2

That the minutes of the RoeROC Ordinary Meeting held on Thursday 5 June 2025, as presented, be received.

MIN 8005/25

MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

8.3 Audit and Risk Committee Meeting 17 June 2025
Attachment 8.3A (provided under a separate cover)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.3

That the minutes of the Audit and Risk Committee Meeting held on Tuesday 17 June 2025, as presented, be received.

MIN 8005/25

MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit and Risk Committee Meeting 17 June 2025, Item 6.2
Attachment 8.3A (provided under a separate cover)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That Council endorse the Committee recommendation as follows:

That the Audit and Risk Committee recommend that Council receive and endorse the revised Business Continuity Plan, as attached.

MIN 8006/25

MOTION - Moved Cr. Bald

Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

10. Announcements by Presiding Member without Discussion

Nil

11. Officers Reports - Office of the Chief Executive Officer

Nil

12. Officers Reports - Development and Regulatory Services

12.1 Proposed Extension to Existing Building – Lot 305 (No 4) Thomas Street, Narembeen

Date:	10 June 2025
Location:	Lot 305 (No 4) Thomas Street, Narembeen
Responsible Officer:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	P1208, DEVELOPMENT AND BUILDING CONTROLS\PLANNING APPLICATIONS
Previous Meeting Reference	Item 8.1.8, 20 May 2020
Disclosure of Interest:	Nil
Attachments:	12.1A Site Plan

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider an application for a new shed to be constructed to the rear of the existing building.

- The lot is zoned Town Centre under the Shire of Narembeen Local Planning Scheme No 2.
- The proposed shed is construed as a 'warehouse/storage' building.
- A separate building application has been lodged for the proposed shed.
- Council has discretion to approve the building and use in the Town Centre zone.

Background

This property was previously known as Lot 302 (No 4) and Lot 301 (No 6) Thomas Street, Narembeen. The two original lots were amalgamated to form the current Lot 305.

Council approved an application for a shed like extension to be used as a shop on Lot 302 (No 4) Thomas Street, Narembeen at the Ordinary Meeting held in December 2019.

Council supported an amalgamation application for the original Lots 302 and 301 at the Ordinary Meeting held on the 20 May 2020.

The existing amalgamated Lot 305 has an approximate area of 2406m² and is located on the corner of Thomas Street and Wilfred Street. There is an existing laneway to the south known as Connolly Lane.

A location plan is included below.



Above: Lot 305 shown in red outline

Comment

- Zoning and Land Use Permissibility*

Lot 305 is zoned Town Centre under the Shire of Narembeen Local Planning Scheme No 2 (the Scheme).

When any planning application is lodged, part of the assessment involves determining which land use definition applies under the Scheme.

The owner has lodged a planning application for a *'shed extension on existing Dorcus Clothing Op Shop building'*.

A separate building application has also been lodged for a shed as a Class 10A building (ie non-habitable shed). The Shires Building Surveyor will assess the separate building application.

The shed is construed as a 'warehouse/storage' building under the Shire of Narembeen Local Planning Scheme No 2 (the Scheme) defined as '

*'means premises including indoor or outdoor facilities used for -
a) the storage of goods, equipment, plant or materials; or
b) the display or sale by wholesale of goods'.*

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary or requires advertising).

The land use of 'warehouse/storage' is listed in Table 1 of the Scheme as an 'AA' use in the Town Centre zone which *'means that the use is not permitted unless the local government has granted development approval'*.

An extract of Table 1 is included below.

		RESIDENTIAL	TOWN CENTRE	RURAL TOWNSITE	INDUSTRIAL	SPECIAL RURAL	RURAL ENTERPRISE	FARMING	RESIDENTIAL DEVELOPMENT
46	warehouse/storage		AA		P				

This essentially means that Council has discretion to consider an application for a 'warehouse/storage' building in the Town Centre zone.

- Car Parking*

Car parking is to the discretion of Council. Clause 4.3 states that *'a person shall not develop or use any land or erect use or adapt any building unless car parking spaces specified by the local government are provided and such spaces are constructed and maintained in accordance with the requirements of the local government'*.

The site plan is included as Attachment 1. It shows parking bays to the south and east of the existing building and proposed new parking bays to the north of the lot with access from Wilfred Street.

As the new building is only proposed as a shed construed as a 'warehouse/storage' building, it is not anticipated that it will attract a large increase in the number of customers or traffic attending the site.

TPI supports the proposal based on continued use of the existing parking areas. Council can impose a condition requiring construction of new parking bays if deemed necessary.

Consultation

No consultation has been undertaken about this application.

Statutory Implications

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

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

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

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

Under Clause 4.12.1 the objectives of the Town Centre zone are:

- a) to ensure the town centre remains the principal place for business and administration within the District.
- b) to encourage a high standard of development including buildings, landscaping, and car parking.
- c) to make the town centre an attractive place to work and to conduct business through the implementation of a townscape improvement plan.

Clause 4.12.3.2 states:

In considering an application for development approval for a proposed development (including additions and alterations to existing development) in the town centre the local government shall have regard to the following:

- a) the colour and texture of external building materials; the local government may require the building facade and side walls to a building depth of 3m to be constructed in masonry;
- b) building size, height, bulk, roof pitch;
- c) setback and location of the building on its lot;
- d) architectural style and design details of the building;
- e) function of the building;
- f) relationship to surrounding development; and
- g) other characteristics considered by the local government to be relevant.

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
Outlines Matters 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

The Shire pays TPI for general planning advice.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

That Council:

1. Approve the development application for a 'storage/warehouse' building on Lot 305 (No 4) Thomas Street, Narembeen subject to the following conditions and footnotes:
 - (i) The plans lodged with this application shall form part of this planning approval. All building development shall generally be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - (ii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
 - (iii) The proposed building is approved for the storage of goods, equipment, plant or materials and/or the display or sale by wholesale of goods. The proposed building is not approved as a retail shop.
 - (iv) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

Footnotes:

- (a) Planning consent is not an approval to commence construction. A building permit must be obtained for all work.
- (b) As the building extension is not proposed to be used as a shop, this application has been supported based on continued use of the existing car parking on the lot.

MIN 8007/25

MOTION - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

12.2 Report of Review

Date:	10 June 2025
Location:	Shire of Narembeen local government area
Responsible Officer:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	N/A
Previous Meeting Reference	N/A
Disclosure of Interest:	Nil
Attachments:	12.2A Report of Review

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider a Report of Review which has been prepared by the Department for Planning, Lands and Heritage (DPLH) in consultation with the Shire.

- A Report of Review is a 'health check' of the Shires existing local planning framework including the Shire of Narembeen Local Planning Scheme No 2.
- A Report of Review is required every 5 years to assess how the existing local planning framework and Local Planning Scheme are operating.
- The Report of Review helps to determine the 'next steps' to keep the Scheme and local planning framework for the Shire current, contemporary and 'fit for purpose'.

Background

• **Shire of Narembeen Local Planning Scheme No 2**

Scheme 2 was gazetted in 1999 and has been amended five times:

- twice to rezone land;
- once to update the format and bring it into line with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2; and
- To make administrative changes and corrections as required.

Although the Scheme allows for flexibility, there are strategic issues that could be better addressed, and an update of the Scheme would be beneficial.

• **Local Planning Strategy**

The Shire does not currently have any Local Planning Strategy to strategically plan for next ten years.

Local Planning Strategies are an important key strategic planning tool and are useful as a precursor to any Scheme Review and/or future scheme amendments. Local Planning Strategies can also assist to deal with emerging land use issues/opportunities that are identified by the Shire.

A Local Planning Strategy is a strategic examination of planning and development issues within the local government area, consideration of state policy and local issues, and develops the Councils recommendations about the future of the Shire from a planning perspective.

Comment

- ***Progression of a Local Planning Strategy***

Firstly, it is essential for the Shire to progress a Local Planning Strategy to assist with future planning and directions.

In late 2024, the Shire approached DPLH seeking its advice on undertaking a review of its local planning framework and assisting in preparation of a Local Planning Strategy.

Around this time, it is understood that the neighbouring Shire of Kondinin made a similar request.

Following preliminary discussions, DPLH agreed to assist four local governments, including the Shire(s) of Corrigin, Kondinin, Kulin, and Narembeen, at the February meeting of the Roe Regional Organisation of Councils (RoeROC), with a review of their respective local planning frameworks, and progression of a joint Local Planning Strategy.

On behalf of the Shire, TPI has agreed to assist DPLH with the Strategy by conducting any necessary workshops with Council, and to have input into any Strategy to advocate for the best interests of the Shire of Narembeen.

DPLH will take the prime role in leading the Strategy process. TPI will provide any necessary reports required for future Council meetings.

- ***Scheme Review or Omnibus Amendment***

Any Local Planning Strategy will set the strategic direction for any future Scheme Review or Omnibus Amendment to the existing Scheme.

Full Scheme Reviews can be more time consuming and costly. An Omnibus Amendment allows for multiple changes to be made to the existing Scheme (instead of writing a completely new Scheme text).

It should be noted that the Report of Review will not prevent the Shire from pursuing any Scheme Amendment in the short term to rectify some existing issues with the Scheme.

- ***Report of Review***

A Report of Review is included as Attachment 1. The Report of Review is the first step in the process of reviewing the local planning framework.

The Report of Review provides background information on the Shire, general information on the Shires existing planning framework, as well as relevant statistics.

The Shires' Report of Review recommends that:

1. A new Local Planning Strategy be prepared as part of a joint Local Planning Strategy with surrounding local governments.

2. A future amendment to the existing Scheme be pursued, to address any issues identified in the Local Planning Strategy and ensure alignment with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This will be an 'omnibus amendment' which simply means that a future Scheme Amendment may make a series of changes to the existing Scheme text and maps.

3. Assessment and recommendations on any existing Structure Plans.
4. An assessment of any existing Local Planning Policies and identification of the need for any new Local Planning Policies.

As explained in the summary of this report, a Report of Review is a 'health check' of the Shires current local planning framework and recommends the 'next steps' for the Shire in the review process.

If the Report of Review is approved by Council, then it has to be lodged to the Western Australian Planning Commission (WAPC). The Report of Review only makes recommendations on the 'next steps' and ultimately requires endorsement and support by the WAPC.

Given that the Report of Review has been prepared by DPLH, it is anticipated that it will gain a high level of support by the WAPC.

TPI recommends that Council approve the Report of Review, and all the recommendations.

Consultation

The Report of Review has been prepared by DPLH in close consultation with the Shire.

Statutory Implications

The Report of Review has been prepared in accordance with the provisions of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy Implications

Any future Local Planning Strategy may examine existing Local Planning Policies and identify a need for any new Local Planning Policies.

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

The Shire pays TPI for general planning advice.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.2

That Council:

1. Pursuant to Regulation 66(1)(b) and (c) of the Planning and Development (Local Planning Schemes) Regulations 2015 approve the Report of Review (Attachment 1) and forward a copy of the Report to the Western Australian Planning Commission.
2. Pursuant to Regulation 66(3)(a), (b) and (c) of the *Planning and Development (Local Planning Schemes) Regulations 2015* recommend to the Western Australian Planning Commission that the Shire:
 - (a) Prepare its first Local Planning Strategy by participating in a joint local planning strategy with surrounding local governments that will set out the long-term planning directions for the local government; apply any State or regional planning policy that is relevant to the strategy; and provide the rationale for any zoning or classification of the land under the local planning scheme; and
 - (b) Amend Local Planning Scheme No. 2 via an omnibus amendment to incorporate recommendations of the new Local Planning Strategy and align it with the Model Scheme Text and the Deemed Provisions contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 - (c) Assess any structure plans and determine whether these are satisfactory or should be amended or have approval revoked as part of preparing the new Local Planning Strategy and amending Local Planning Scheme No. 2.
3. As part of preparing the new Local Planning Strategy and amending Local Planning Scheme No. 2 assess its existing local planning policies to determine:
 - (a) Which policies are satisfactory; or
 - (b) Should be amended or should be revoked; and
 - (c) Whether any new local planning policies are required.

MIN 8008/25

MOTION - Moved Cr. Hardham

Seconded Cr. Cusack

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

UNCONFIRMED

13. Officers Reports - Corporate Services

13.1 Fees and Charges for the Year Ended 30 June 2026

Date:	10 June 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:	13.1A Fees and charges for the year ended 30 June 2026

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and endorse the fees and charges for the year ended 30 June 2026

Background

Each financial year, as part of the preparation and adoption of the annual budget document, Council must review and endorse the list of fees and charges for the year. These fees can be changed at a later date but must be reviewed annually around the start of the financial year.

The attached list of fees and charges is iterative based on the fees for prior years, with some amendments and tweaks following solicitation of internal feedback and discussions with Council

Comment

The proposed fees and charges have been developed after extensive internal consultation and discussions with Council. Predominantly, the changes made are proposed to:

1. Align with prescribed amounts from the relevant Acts and Regulations.
2. Increase availability of goods or services that are under-utilised.
3. Align with customer expectations and feedback.
4. Maintain profitability.

Several new fees and charges have been added to redress oversights and to include additional equipment acquired that can be hired out.

Consultation

Councillors (May Discussion Forum)
Chief Executive Officer
Executive Manager Infrastructure Services
Staff

Statutory Implications

Local Government Act 1995

Section 6.16 – Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.
- ...
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - a) imposed* during a financial year, and
 - b) amended* from time to time during a financial year.

**Absolute majority required*

Section 6.19 – Local Government to give notice of any fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

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

The long-term financial plan is based on historical revenues from fees and charges, uplifted for inflation where appropriate. Decreasing or removing fees would impact the long-term projections, but likely not materially.

Risk Implications

Risk Profiling Theme	Providing Inaccurate Advice / Information
Risk Category	Financial Impact
Consequence Description	\$1,001 - \$10,000
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls in Place	Internal engagement and critique of fees and charges combined with continually revised projections.

Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The adopted fees and charges directly affect Council's revenue and forward projections.

Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – 13.1

That Council, by absolute majority:

- adopt the Schedule of Fees and Charges for the year ended 30 June 2026, as attached.
- approve the adopted Schedule of Fees and Charges for the year ended 30 June 2026 taking effect from 1 July 2025.

MIN 8009/25

MOTION - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

13.2 Council Policy Review

Date:	6 June 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Policies for Review

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to review the attached policy amendment(s)

Background

The Council has a significant number of policies covering a range of issues which require periodical review.

Comment

The following policies have been reviewed by management and Council. Comments regarding the nature of any changes is provided relative to each policy.

Policy	Summary of Changes
Communication and Use of Social Media	Replaces and expands upon the Media Content Policy
Strategic Policy Framework	Minor changes
Freeman – Guidelines to Appointments	Incorporates more guidance relating to eligibility, nomination procedure, selection criteria and entitlements.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors –May 2025 Discussion Forum

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

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 / Council Resolution – Item 13.2

That council adopt the revised policies, as attached.

MIN 8010/25**MOTION** - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil*

13.3 Council Policy Review (Repeal)

Date:	6 May 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Policies for repeal

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To review several Council policies of an administrative nature

Background

The Council has a significant number of policies covering a range of issues which require periodical review.

Comment

The following policies are recommended for repeal, and comment is provided relative to each policy.

Policy	Reason for Repeal
Significant Community Events	This policy is outdated and no longer aligns with operational practices.
10.1.10 – Road Name Changes	The process of road name changes is governed by the Geographic Names Committee and State Government guidelines.
Use of Depot for Services of Vehicles	This is an operational matter best managed through procedures.
Media Content	Replaced with the new Communications and Use of Social Media Policy.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors – May 2025 Discussion Forum

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

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 / Council Resolution – Item 13.3

That council repeal the policies, as attached.

MIN 8011/25**MOTION** - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

13.4 Financial Statements for the Month Ended 31 May 2025

Date:	6 May 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:	13.4A Shire of Narembreen - Financial statements for month ended 31 May 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 May 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 31 May 2025 is \$1,984,755 with cash on hand of \$8,308,458 including \$5,555,215 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 / Council Resolution – Item 13.4

That Council receive the financial statements for the month ended 31 May 2025.

MIN 8012/25

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

13.5 Schedule of Accounts for the Month Ended 31 May 2025

Date:	7 May 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:	13.5A Schedule of Accounts paid for the month ended 31 May 2025 13.5B Credit card payments, May 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 31 May 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 31 May 2025 total \$788,069.21 including \$8,587.07 of expenditure on Council credit cards.

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 / Council Resolution – Item 13.5

That Council receive and endorse the schedule of accounts paid for the month ended 31 May 2025.

MIN 8013/25

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie. Against: Nil

UNCONFIRMED

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

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

Nil

17. Elected Member Motions Without Notice

Nil

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

Nil

19. Matters for which the Meeting may be Closed

Nil

20. Closure of Meeting

The next meeting will be held on Tuesday 15 July 2025 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.20pm

ATTACHMENT 8.1A
BAC VBFB AGM Minutes - 4 July 2025

MINUTES

Narembeen Bushfire Advisory Committee
Volunteer Bush Fire Brigade AGM
4 July 2025

NOTICE OF MEETING

Dear Committee Members,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Narembeen Bushfire Advisory Committee / Volunteer Bush Fire Brigade Annual General Meeting has been convened for:

Date: 4 July 2025

At: Shire Council Chambers
Longhurst Street, Narembeen

Commencing: 4.30pm

Rebecca McCall
Chief Executive Officer

30 June 2025

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.

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1. Official Opening and Welcome

Meeting opened 4.30pm

2. Record of Attendance / Apologies / Leave of Absence

Attendance: Cr Trevor Cole Shire of Narembeen
Rebecca McCall Shire of Narembeen
Murray Dixon Chairperson & CFCO
Mitchell Miolini
Joel DeLuis
Brendan Parsons
Peter Cowan

Apologies: Colin Ogilvie
Peter Bailey

3. Confirmation of Previous Minutes

3.1 Narembeen Bushfire Advisory Committee / Volunteer Bush Fire Brigade Annual General Meeting 27 September 2024. Attachment 3.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 3.1

That the minutes of the Narembeen Bushfire Advisory Committee / Volunteer Bush Fire Brigade Annual General Meeting held on 27 September 2024, as presented, be confirmed as a true and correct record of proceedings.

Moved: T. Cole

Seconded: M. Dixon

CARRIED

4. Business Arising from Previous Minutes

Previous motion:

Banking Institution

With the closure of Bankwest, there is a need to nominate an alternative banking institution and authorised signatories.

Moved: Alan Yandle

Seconded: Syd Parson

CARRIED

A new account will be established with the Commonwealth Bank, Narembeen branch, with Andrew Hardham and Mitchell Miolini appointed as the authorised signatories.

Bankwest account now closed, new account with Commonwealth Bank yet to opened.

5. Election of Office Bearers

All positions were declared vacant, and nominations called.

5.1 Election of Chairperson

Nominated: Murray Dixon

Moved: M. Miolini

Seconded: J. DeLuis

There being no further nominations, Murray Dixon be elected unopposed as Chairperson.

CARRIED

5.2 Election of Captain

Nominated: Brendan Parsons

Moved: M. Dixon

Seconded: J. DeLuis

There being no further nominations, Brendan Parson be elected unopposed as Captain.

CARRIED

5.3 Election of Lieutenants

Nominated: Peter Cowan

Moved: M. Dixon

Seconded: B. Parsons

There being no further nominations, Peter Cowan be elected unopposed as Lieutenant.

CARRIED

6. Election of Fire Control Officers

6.1 Chief Fire Control Officer

Nominated: Murray Dixon

Moved: M. Miolini

Seconded: J. DeLuis

There being no further nominations, Murray Dixon be elected unopposed as Chief Fire Control Officer.

CARRIED

6.2 Deputy Fire Control Officer

Nominated: Mitchell Miolini

Moved: T. Cole

Seconded: J. DeLuis

There being no further nominations, Mitchell Miolini be elected unopposed as Chief Fire Control Officer.

CARRIED

6.3 Fire Control Officers

Moved: M. Dixon

Seconded: Bredan. Parson

That the Narembeen Bushfire Advisory Committee/Volunteer Bushfire Brigade recommend to Council that the following persons be appointed as Fire Control Officers for the 2025/2026 fire season:

East Sector	Brendan Parsons
West Sector	Trevor Cole
North Sector	Mitchell Miolini
Central	Alan Yandle
Central	Andrew Hardham

CARRIED

6.4 Fire Control Officer (Ranger)

Nominated: Keith Squibb

Moved: M. Miolini

Seconded: B. Parsons

There being no further nominations, Keith Squibb elected unopposed as a Fire Control Officer.

CARRIED

7. Finance

Finance Report

Bankwest account closed. Funds of \$13,465,99 will be deposited into new account once opened.

8. Chairpersons Report

The Chair highlighted the value of Community Emergency Services Managers (CESMs). The Department of Fire and Emergency Services (DFES), in collaboration with local governments, delivers the CESM model as a shared service arrangement. This model provides dedicated emergency management capacity within the region and is typically co-funded by DFES and the participating local governments.

9. General Business

9.1 Local Emergency Services Committee – Update

Presented at the LEMC meeting dated June 2025 for discussion:

- Narembeen Emergency Service Plan.
- Vulnerable Resident Management Procedure.
- Fire Response Plan.
- Housing Emergency Preparedness Plan.

9.2 Local Government Grants Scheme

- LGGS 2024/2025 funding expended.
- Accepted LGGS 2025/26 offer of \$15,880.

DFES is leading the review of the Local Government Grants Scheme (LGGS). The Western Australian Local Government Association (WALGA) has been actively advocating for reforms to improve the grant process. DFES is expected to release updated guidelines and conditions for the LGGS, incorporating feedback from the Office of the Auditor General (OAG) audits and stakeholder consultations.

9.3 Fire Break Order 2025/26

Moved: Andrew Hardham

Seconded: Brendan Parsons

That the Narembeen Bushfire Advisory Committee/Volunteer Bushfire Brigade accepts the Fire Break Order 2025/26 and recommend its adoption by Council.

CARRIED

9.4 Training Requirements

The DFES Training Needs Analysis Report was discussed, highlighting training gaps among volunteer firefighters, particularly where minimum training requirements have either expired or not yet been attained.

The identified minimum training standards are:

- *Bushfire Safety Awareness*
- *Firefighting Skills*

Actions:

- R. McCall to provide a formatted, printed version of the report to the FCOs for a more thorough review.
- The Shire to prepare an application for funding through the *All West Australians Reducing Emergencies (AWARE)* Program. The funding would support the coordination of community and volunteer training, including:
 - Community: Beginner Fire Preparedness Training – Farm and Farmhouse
 - Brigade Members: Bushfire Safety Awareness and Firefighting Skills
 - Farm Response: Bushfire Safety Awareness and Respiratory Protective Equipment

9.5 Draft Bushfire Framework

The draft framework was discussed. Once finalised, the Shire of Narembeen will distribute the framework to all existing and new members to meet Work Health and Safety (WHS) duty of care and communication obligations, ensuring members are informed of relevant policies and procedures, and to obtain acknowledgement that personal protective equipment (PPE) has been provided.

9.6 List of Volunteers – Update

No updates necessary.

9.7 DFES Monthly Report (as at 2/7/25)

DFES monthly report was noted.

9.8 Draft Procedure – NB VFES Incident Reporting

Draft procedure was noted.

9.9 DOAC Meeting

- Common issues remain around:
 - training required for Shires to be compliant
 - maintenance of rail corridor
 - fire rating system (review progressing)
- Focus needed on local government training.
- Bush Fire Conference was well attended (~70 participants):

- Topics included:
 - Unexploded ordnance
 - FC Officer refreshers
 - CEMS
 - Water bomber 'cheat sheet'
 - Fleet and asset management (noted issues with app functionality)
 - Electric vehicle fire safety
 - Importance of submitting IRIS reports
 - Section 13 handover process: once initiated, it becomes a State responsibility
 - Volunteer Hub has useful resources
 - Volunteer retention discussed – inclusive strategies for young people and women
 - Drones: restricted airspace and use of infrared technology
- Chiefs encouraged to take notes and use the DFES app
- Conference was valuable and worthwhile – succession planning is necessary

10. Closure

The next meeting will be scheduled for September 2025, date to be advised.

There being no further business, the chair declared the meeting closed at 5.27pm.

ATTACHMENT 8.2A

Great Eastern Country Zone Minutes - 13 June 2025

Great Eastern Country Zone Minutes

Friday, 13 June 2025

**Hosted by the Shire of Kellerberrin
Shire of Kellerberrin Recreation
and Leisure Centre
Commencing at 10:00am**

ZONE STRATEGIC PRIORITIES

The following items are the Zone's priority issues, as resolved at the February 2024 Zone meeting:

- Regional Health Services to include:
 - Hospitals
 - Aged Care
 - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

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ATTACHMENTS

The following are provided as attachments to the Minutes:

1. Item 5 Shire of Westonia presentation
2. Item 6.1.2 Department of Energy, Mines, Industry Regulation and Safety presentation
3. Item 8.1 Local Government Reform Webinar 13 slides
4. Item 8.3 Regional Development Australia Wheatbelt Report June 2025
5. Item 11.3 WALGA RoadWise Report June 2025

1. OPENING, ATTENDANCE AND APOLOGIES

1.1. OPENING

The Chair opened the meeting at 10:02am.

1.2. ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Council
Shire of Bruce Rock	President Cr Ram Rajagopalan
	Cr Stephen Strange (State Council Representative)
	Mr Mark Furr, Chief Executive Officer, non-voting
Shire of Cunderdin	President Cr Alison Harris JP
Shire of Kellerberrin	Mr Raymond Griffiths, Chief Executive Officer (voting delegate)
Shire of Merredin	President Cr Donna Crook
	Ms Leah Boehme, A/Chief Executive Officer
Shire of Mount Marshall	President Cr Tony Sachse (Zone Chair)
Shire of Narembeen	President Cr Scott Stirrat
	Ms Rebecca McCall, Chief Executive Officer, non-voting
Shire of Nungarin	President Cr Pippa de Lacy
	Mr David Nayda, Chief Executive Officer, non-voting
Shire of Tammin	President Cr Charmaine Thomson (observer)
	Mr Andrew Malone, Chief Executive Officer (proxy)
Shire of Trayning	President Cr Melanie Brown
Shire of Westonia	President Cr Mark Crees
	Mr Bill Price, Chief Executive Officer, non-voting
Shire of Wyalkatchem	President Cr Owen Garner

Shire of Yilgarn	President Cr Wayne Della Bosca
	Cr Lisa Granich (observer)
	Mr Nic Warren, Chief Executive Officer, non-voting

GUESTS	
Department of Energy, Mines, Industry Regulation	Mr Jai Thomas, Deputy Director General - Coordinator of Energy, (currently Acting Director General), Ms Jodi Cook, General Manager, Communications & Coordination Ms Ellen Barry, Communications Officer
Wheatbelt Development Commission	Mr Grant Arthur, Director Regional Development and Mr Chris Sharples, Senior Regional Development Officer

MEMBERS OF PARLIAMENT
Hon Melissa Price MP, Member for Durack
Mr Lachlan Hunter MLA, Member for Central Wheatbelt

WALGA
Mr Sam McLeod, Manager Commercial Services (Executive Officer)
Ms Lisa Harwood, Principal Policy Advisor Economic Development
Ms Meghan Dwyer, State Council Governance Officer

1.3. APOLOGIES

MEMBERS

Shire of Cunderdin	Deputy President Cr Tony Smith
	Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Robert Trepp
	Deputy President Cr Nadine McMorran
	Mrs Manisha Barthakur, Chief Executive Officer, non-voting
Shire of Kellerberrin	Deputy President Cr Emily Ryan
Shire of Koorda	President Cr Jannah Stratford
	Deputy President Cr Gary Greaves
	Mr Zac Donovan, Chief Executive Officer, non-voting
Shire of Merredin	Deputy President Cr Renee Manning
	Cr Mark McKenzie
	Mr Craig Watts, Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
	Mr Ben McKay, Chief Executive Officer, non-voting

Shire of Mukinbudin	President Cr Gary Shadbolt
	Ms Tanika McLennan, A/Chief Executive Officer, non-voting
Shire of Narembeen	Deputy President Cr Holly Cusack
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Deputy President Cr Tanya Nicholls
	Cr Nick Caffell
Shire of Trayning	Cr Michelle McHugh
Shire of Westonia	Deputy President Cr Ross Della Bosca
Shire of Wyalkatchem	Deputy President Cr Christy Petchell
	Ms Sabine Taylor, Chief Executive Officer, non-voting
Shire of Yilgarn	Deputy President Cr Bryan Close

GUESTS	
Main Roads WA	Mr Mohammad Siddiqui, Regional Manager Wheatbelt
CBH Group	Ms Kellie Todman, Manager Governance and Industry Relations
Wheatbelt Development Commission	Mr Rob Cossart, Chief Executive Officer Ms Renee Manning, Director Regional Development
Regional Development Australia WA	Mr Josh Pomykala, Director Regional Development
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
Department of Local Government, Sport and Cultural Industries	Mr Cameron Taylor, Director of Regulatory Reform - LG

MEMBERS OF PARLIAMENT
Hon Steve Martin MLC, Member for Western Australia

WALGA
Ms Tracey Peacock, Regional Road Safety Advisor

2. ACKNOWLEDGEMENT OF COUNTRY

We, the Great Eastern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture and community, and pay our respects to Elders past and present.

3. DECLARATIONS OF INTEREST

Elected Members must declare to the Chairman any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil

4. ANNOUNCEMENTS

Speaker Protocols

Please note the Zone has made minor updates to speaker protocols, which are intended to ensure the full business of the meeting to be dealt with prior to the scheduled closure time, and to allow maximum possible time for questions and discussion with delegates.

All invited speakers have been advised of the updated protocols.

5. LOCAL GOVERNMENT 'VIRTUAL HOST'

The **Shire of Westonia** made a presentation at the meeting (Attachment 1).

The Shire of Trayning is invited to make a presentation to next Zone meeting, in August.

6. GUEST SPEAKERS / DEPUTATIONS

6.1. SPEAKERS FOR THE JUNE ZONE MEETING

6.1.1. LISA HARWOOD, PRINCIPAL POLICY ADVISOR, ECONOMIC DEVELOPMENT, WALGA

Ms Harwood manages WALGA's ongoing policy work on energy.

- Provided a brief overview of the Ministerial forum held on 12 June
- Provided a brief update on energy and land use policy matters, (see also item on DAPs at item 9.2.2 and 13.2)
- Introduced Mr Jai Thomas, Coordinator of Energy

Noted

6.1.2. MR JAI THOMAS, COORDINATOR OF ENERGY, ACTING DIRECTOR GENERAL OF THE DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY

- Provided reflections on the Ministerial forum held on 12 June
- Provided remarks or a general update on energy policy relevant to the Zone recognising the appointment of the new Minister for Energy, the Hon Amber-Jade Sanderson MLA, and the recent State and General election results.

The presentation slides are provided as an attachment (Attachment 2).

Noted

7. MEMBERS OF PARLIAMENT

Any Members of Federal and State Government in attendance were invited to provide a brief update on matters relevant to the Zone.

- Hon Melissa Price MP, Member for Durack
- Mr Lachlan Hunter MLA, Member for Central Wheatbelt

Noted

8. AGENCY REPORTS

The Zone appreciates and prefers written updates (circulated with the agenda) wherever possible. Agency representatives are invited to make brief (5 minute) remarks if the speaker wishes to provide context or a further update on a specific matter.

The Zone appreciates if time can be left for questions, typically for around 10 minutes. Briefings on a significant policy proposal or contentious topic are to be dealt with by the agency representative attending as a Guest or Keynote Speaker (item 6).

8.1. DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

Cameron Taylor, Director of Regulatory Reform was an apology for the meeting.

The DLGSC report was provided with the Agenda.

Slides from the recent reform webinar (11 June 2025) which provided an update on the status of reforms and the topics of interest were provided. These slides are attached to the Minutes (Attachment 3).

Noted

8.2. WHEATBELT DEVELOPMENT COMMISSION

Mr Grant Arthur, Director Regional Development

Mr Arthur provide a brief update on WDC activities.

Noted

8.3. REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

Josh Pomykala, Director Regional Development was an apology for the meeting. The RDAW report for June is provided as an attachment (Attachment 4).

Noted

8.4. MAIN ROADS WESTERN AUSTRALIA

Mohammad Siddiqui, Regional Manager Wheatbelt is an apology for this meeting. Main Roads WA advised there is no report for tabling.

Noted

8.5. WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder was an apology for the meeting.

Ahead of the meeting, the Water Corporation advised the Zone of the [WA Government Media Release: Major budget boost to water supply for Goldfields and Wheatbelt](#). At the meeting, a Zone Member raised a query in relation to potential changes in afterhours arrangements for water infrastructure repairs, which were raised with the Water Corporation following the meeting.

Noted

9. MINUTES

9.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 10 APRIL 2025

The Minutes of the Great Eastern Country Zone meeting held on 10 April 2025 were previously circulated to Member Councils.

RESOLUTION

Mover: Shire of Bruce Rock

Seconder: Shire of Yilgarn

That the Minutes of the meeting of the Great Eastern Country Zone held on 10 April 2025 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 10 APRIL 2025

9.2.1. POTENTIAL INITIATIVES TO INVEST EXCESS CASH RESERVES

Following discussions at the Zone meeting held on 10 April 2025, a proposed set of initiatives to proceed with is proposed for consideration. There is approximately \$200,000 in reserve.

This proposed raised by delegates at the Zone meeting on 10 April 2025 for the Zone to support members to attend the Local Government Convention and training was split into two separate proposals (one for the Convention and one for other for training) to enable careful consideration of each potential initiative.

At its meeting on 4 June, the Zone Executive Committee, resolved as follows:

The Executive Committee recommend to the Zone:

1. The following initiative proposals and sub-options, in order of priority, for discussion and decision:
 - a. Zone delegation to Perth for specific zone Advocacy/Engagement Aims as proposed (approx. \$12,500)
 - b. WALGA Council Member Essentials Training in the Zone (face to face) as proposed (approx. \$24,000)
 - c. Funding for Delegates to attend the Local Government Convention, with the proposal details amended as follows:
 - one elected member
 - \$500 per Local Government
 - For an elected member who may not normally be able to attend e.g. if a Local Government President and Deputy President are normally approved to attend, the elected member must be someone other than the President or Deputy President.
2. Continue the existing eLearning Subscription grant for Local Governments (\$2,000 per Local Government purchasing an eLearning Subscription).

This paper therefore presents the initiatives, in priority order, for consideration of the Zone.

It should be noted that previous Zone programs have generally resulted in lower than expected actual expenditure. The following initiatives are proposed for inclusion in the budget (see item 0). However, it is considered unlikely that the full budget allocation for all of these initiatives would be expended.

Proposed Priority 1: Fund a Zone delegation to Perth for specific zone Advocacy/Engagement Aims (Approx. \$12,500)

It is proposed that a delegation to Perth during a Parliamentary sitting week is planned for the first half of 2026. This could be a standalone delegation, or held as part of a Perth-based or hybrid Zone meeting (similar to the practice of the Pilbara and Kimberley Zones) in April/May 2026.

It is envisaged that this would involve a two-night stay, with the potential for one delegate from each Zone Local Government. This delegation could also involve:

- Meetings with Ministers, Members of Parliament, and Party Leaders;
- A Parliamentary dinner (typically a Tuesday only);
- Meetings with key agencies and organisations (PoweringWA, Telstra, Synergy, etc.);
- Professional development opportunities for matters or topics of interest to Zone delegates; and
- Earned media opportunities.

The estimated costs are below:

Item	Notes	Indicative Budget
Accommodation	Assume 12 delegates, two nights, \$300 per room per night (inc. parking etc.)	Approx. \$7,200
Arrival Dinner	Opportunity to hold dinner with key stakeholders	\$1,000-\$2,000
Travel and incidental costs allowance per delegate (per diem)	Assume 12 delegates, three days, \$100 per day	Approx. \$3,600
Approximate total (estimate only)		Approx. \$12,500

These costs are an indicative estimate only, and a more detailed budget would be developed if this initiative is progressed. This could also become a biennial event held on the year in which there is no Zone Conference/Forum.

If this model proves successful, a similar trip to Canberra/ALGA could be planned for a later time. A trip to Canberra would involve additional air fare, ground transport, accommodation, and staffing expenses and is estimated at approximately \$35,000.

Proposed Priority 2: WALGA Council Member Essentials Training in the Zone (face to face) (Approx. \$24,000 – depending on options)

This initiative follows the proposal by delegates at the Zone meeting on 10 April 2025. Training provides ongoing benefits for members, and can promote Council Member and staff ongoing development and retention.

The Zone currently provides a Training Rebate for Council Member Essentials. The guidelines of this rebate are:

- A Local Government is required to purchase the WALGA eLearning Subscription for Council Member Essentials training. For Band 4 Local Governments for 2024/2025 this cost of the eLearning Subscription is \$5,040.
- The attractiveness of the eLearning subscription is at its maximum following Local Government elections - when council members may be required to undertake the training.

Previous take up of the rebate has been limited, and thus has only had modest budget impacts.

It is proposed that the Zone could fund in-person delivery of unit(s) of Council Member Essentials at a central location within the Zone. While the final cost would depend on specific details, it is envisaged that a budget of approximately \$20,000 would provide for the delivery of the following four Council Member Essentials units for 20 Council members for each unit as follows:

Option 1 (Approx. \$20,000)

Unit	Duration	Registrations
Serving on Council	2 days	20
Meeting Procedures	1 day	20
Understanding Financial Reports and Budgets	1 day	20

Other options for scale could be as follows:

Option 2 (Approx. \$26,000)

Unit	Duration	Registrations
Serving on Council	2 days	20
Meeting Procedures	1 day	20
Understanding Financial Reports and Budgets	1 day	20
Understanding Local Government	½ days	20
Conflicts of Interest	½ days	20

Option 3 (Approx. \$52,000)

Unit	Duration	Registrations
Location 1 (e.g. Kellerberrin):		
Serving on Council	2 days	20
Meeting Procedures	1 day	20
Understanding Financial Reports and Budgets	1 day	20
Understanding Local Government	½ days	20
Conflicts of Interest	½ days	20
AND		
Location 2 (e.g. Merredin):		
Serving on Council	2 days	20
Meeting Procedures	1 day	20
Understanding Financial Reports and Budgets	1 day	20
Understanding Local Government	½ days	20
Conflicts of Interest	½ days	20

Recent reforms mean that some training modules are being updated to provide training on the new legislative requirements. There are approximately 110 Council Members across the Zone.

Specific legislative requirements for Council Member training are in the table overleaf:

New Council Member First time elected	Must complete the Council Member Essentials (5 courses) within 12 months beginning on the day on which the council member is elected – refer s.5.126(1) and Admin.r.35. Councillor term of office begins on the day after the day on which the poll is held (or would have been held if elected unopposed) – refer s.2.28.
Re-elected Council Member Elected for the first time in 2021 and re-elected in 2025	If the Council Member completed the Council Member Essentials (5 courses) in the twelve months following their election in 2021, the Council Member will NOT be required to complete the training again until, and if, they are re-elected at the 2029 election. Admin.r.36 provides an exemption if the Council Member has completed the Council Member Essentials <u>OR</u> the Dip.LG within the period of 5-years ending immediately before the day on which the Council Member is elected.
Re-elected Council Member Elected in 2017, and re-elected in 2021 and 2025	The Council Member must complete the Council Member Essentials (5 Course) within 12-months beginning on the day on which the council member is elected – refer s.5.126(1) and Admin.r.35. Admin.r.36 exemption will only apply if the Council Member has chosen to complete this course <u>OR</u> the Dip.LG within the period of 5-years ending immediately before the day on which the Council Member is elected.
Any Council Member	Some LGs offer all Council Members the option to undertake the Council Member Essentials following each election cycle. Council Members who choose to participate in the Council Member Essentials although not required to, should be encouraged to complete the associated assessments as this provides them with the Admin.r.36 exemption if required following their future re-election.

Places would be offered to each Local Government on an equal basis, with the aim of filling all available places.

Proposed Initiative 3: Trial Funding for Additional Delegates to attend the Local Government Convention (Up to \$8,000)

This initiative would provide support for Zone delegates who would not otherwise be able to attend the annual Local Government Convention to do so.

Should the Zone proceed with this initiative, it is suggested that some guidelines are agreed, such as:

- Trialled for an initial first year (2025 Convention) only.
- Available only to support Council Members who would not otherwise attended the Convention (accordingly, the President and Deputy President of each Local Government would not be eligible).
- A grant of \$500 would be reimbursable the Local Government following provision of receipts to the Zone Executive Officer evidencing the attendance of the additional delegate, accompanied by a written declaration from the CEO that the Council member would not otherwise have attended the Convention.
- This would cap the budget cost at \$500 x 16 LGs = \$8,000.
- Zone Local Governments would not be eligible to receive funds if receipts are not lodged on or by 1 December 2025.

Take up of these grants would be reported to the Zone and used as the basis to consider any similar initiative in a future year.

Other Proposals

The remaining initiatives are listed below. It is proposed that this list of potential initiatives is maintained for reference, added to when potential new future initiatives are identified, and reviewed in the future when opportunity allows.

4. Canberra/ALGA Delegation
5. Expanded 2027 Conference (external speakers etc.)
6. Other professional development opportunities
7. Potential future shared grant-writing resource or initiative (to maximise future grant revenue)
8. Potential future study on borrowing against Local Government owned freehold land (e.g. to enable new housing)
9. Potential future study on maximising the reactivation/use of freight rail
10. Potential future initiatives related to primary healthcare in the regions
11. Any others suggested by the Executive, Zone, or Zone delegates.

RESOLUTION

Mover: Shire of Bruce Rock

Seconded: Shire of Wyalkatchem

That the Zone:

1. **Proceeds with the following initiatives for delivery in 2025-26:**
 - a. **Proposal 1: Holds a zone delegation to Perth for specific zone advocacy/engagement aims in early 2026 (approx. \$12,500)**
 - b. **Proposal 2: Holds WALGA Council Member Essentials Training in the Zone (face to face) with an indicative budget of \$26,000 – Option 2.**
2. **Continue the existing eLearning Subscription grant for Local Governments (\$2,000 per Local Government purchasing an eLearning Subscription).**

CARRIED

9.2.2. DEVELOPMENT ASSESSMENT PANELS

This report is provided following the discussion at the Zone meeting on 10 April 2025.

Background

Since the establishment of DAPs in 2011, the technical staff of the relevant Local Government draft a Responsible Authority Report (RAR) assessing the development proposal against the relevant planning scheme, policies, and other legislation – and providing a recommendation to the DAP. The RAR is then referred to inform the DAP's consideration of the proposal. While the RAR is a technical report that must be delivered within a statutory timeframe, they were sometimes considered by the Council of a Local Government before being lodged with the DAP.

The change that has now occurred under the new *Local Government (Development Assessment Panels) Regulations 2025* is that the RAR is unable to be considered or amended by Council before being lodged to the DAP. However, this does not prevent a Council from holding general debate in relation to a proposal, so long as they do not seek to direct the CEO or administration in relation to the RAR. This change only applies to proposals lodged from 1 May 2025, any proposal lodged before this date may still be considered by a Council under the historical arrangements.

While Councils will be prevented from directing staff in the preparation of RARs, the administration can continue to brief Council on the content and progress of any DAP applications. Local Governments can still raise views in relation to a proposal to the DAP directly, such as requesting a verbal deputation to the DAP during their deliberations.

Developments in the Great Eastern Country Zone

Following the Zone Meeting on 10 April 2025, WALGA has collated historical information about developments within the Zone that have been decided by the relevant Development Assessment Panel (DAP). A register of past applications was included as an attachment to the agenda (Attachment 2).

Next Steps

WALGA has now initiated a review of its advocacy position on DAPs, and is seeking Local Government comment on a revised draft position to include all State Government development assessments and approvals, including the significant development pathway.

Information on the review is available here: <https://walga.asn.au/media-and-resources/latest-news/dap-and-significant-development-pathway-review-and-advocacy#:~:text=WALGA%20is%20seeking%20Local%20Government,incl%20the%20significant%20development%20pathway>.

A State Council paper is provided at item 13.2.

Further information on DAP applications is available at: <https://walga.asn.au/policy-and-advocacy/our-policy-areas/planning-and-building/development-assessment-panel-monitoring-project>

Further information is available at: <https://walga.asn.au/policy-and-advocacy/our-policy-areas/planning-and-building/development-assessment-panel-monitoring-project>

Noted

9.2.3. GREAT EASTERN COUNTRY ZONE CONFERENCE 2025

A survey of attendees has been completed, and a draft report compiling the results was included as an attachment to the Agenda.

The survey feedback was very positive. While the response rate was modest, the positive nature of findings and the general alignment with other feedback tends to support the validity of the findings.

The report contains suggestions intended to be used for reference when planning the 2027 conference.

The Executive Committee also proposed that for future events, survey should be conducted at the event to maximise responses.

Noted

9.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 4 JUNE 2025

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 4 June 2025 are provided as an attachment (Attachment 4).

RESOLUTION

Mover: Shire of Cunderdin
Seconded: Shire of Nungarin

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 4 June 2025 be received.

CARRIED

9.4. BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 4 JUNE 2025

9.4.1. GUEST SPEAKER PROTOCOLS

At its meeting on 4 June 2025, the Zone Executive Committee endorsed minor changes to the speaker protocols for Zone meetings, as follows:

- The main/keynote speaker (such as Ministerial addresses, contentious issues briefings, or an address on a key topic of interest) are generally 30 minutes with 15 minutes for questions
- For Members of Parliament
 - A brief (approx. 5-10 minute) address is appreciated, with similar time (5-10 minutes) for questions from delegates wherever possible.
- Guest deputations continue to have a time limit of 20 minutes.

- For Agency reports:
 - The Zone appreciates and prefers written updates (circulated with the agenda) wherever possible, noting that delegates who have provided an apology may review and refer questions to other delegates
 - Agency representatives are invited to make brief (5 minute) remarks if the speaker wishes to provide context or a further update on a specific matter.
 - The Zone appreciates and prefers time is left for questions and discussion, typically around 10 minutes depending on the number of questions from delegates.
 - Briefings on a significant policy proposal or contentious topic are to be dealt with as being a Guest Speaker (e.g. 20minute presentation with 15 minutes for questions).

Noted

9.4.2. ZONE MEETING LOCATIONS AND PAYMENT OF COSTS

At its meeting of 4 June 2025, the Zone Executive Committee considered this item, referring it for consideration of the Zone. Recognizing the distances between towns, the Zone has an ordinary meeting schedule alternating between Merredin and Kellerberrin.

The current arrangement provides for convenient access for most Zone members, and the virtual host system appears to be working well. However, there may be some minor drawbacks with not occasionally visiting Zone members.

As a desktop exercise, WALGA has collated the estimated total travel time for Zone delegates for the main townsites of each Zone Local Government, in the figure overleaf. This figure is based on adding the driving time (in minutes) for each Local Government to each destination in the Zone, and Perth, as an estimate of the total time delegates spend travelling (one way) to the meeting.

	Bruce Rock	Cunderdin	Dowerin	Kellerberrin	Kondinin	Koorda	Merredin	Mount Marshall	Mukinbudin	Narembeen	Nungarin	Tammin	Trayning	Westonia	Wyalkatchem	Yilgarn (Southern Cross)	Perth
Bruce Rock		68	114	37	53	119	31	175	75	24	55	51	76	64	88	103	167
Cunderdin	68		43	34	102	66	68	166	97	92	77	19	64	100	39	166	118
Dowerin	114	43		74	149	49	95	150	83	137	70	60	49	128	24	162	118
Kellerberrin	37	34	74		86	80	36	141	70	61	48	16	38	70	54	134	144
Kondinin	53	102	149	86		84	79	224	125	36	105	106	126	109	141	174	188
Koorda	119	66	49	80	84		84	104	49	132	60	65	45	101	28	128	166
Merredin	31	68	95	36	79	84		144	45	45	25	50	46	34	73	92	178
Mount Marshall	75	166	150	141	224	104	144		101	188	122	156	104	154	131	180	259
Mukinbudin	24	97	83	70	125	49	45	101		98	26	81	34	52	60	78	208
Narembeen	24	92	137	61	36	132	45	188	98		70	74	91	73	116	139	194
Nungarin	55	77	70	48	105	60	25	122	26	70		65	21	51	49	98	193
Tammin	51	19	60	16	106	65	50	156	81	74	65		51	85	40	149	134
Trayning	76	64	49	38	126	45	46	104	34	91	21	51		70	28	113	172
Westonia	64	100	128	70	109	101	34	154	52	73	51	85	70		106	69	216
Wyalkatchem	88	39	24	54	141	28	73	131	60	116	49	40	28	106		141	146
Yilgarn (Southern Cross)	103	166	162	134	174	128	92	180	78	139	98	149	113	69	141		282
Perth	167	118	118	144	188	166	178	259	208	194	193	134	172	216	146	282	
Totals for Zone Members	982	1201	1387	979	1699	1194	947	2240	1074	1376	942	1068	956	1266	1118	1926	2883
Totals plus Perth	1149	1319	1505	1123	1887	1360	1125	2499	1282	1570	1135	1202	1128	1482	1264	2208	2883

While the Merredin and Kellerberrin townsites have comparatively low total travel times for delegates, the Bruce Rock, Nungarin, Trayning, and Wyalkatchem townsites also have similar travel time implications.

Other Country Zones, such as the Kimberley and Pilbara Zones, regularly or occasionally hold Zone meetings in Perth, often with a hybrid in-person and online attendance model.

An occasional Perth meeting (with the option for attendees remaining at their home Local Government to attend virtually) could also help to facilitate participation of additional guests or speakers.

If reviewing the opportunity to occasionally hold meetings in other Zone locations is of interest, a potential 2-4 year long rotating meeting location cycle could be developed for the consideration of a future meeting.

Meeting Costs

The function room at the Merredin Regional Community and Leisure Centre is now managed by the Civic Bowling Club Merredin Inc, which charges \$275 (inc. GST) for half-day function room hire. In the interests of fairness, it is proposed that alternative venues that hold a Zone meeting may receive a similar venue fee if requested.

RESOLUTION

Mover: Shire of Westonia
Seconder: Shire of Bruce Rock

That the Zone:

- 1. Resolve to:**
 - a. hold occasional meetings in other locations in the Zone,**
 - b. hold occasional meetings in Perth (typically biennially, to coincide with delegation activity whenever possible), and**
 - c. develop a draft multi-year rotation cycle, maintaining that the majority of meetings are held in central towns within the Zone, for the consideration of the November Zone meeting and to set dates for 2026 Zone meetings.**
- 2. Notes the cost of holding meetings at Merredin, and agrees to make a budget allocation of \$300 per Zone meeting for venue hire if requested by the operator of the venue at which a Zone meeting is held.**

CARRIED

9.4.3. ZONE BUDGET 2025-2026

The following draft budget for 2025/2026 is submitted for consideration. This budget assumes all three proposed initiatives suggested above are progressed.

	BUDGET 2024-25	FORECAST 2024-25	BUDGET 2025-26	Comments
Income	\$	\$	\$	
General Subscriptions (16@ \$1,500)	24,000	24,000	24,000	<i>Remain at \$1,500</i>
Interest income	9,000	9,708	6,000	<i>Adjusted assuming reduction of \$50,000 in term deposit for Zone Initiatives during 25/26. 4% interest assumed.</i>
Total Income	33,000	33,708	30,000	
Expenses				
Zone Expenses - Audit fees			1,100	
Zone Expenses - Ordinary Meetings	5,874	3,502	5,250	<i>\$1500 for venue costs and \$3,750 for catering costs</i>
<i>Zone initiative - Delegation to Perth</i>	-	-	<i>12,500</i>	<i>Refer to agenda paper - proposal only</i>
<i>Zone initiative - Face to face training in the Zone</i>	-	-	<i>24,000</i>	<i>Refer to agenda paper - proposal only</i>
<i>Zone initiative - LGC Rebate</i>	-	-	<i>8,000</i>	<i>Refer to agenda paper - proposal only</i>
Elearning Subscription Grant			32,000	<i>Training year. \$2,000 per LG for elearning subscription.</i>
Zone Representative - Honoraria	1,982	2,042	2,102	<i>Correction of previous error in calculations reflected in forecast. 3% increase in costs in line with CPI.</i>
Zone Representative - Meeting Fees	1,030	-	-	<i>Remove line item.</i>
Conference costs	25,000	14,142	-	<i>Not required in 25/26</i>
Zone Representative - Travel Costs	515	-	550	<i>Retain at \$550.</i>
WALGA Travel to Zone			1,000	<i>Accommodation for WALGA staff for Zone meetings/events if required.</i>
Total Expenses	34,401	19,686	86,502	
Profit / Loss	(\$1,401)	14,022	(\$56,502)	<i>Noting assumed \$76,500 expenditure included on special initiatives and Elearning subscriptions grant which is unlikely to be fully expended.</i>
Cash Reserves				
Opening Balance	217,080	217,080	231,102	
Movement	<i>(\$1,401)</i>	14,022	<i>(\$56,502)</i>	
Closing Balance	215,679	231,102	174,600	

Term Deposit

If the proposed initiatives are progressed with, it is proposed that the majority of the funds in the term deposit (\$150,000) are re-invested for a further year, with a provision allocation of \$50,000 moved into shorter term (3 month) rolling term deposits to allow funds to be used for any approved Zone initiatives during the financial year.

RESOLUTION

Mover: Shire of Bruce Rock
Seconded: Shire of Merredin

The Zone:

1. Endorse the draft Budgeted Statement of Income and Expenditure for the year ending 30 June 2026, subject to any revisions necessary to reflect the Zone's decisions on any proposed Zone initiatives. *(shown below)*.
2. Regarding the term deposit,
 - a. rollover \$150,000 of the term deposit for 12 months, and
 - b. rollover \$50,000 of the term deposit for 3 months, rolling over until funds are required.
3. Continue with external auditors to conduct a yearly audit of the Zone's account.

	BUDGET 2024-25	FORECAST 2024-25	BUDGET 2025-26	Comments
Income	\$	\$	\$	
General Subscriptions (16@ \$1,500)	24,000	24,000	24,000	<i>Remain at \$1,500</i>
Interest income	9,000	9,708	6,000	<i>Reduction of \$50,000 in term deposit for Zone Initiatives during 25/26. 4% interest assumed.</i>
Total Income	33,000	33,708	30,000	
Expenses				
Zone Expenses - Audit fees			1,100	
Zone Expenses - Ordinary Meetings	5,874	3,502	5,250	<i>\$1500 for venue costs and \$3,750 for catering costs</i>
Zone initiative - Delegation to Perth	-	-	12,500	
Zone initiative - Face to face training in the Zone	-	-	26,000	
Elearning Subscription Grant			32,000	<i>Training year. \$2,000 per LG for elearning subscription.</i>
Zone Representative - Honoraria	1,982	2,042	2,102	<i>Correction of previous error in calculations reflected in forecast. 3% increase in costs in line with CPI.</i>
Zone Representative - Meeting Fees	1,030	-	-	<i>Remove line item.</i>
Conference costs	25,000	14,142	-	<i>Not required in 25/26</i>

Zone Representative - Travel Costs	515	-	550	<i>Retain at \$550.</i>
WALGA Travel to Zone			1,000	<i>Accommodation for WALGA staff for Zone meetings/events if required.</i>
Total Expenses	34,401	19,686	80,502	
Profit / Loss	(\$1,401)	14,022	(\$50,502)	<i>Assumed \$70,500 expenditure included on special initiatives and Elearning subscriptions grant.</i>
Cash Reserves				
Opening Balance	217,080	217,080	231,102	
Movement	(\$1,401)	14,022	(\$50,502)	
Closing Balance	215,679	231,102	180,600	

9.4.4. AUGUST MEETING DATE

The 2025 LGIS Inter-municipal Golf Tournament has been scheduled to be held in Kellerberrin on 13-15 August.

This may impact the availability of Members for the August Zone meeting. However, the extent is unknown. Rescheduling the meeting may also have a similar impact on attendance.

The following options could be considered:

1. Retain the meeting on Thursday, 14 August as scheduled, noting Deputy Delegates might need to attend. This meeting date was set in November 2024 and in recognition that rescheduling meetings impacts multiple delegates, retaining the meeting date may be preferred.
2. Reschedule the meeting. One proposed date is the following Monday, 18 August, potentially held a little later in the day to accommodate travel.

A Presentation to the Zone on Living Well in the Wheatbelt is provisionally scheduled as the Keynote item for the August meeting.

RESOLUTION

Mover: Shire of Yilgarn
Seconded: Shire of Bruce Rock

That the Zone resolves to hold the August meeting at 10:00am on Monday, 18 August.

CARRIED

10. ZONE BUSINESS

10.1. UPDATE ON ATU PILOT PROGRAM

WALGA has continued to engage with DPIRD, the Wheatbelt Development Commission, DFES, and Telstra on the pilot.

WALGA met with State Agencies on 5 May to discuss the generator acquisition and deployment strategy. Telstra has supplied specifications for several potential development sites. As a result, the current thinking is that it would be most effective to procure 15 kVa single-phase and 25 kVa three-phase generators supplied on trailers, so that they can be deployed to any site as required. It is also considered that centrally storing generators at regional hubs (such as Merredin, Northam, Narrogin, etc.) will assist in minimising deployment time following an outage event.

WALGA has been assisting DPIRD engage with potential generator suppliers to inform a procurement process. WALGA has sought initial advice from prospective suppliers on generator specifications and availability.

Issues around maintenance, availability, and certification of qualified persons to connect generators are being carefully considered. A further meeting to discuss progress was held on 16 May 2025.

It is understood that Telstra's preference is to enable State agencies to settle a storage and deployment principles to then confirm parties to Community Support Agent Agreements.

Further discussions with WDC and DPIRD were held on 6 June 2025.

Noted.

10.2. LIVING WELL IN THE WHEATBELT STRATEGY

Further to the update provided in April 2025.

The following attachments were provided with the Agenda.

- a. Living Well in the Wheatbelt Strategy
- b. One-page summary of the Strategy priorities
- c. Table: Actions from the Strategy that Local Governments can incorporate and action in their local Public Health Plans
- d. Information Sheet for Shires
- e. How can WACHS help at each stage of planning
- f. Wheatbelt Public Health & Local Government Planning Collaborative

The Wheatbelt District Leadership Group (DLG) endorsed the Living Well in the Wheatbelt Strategy in April and this is now available to share with stakeholders. A copy of the Strategy, a one page summary of the priorities, and a one-page summary of the actions in the Strategy that are relevant to Local Governments for their public planning, aligned with the 4 pillars of the WA State Public Health are provided as an attachment.

Implementation is occurring via the Wheatbelt Human Services Managers Forum and its Working Groups. The Wheatbelt DLG hopes the Strategy will usefully guide and inform Local Government in their current Local Public Health (Health & Wellbeing) Plans (LPHPs) under the Public Health Act as a number of actions align with the State Government's PHP priorities and fit well with LPHPs and current activities (e.g. aged friendly communities, maintaining safe green public spaces for walking, playgrounds and social connectedness activities, supporting child care and playgroup activities or seniors activities).

The WACHS-Wheatbelt Health Promotion Network has provided an overview of the support that the WACHS Health Promotion Network can provide to Local Governments public health planning. The team can be contacted to guide and support Wheatbelt Local Governments in their LPHP planning (contact Chantelle.Jeffery@health.wa.gov.au Wheatbelt Health Promotion Coordinator).

An offer to provide a presentation to a future Zone meeting will be extended.

Noted.

10.3. INVITATIONS TO MEMBERS OF PARLIAMENT TO ATTEND ZONE MEETINGS

By Kathy Robertson, Manager Association and Corporate Governance

BACKGROUND

The recent State election has brought with it two significant changes which may impact how Zones invite members of Parliament to attend Zone meetings:

1. The electoral regions for the Legislative Council were abolished under the *Constitutional and Electoral Legislation Amendment (Electoral Equality) Act 2021* and replaced with a single "whole of state" electorate. As a result, the members of the Legislative Council are drawn from across the whole of the State and no longer represent a particular region or area.
2. Premier Roger Cook has appointed nine cabinet members with region-specific portfolios. These Regional Ministers cover the areas of the Kimberley, Pilbara, South West, Mid West, Goldfields-Esperance, Gascoyne, Peel, Great Southern and Wheatbelt.

A full list of MLCs can be found here: [Legislative Council of Western Australia, Forty Second Parliament, List Of Members](#)

A full list of WA Ministers, including Regional Ministers can be found here: [Western Australian Government Cabinet Ministers](#)

COMMENT

Zones can choose to invite members of Parliament (State or Federal) to meetings at their discretion. Some Zones have standing invitations for all MPs relevant to that region (including MLAs, MLCs and Federal members) whilst others choose to invite MPs on a meeting-by-meeting basis to speak on a particular topic or issue.

Those Zones that have a standing invite for MPs generally allow time on the Agenda for each politician in attendance to address the meeting (as a standing item).

It is understood that the Great Eastern Country Zone has generally had a practice of inviting:

- Ministers as relevant or topical to items of interest to the Zone;
- The Federal Member for Durack and O'Connor in the House of Representatives (MP);
- The Member for Central Wheatbelt and Roe in the Legislative Assembly (MLA); and
- Members of the Legislative Council representing the Agricultural Region (MLCs), with representatives such as the Hon Martin Aldridge and Hon Steve Martin attending on several previous occasions.

This year, engagement with the Minister for Local Government and Minister for Wheatbelt has been of key focus.

It is suggested that:

- The Zone continues to approach Ministers on a priority basis (particularly the Minister for Local Government, Minister for the Wheatbelt, Minister for Regional Development, and potentially the Ministers for Energy, Health, Water, etc. depending on areas of ongoing focus);
- The Member for Durack and O'Connor and Member for Central Wheatbelt and Roe continue to be standing invitees;
- The Zone continues to invite Hon Steve Martin MLC as a standing invitee; and
- The Zone writes to all major parties (Liberal, National, and Labor) to ask whether they wish to nominate a representative MLC as a standing invite for the Zone.

The Zone agreed to the proposed approach outlined above. It was also agreed that Mrs Kirrilee Warr MLA, Shadow Minister for Local Government, be invited to provide an address to a future Zone meeting.

The Executive Officer will action.

10.4. JACQUI DODD SCHOLARSHIP

By WALGA Training Team

The LGA50220 Diploma of Local Government – Elected Member Scholarship, named in honour of the late Jacqui Dodd, former long-serving WALGA Training Services Manager, has been awarded since 2021. This program is the highest qualification an Elected Member can achieve through WALGA Training and enables participants to increase their skills and knowledge in order to confidently provide leadership to their community.

The scholarship covers 50% of training and assessment fees and provides additional travel expense compensation for regional applicants upon completion of the program. WALGA Training awards this scholarship to two Metropolitan and two Regional Elected Members.

To qualify, applicants must be current Elected Members, have completed all Council Member Essentials training, and must not have previously received the scholarship.

This year's nominations will open on Tuesday, 1 July and close on Friday, 15 August 2025 at 12 noon. The scholarship winners will be announced at the Local Government Convention in September.

For more information and details on how to apply please visit the WALGA Training [website](#), contact the team via email training@walga.asn.au, or call us on (08) 9213 2088.

Noted

11. ZONE REPORTS

11.1. CHAIR REPORT

President Cr Tony Sachse

Welcome to our meeting for June 2025. The meeting date needed change due to a conflict with the WALGA Energy Forum with the Minister in Perth. The start time has also been amended to 10am given the short daylight hours currently and travel distances. Thank you for your understanding.

The Zone Executive met on Tuesday 4 June 2025. The minutes of the meeting are attached.

Thank you to all the Agency representatives for sending in their respective reports and for your attendance today. There will be sufficient time to give an overview and take questions during the meeting.

The Shire of Westonia is providing the 10-minute presentation today. There is a reasonably full Agenda on a range of items.

Thanks to the Shire of Kellerberrin for hosting us today.

RESOLUTION

Mover: Shire of Yilgarn

Seconder: Shire of Narembeen

That the Zone Chair's report be received.

CARRIED

11.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The last meeting of the Wheatbelt DEMC was on 12 March 2024. The next meeting is scheduled for Wednesday, 18 June 2025.

Exercise 'Sizzle Sync' is to provide Wheatbelt DEMC members with the ability to build capacity in DEMC members to provide coordinated response and communication during wide-spread heatwave conditions across the district. This desktop exercise will follow the meeting on 18 June 2025.

Please note that there have been some very informative webinars run by the DEMC over recent months. The Storm and Flood Preparedness Webinar is to be held on Thursday 12, June at 12.30 pm.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis.

RESOLUTION

Mover: Shire of Tammin

Seconded: Shire of Yilgarn

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

Note: Some delegates noted that in-person representation by DFES at LEMC meetings and activities has been limited. However, other delegates reported that DFES has been attending meetings in person. President Cr Sasche will raise the matter at the next DEMC meeting.

11.3. WALGA ROADWISE

Tracey Peacock, Regional Road Safety Advisor was an apology for the meeting. The RoadWise Report was tabled at the meeting (Attachment 5).

Noted

12. WALGA STATE COUNCIL EXECUTIVE REPORTS

12.1. WALGA PRESIDENT'S REPORT

The WALGA President's Report was provided with the Agenda.

RESOLUTION

Mover: Shire of Bruce Rock

Seconded: Shire of Yilgarn

That the WALGA President's Report be received.

CARRIED

12.2. STATE COUNCILLOR REPORT

Cr Stephen Strange

RESOLUTION

Mover: Shire of Westonia

Seconded: Shire of Yilgarn

That the State Councillor Report be received.

CARRIED

12.3. STATUS REPORT

Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
13 February 2025 Zone Agenda Item 14.1 WA Telstra Automatic Transfer Unit Pilot Deployment Program	That the Great Eastern Country Zone requests WALGA organise a roundtable with WALGA, Telstra, Department of Fire and Emergency Services and Department of Primary Industries and Regional Development to discuss the drafting of Community Support Agents Agreement for the implementation of the WA Telstra Automatic Transfer Unit Pilot Deployment Program.	The Infrastructure Policy Team supported this proposal. WALGA met with senior representatives from InfraCo (a subsidiary that holds Telstra's exchanges, poles, ducts, pits and pipes, and fibre network) and Telstra. Discussions with DPIRD and Telstra have commenced. It now seems likely that the service agreements will not be with Local Governments.	June 2025	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
5 March 2025 State Council Agenda Item 8.1 Climate Change Advocacy Position	The Zone supported the recommendation. However, the Zone also requests that WALGA remains open minded to further conversations on climate change.	This item has been referred to the Environment Policy Team for consideration. See the Environment Policy Team Report in the July State Council Agenda for more information.	June 2025	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039
11 April 2024 Zone Agenda Item 9.1.2 Agricultural Land Use	That the Great Eastern Country Zone recommend that WALGA 1. In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement	State Council endorsed the Renewable Energy Facilities Advocacy Position at its meeting of 4 September, 2024. This position calls for the State Government to develop a renewable energy facility state planning policy that would provide	June 2025	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

	by non-agricultural activities that lead to a net reduction of the State's productive agricultural land. 2. Within the Policy includes such uses but not limited to tree planting for offsets or carbon, renewable energy generation and transmission. 3. Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example but not limited to planting for carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments. 4. Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.	greater guidance to applicants and decision makers. WALGA is continuing its energy transition advocacy and has written to the Hon Amber-Jade Sanderson BA MLA seeking further discussion on this issue. WALGA has appointed consultants to carry out work on the rating of Renewable Energy Projects. This work will include the following: • Legislative Framework Review - to determine the current legislative provisions available to WA Local Governments and provide recommendations for any legislative changes in relation to the rating of renewable energy facilities. • National and Local Review - to research how other Australian jurisdictions are managing the rating of renewable energy facilities and consult with a selection of Western Australian Local Governments. • Way Forward - provide a summary of options and recommendations of the rating of renewable energy facilities by		Tony Brown Executive Director, Member Services 9213 2051 tbrown@walga.asn.au
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		Local Governments going forward. This work should be completed in mid-July 2025.		
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Noted

13. WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda (Attachment 7) and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

13.1. SUSPENSION AND DISQUALIFICATION FOR OFFENCES ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.1)

By Jason Russell, Senior Governance Specialist

EXECUTIVE SUMMARY

- The South East Metropolitan Zone (SEMZ) passed a motion requesting that WALGA advocate for additional powers for the Minister to suspend Council Members charged with criminal offences likely to damage the reputation of the Local Government, and disqualify if convicted.
- Suspension, dismissal and disqualification must balance the public interest in elected representatives of good character, with protections for the individual and respect for democratic processes.
- While the *Local Government Act 1995* (the Act) includes a range of suspension, dismissal and disqualification mechanisms, their operation also depends on how the relevant decision-makers choose to use their powers.
- This report recommends that the dismissal mechanisms under the Act are sufficient to address the Zone's concern, but that WALGA's advocacy position be amended to include an additional suspension power for the Minister of Local Government.
- The Governance Policy Team endorsed the advocacy position at its meeting on 19 May.

STRATEGIC PLAN IMPLICATIONS

Influence:

- Lead advocacy on issues important to Local Government.

Support:

- Provide practical sector-wide solutions based on research and evidence.

POLICY IMPLICATIONS

The current Advocacy Position 2.5.5 Disqualification Due to Conviction position provides as follows:

Position Statement: A new disqualification criterion should be added to the *Local Government Act 1995* that disqualifies a person from serving as an Elected Member if they have been convicted of an offence against the *Planning and Development Act*, or the *Building Act* in the preceding five years.

Background: A planning or building system conviction is potentially more serious than a *Local Government Act* conviction because of Local Government's prominent role in planning and building control and the significant personal benefits which can be illegally gained through these systems.

This report recommends that this position is renamed and amended to include an additional point 2, as follows:

Suspension and Disqualification for Offences

The WA Local Government sector advocates that:

- 1. A new disqualification criterion should be added to the Local Government Act 1995 that disqualifies a person from serving as an Elected Member if they have been convicted of an offence against the Planning and Development Act, or the Building Act in the preceding five years.*
- 2. A new suspension criterion should be added to the Local Government Act 1995 allowing the Minister of Local Government to suspend a Council Member charged with an offence, where the Minister is satisfied this would be in the best interests of the Local Government, based on advice of the Director General.*

BACKGROUND

At its November 2024 meeting, the SEMZ asked WALGA to advocate:

That the Local Government Act 1995 be amended to give the Minister for Local Government the power to:

- 1. Disqualify a person from membership of a council if the person has been convicted of a criminal offence that, in the opinion of the Minister for Local Government, under the advice of the State Solicitor's Office, has the potential to damage the reputation of the local government or the local government sector more broadly.*
- 2. Suspend the council member who is charged with a criminal offence that has the potential to damage the reputation of the local government or the local government sector more broadly, until the charges are dealt with; and*
- 3. Require a person to be paid fees and allowances until they are disqualified.*

COMMENT

The *Local Government Act 1995* (the Act) automatically disqualifies someone from membership of a Council if convicted of certain types of offences. The Act also includes mechanisms for suspending and dismissing Council Members. Each mechanism differs in terms of the parties, processes, powers, and preconditions involved.

While suspended, a Council Member cannot perform any of the powers and duties of their role. Suspension does not affect the duration of a Council Member's term or their eligibility to be a candidate for election to Council. If a Council Member is dismissed, the office of the member becomes vacant from the time when the order dismissing the member takes effect. A Council Member that is dismissed is not prevented from standing in future elections. In contrast, persons disqualified are ineligible to hold or be elected to office as a Council Member.

It is necessary for these mechanisms to balance the public interest in ensuring that elected representatives are of good character, with protections for due process, the presumption of innocence and resumption of rights following completion of a sentence. There must also be an appropriate level of respect for the democratic process and the rights of communities to choose their representatives.

Whether the suspension, dismissal and disqualification framework is fit-for-purpose depends on the legislative framework (e.g. legislative settings for disqualification, powers and constraints on powers to suspend and dismiss) and its implementation (e.g. how decision-makers exercise their discretion to intervene).

Existing Disqualification Provisions

A person may be disqualified from membership of a Council based on the following provisions of the Act:

Provision	A person is disqualified –
2.20	If they are a member of a parliament
2.21	If they are a bankrupt or their affairs are under insolvency laws
2.22	Because of conviction
2.23	If they are a member of another Council
2.24	Because of misapplication of local government funds or property
5.117	If SAT orders disqualification (for not more than 5 years) for serious or recurrent breach, or failure to comply with order

Section 2.22 of the Act provides that a person is disqualified if:

- they have been convicted of a crime and are in prison serving a sentence for that crime,
- have been convicted of a serious local government offence in the previous 5 years, or
- have been convicted of an offence carrying an indictable penalty of imprisonment for more than 5 years.

Clearly, the threshold for disqualification is high, excluding all lower-level offences and even indictable offences with a penalty of 5 years or less. As an example, high-level indecent assault will be dealt with as an indictable offense, with the offender liable for up to 5 years imprisonment. Serious local government offences are offences against the Act for which a person may be sentenced to imprisonment or a fine of over \$10,000. A court sentencing a person for a serious local government offence may make an order waiving the disqualification, or reducing the period for which it applies.

There is currently no ability for the Minister to disqualify a person from Council membership. SAT has discretion to order disqualification in some circumstances, while a court has the authority to order that disqualification not apply. In the context of these judicial or quasi-judicial processes, there are strong protections for the rights of the affected person. This reflects the seriousness of this penalty. While the SEMZ motion calls for disqualification, dismissal may be a more appropriate penalty if the exercise of Ministerial discretion is required.

Current Dismissal Provisions

Under sections 8.15K and 8.15L of the Act, the Minister may recommend that the Governor dismiss a Council Member, if the Minister is satisfied that it is appropriate to intervene. The Minister must be satisfied based on the Director General's written advice that:

- the member is impeding the Local Government's ability to perform its functions and duties under the Act, and/or

- it is in the best interest of the Local Government that the member be dismissed.

The Minister must also be satisfied that the seriousness of the situation for the Local Government requires intervention.

The Minister must give the member:

- a report that includes their proposed recommendation and grounds for the recommendation;
- a show cause notice;
- 21 days to respond.

The Minister must consider the member's response prior to making a recommendation to the Governor that the member be dismissed.

Best interest is not defined and allows for a broad range of factors to form the grounds for dismissal. This could include where a Council Member has been charged with or convicted of an offence, and the charges or conviction are adversely affecting the Local Government.

It appears that the existing framework for dismissal has the capacity to respond to circumstances referenced in the SEMZ's motion and rationale. WALGA considers it is reasonable to expect that the Local Government Inspector may have greater capacity to provide targeted and timely investigation and advice to support this mechanism.

Current Suspension Provisions

Section 8.15E of the Act enables the Minister to suspend a Council Member or order them to undertake remedial action.

The Minister can only act where they are satisfied that it is appropriate to intervene, based on one or more of the following:

- The member has been charged with a disqualification offence.
- The Director General has made an allegation to SAT against the member, of a serious or recurrent breach.
- The Director General has written to the Minister advising that they suspect on reasonable grounds that one or more of the following applies:
 - The member has failed to perform their role, functions or duties;
 - The member's conduct has adversely affected the ability of another person to perform their role, functions or duties;
 - The member's conduct has adversely affected the ability of the Local Government to comply with the principles that apply under section 5.40 of the Act (principles affecting employment by Local Government, including the responsibility to provide safe and healthy working conditions in accordance with WHS legislation).

The Minister must give:

- The member a written notice of the proposed order that provides the allegations and particulars supporting the proposed order is based on.
- The member a show cause notice, allowing 21 days for the member's response
- Any submissions made by the member consideration prior to making the order.

While suspended, a Council Member is not entitled to be paid any fee or allowance to which they would otherwise be entitled. A Council Member is liable to repay annual allowances and fees paid in advance, as if the member had, for the period of their suspension, ceased to hold the office.

Options for reform of suspension

The current system shares some common elements with the Zone's proposal, however, some changes could be made to bring them into closer alignment. Under the current framework, the Director General and Minister would need to be satisfied that any reputational damage resulting from charges was impeding the workings of the Local Government before they could move to suspend a Council Member.

Charges resulting in reputational damage could be included in the legislation as an explicit ground for which the Director General can recommend suspension to the Minister. However, reputational damage may be somewhat narrow or subjective.

A 'best interests' test, consistent with that provided in the dismissal mechanism (discussed above), could allow the consideration of a broad range of factors, including reputational damage. A mechanism could be introduced allowing the Minister to suspend a Council Member who is charged with an offence that, despite not being a disqualification offence, satisfies the Minister that it is in the best interests of the Local Government to suspend the member. Consistent with the other grounds for suspension, this could be on the advice of the Director General, as the State Solicitor's Office will be primarily concerned with avoiding prejudice to any matter currently before the courts.

Local Government Reform Amendments

The *Local Government (Amendment) Act 2024* will transfer the powers of the Director General under these provisions to the soon-to-be-established Local Government Inspector. The Inspector/Inspectorate model has been introduced to provide improved oversight and early interventions capability into the Local Government sector.

The Inspector will be able initiate inquiries into the affairs of a local government and recommend suspension and dismissal of Council Members. It is expected that this newly created office may have greater independence, timeliness, focus and flexibility in addressing conduct issues.

The Governance Policy Team considered and endorsed the proposed advocacy position at its meeting on 19 May.

WALGA RECOMMENDATION

1. That WALGA amend and rename advocacy position 2.5.5 *Disqualification Due to Conviction* to read as follows:

Suspension and Disqualification for Offences

The WA Local Government sector advocates that:

1. *A new disqualification criterion should be added to the Local Government Act 1995 that disqualifies a person from serving as an Elected Member if they have been convicted of an offence against the Planning and Development Act, or the Building Act in the preceding five years.*
 2. *A new suspension criterion should be added to the Local Government Act 1995 allowing the Minister of Local Government to suspend a Council Member charged with an offence, where the Minister is satisfied this would be in the best interests of the Local Government, based on advice of the Director General.*
2. That WALGA incorporate advocacy on this issue into its ongoing legislative reform engagement.

RESOLUTION

Mover: Shire of Bruce Rock

Seconder: Shire of Merredin

That the Zone support the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

13.2. STATE DEVELOPMENT APPLICATIONS AND DECISION MAKING ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.2)

By Coralie Claudio, Senior Policy Advisor Planning

EXECUTIVE SUMMARY

- It is proposed that Advocacy Position 6.4 Development Assessment Panels be replaced with a new, expanded position that includes all forms of State Government development assessment and decision making.
- The updated position incorporates principles for state decision making, a refined list of recommended reforms to the Development Assessment Panels (DAPs) system and recommends that the significant development pathway be abolished but includes a list of recommended reforms if the pathway is retained.
- The draft position was informed by WALGA's review of the operation of the DAPs and the state significant development pathways, input from Local Government officers, and previous WALGA submissions.
- The draft position and accompanying review reports were provided to Local Governments for Council endorsed or CEO approved preferred feedback by 23 May.
- The Environment Policy team endorsed the position at their meeting on 29 May.

ATTACHMENT

- [Rationale for draft advocacy position](#)

POLICY IMPLICATIONS

It is proposed State Council replace the **current** Advocacy Position **6.4 Development Assessment Panels**:

The Association does not support Development Assessment Panels (DAPs), in their current structure.

Necessary changes to the structure of the DAPs system include:

1. *The abolishment of the current 'mandatory' mechanism where a proposal has a value of \$10 million or greater, and its replacement with an 'opt in' mechanism for all proposals.*
2. *Raising the DAP threshold from the current \$2 million to \$5 million,*
3. *The composition of DAPs should be modified to provide equal representation of Specialist Members and Local Government Members.*
4. *The creation of a distinct Special Matters DAP (SMDAP) is not supported, given there are already multiple avenues for determination on the basis of zoning and monetary value of applications. Should the State Government progress with the implementation of a SMDAP, the following changes are proposed to the model released in March 2022:*
 - *allow proponents with proposals that meet the threshold or criteria being able to opt-out of the SMDAP pathway and allow assessment and determination by Local Government*
 - *mandate consultation with the relevant Local Governments prior to the issuing of a Ministerial Order in relation to SMDAP Precinct Criteria, and ensure SMDAP Precincts be identified through regulations, rather than by the Minister,*
 - *include greater professional planning expertise, and knowledge of local context through the Local Government members of the District DAP, by including majority professional town planner panel members, with two Local Government*
 - *representatives*

- *expand the role of Local Governments in SMDAP processes and appropriate remuneration for involvement of Local Governments be included to support the SMDAP decision-making process.*
5. *In principle, the further reduction in the number of panels from five to three is supported, to the extent that this reduces the administrative burden on local governments and enhances consistency of decision making.*
 6. *In principle, the permanent appointment of panel members where this results in consistent decision-making is supported as this reduces the potential for conflicts of interest and ensures sound knowledge of DAP processes and procedures.*
 7. *WALGA supports greater transparency around DAP processes and decisions, as community distrust of DAP decision-making is a key area of concern for many local governments.*

with a **new** advocacy position **6.4 State Development Applications and Decision Making Advocacy Position:**

WALGA calls on the State Government to:

1. *Ensure that decision making on development applications (DAs) is:*
 - a. *consistent and accountable*
 - b. *accessible to local communities*
 - c. *respectful of, and appropriately applies, local planning frameworks in line with their statutory weight.*
2. *Reform the Development Assessment Panel (DAP) system to:*
 - a. *raise the DAP threshold from the current \$2 million to \$5 million and mandate periodic reviews of the threshold*
 - b. *modify the composition of DAPs to provide equal representation of Specialist Members and Local Government Members*
 - c. *review DAP processes to ensure proponents provide necessary information in a timely manner*
 - d. *provide clear procedural guidance on the roles and functions of Local Government officers and Council*
 - e. *allow access to the State Referral Coordination Unit for DAP applications to ensure timely and adequate referral responses from State Government agencies are provided to Local Governments.*
3. *Abolish the state significant development assessment pathway (Part 11B of the Planning and Development Act 2005).*
4. *If the significant development assessment pathway is retained, implement the following reforms:*
 - a. *raise the cost threshold to \$50 million and mandate periodic reviews of the threshold*
 - b. *align statutory timeframes with DAP and Local Government determined DAs*
 - c. *ensure all developments are consistent with applicable local planning instruments and provide comprehensive guidelines for discretionary decision making, including applying extraordinary discretion*
 - d. *delete references to 'mandatory significant development' to ensure the pathway remains entirely opt-in*
 - e. *undertake periodic reviews of its operation and effectiveness.*

BACKGROUND

There are a range of development application (DAs) decision makers in the Western Australian Planning system. While Local Governments process and determine the vast majority of DAs, other State Government boards or agencies are also decision makers, particularly for complex proposals and public works. This includes DAPs, the Western Australian Planning Commission (WAPC) and other State Government agencies (i.e. DevelopmentWA) that determine DAs such as DAPs, significant development applications (Part 17 and Part 11B of the *Planning Development Act 2005*) and developments under region schemes, redevelopment schemes and improvement schemes and public works.

WALGA has historically opposed DAPs and the significant development pathway as they erode the role of Local Government in providing a valuable community perspective on planning proposals.

WALGA has undertaken two reviews of the performance of the DAP system in [2016](#) and [2020](#). Those reviews informed WALGA's current advocacy position, endorsed in May 2022, that recommends changes to the DAP system to ensure it operates in an efficient, effective, and transparent way, and appropriately considers matters of local planning context in decision-making.

The current position is being reviewed as part of WALGA's regular position review process and in recognition of significant planning reforms in 2024, specifically the replacement of the proposed special matters DAP with the permanent significant development pathway (Part 11B).

To inform the review of the DAP position and its ongoing advocacy, WALGA collated and reviewed data on the operation of the DAPs and the significant development pathway.

The [DAP Report](#) examines DAP data from its inception in 2011 to the end of the 2023-24 financial year, with a focus on observable trends since the previous report in 2020. The report indicates minor improvements in the DAP system, particularly in reliability and consistent decision making. Despite this, the DAP system continues to determine many low-value applications that lack strategic importance and should be redirected to the Local Government pathway.

The [Significant Development Pathway Report](#) examines data from the pathway's commencement in 2020 until 1 April 2025. The report finds that this pathway is used infrequently and does not process applications efficiently, contrary to its intended purpose and that the pathway's other goals, driving economic recovery (Part 17) and aiding housing supply (Part 11B), have also not been met.

The collated data will be uploaded to the [DAP Dashboard](#) on WALGA's website.

WALGA has drafted a revised advocacy position that will sit within the context of the Planning Principles and Reform advocacy position and will expand on the DAP position to:

1. Be applicable to all State Government DAs and approvals (e.g. significant development pathway, DAPs, Public Works, region scheme approvals, Development WA).
2. Establish principles to guide transparent and accountable decision-making on development applications, ensuring that local planning frameworks are appropriately considered, and communities, particularly in regional areas, are granted equitable access to the decision-making process.

3. Include a refined list of reforms to the DAP system, while retaining the position to increase the DAP threshold and for equal representation of Specialist Members and Local Government Members.
4. Include a recommendation that the significant development pathway be abolished based on the findings of the significant development pathway report, and includes a list of reforms if the pathway is to be retained to ensure it operates more efficiently and only processes genuine state significant projects.

The draft position and accompanying review reports were provided to Local Governments for Council endorsed or CEO preferred feedback by 23 May.

COMMENT

The current DAP advocacy position is outdated and does not reflect the current planning framework, specifically the introduction of the permanent significant development pathway (Part 11B of the *Planning and Development Act 2005*).

The proposed new advocacy position will complement WALGA's planning advocacy position, 6.1 Planning Principles and Reform, that notes decisions should be made by the level of government closest to and most impacted by a planning proposal and should appropriately reflect local environment, context, communities and character.

The proposed advocacy position has been informed by feedback from CEO approved and Council endorsed submissions, Local Government officer input and WALGA's previous submissions, specifically on DAP reforms and amendments to the *Planning and Development Act 2005* that introduced the significant development pathway.

Some minor amendments were made to the draft position in response to members' feedback, particularly regarding the recommendations for the state significant development pathway.

Local Government feedback was that the pathway was not functioning effectively in its current form. While some Local Governments advocated for its abolition, others considered that there may be benefits if the pathway was limited to genuine state-significant projects only and operated more efficiently. The draft position calls for the reforms to the pathway and for it to be subject to periodic review if retained.

Further information on the rationale for the position and feedback provided is attached.

The Environment Policy agreed to recommend that State Council endorse the new expanded position at their meeting on 29 May.

WALGA RECOMMENDATION

That WALGA:

1. Replace Advocacy Position 6.4 Development Assessment Panels with the following:

6.4 State Development Applications and Decision Making

WALGA calls on the State Government to:

1. *Ensure that decision making on development applications (DAs) is:*
 - a. *consistent and accountable*
 - b. *accessible to local communities*
 - c. *respectful of, and appropriately applies, local planning frameworks in line with their statutory weight.*
 2. *Reform the Development Assessment Panel (DAP) system to:*
 - a. *raise the DAP threshold from the current \$2 million to \$5 million and mandate periodic reviews of the threshold*
 - b. *modify the composition of DAPs to provide equal representation of Specialist Members and Local Government Members*
 - c. *review DAP processes to ensure proponents provide necessary information in a timely manner*
 - d. *provide clear procedural guidance on the roles and functions of Local Government officers and Council*
 - e. *allow access to the State Referral Coordination Unit for DAP applications to ensure timely and adequate referral responses from State Government agencies are provided to Local Governments.*
 3. *Abolish the state significant development assessment pathway (Part 11B of the Planning and Development Act 2005).*
 4. *If the significant development assessment pathway is retained, implement the following reforms:*
 - a. *raise the cost threshold to \$50 million and mandate periodic reviews of the threshold*
 - b. *align statutory timeframes with DAP and Local Government determined DAs*
 - c. *ensure all developments are consistent with applicable local planning instruments and provide comprehensive guidelines for discretionary decision making, including applying extraordinary discretion*
 - d. *delete references to 'mandatory significant development' to ensure the pathway remains entirely opt-in*
 - e. *undertake periodic reviews of its operation and effectiveness.*
2. Notes the Development Assessment Panel 2011 – 2024 Review and State Development Pathway 2020 – 2025 Review reports.

RESOLUTION

Mover: Shire of Bruce Rock

Seconder: Shire of Tammin

That the Zone support the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

13.3. PUBLIC LIBRARY AGREEMENT (STATE COUNCIL AGENDA ITEM 8.3)

By Rebecca Hicks, Policy Officer Community

EXECUTIVE SUMMARY

- WALGA is a signatory to the *State and Local Government Agreement for the Provision of Public Library Services in Western Australia* (the Agreement).
- The five-year Agreement defines roles and responsibilities in the delivery of public libraries and provides the structure and framework for the delivery of the WA Public Libraries Strategy and future vision for public library services.
- The current Agreement, endorsed by State Council in July 2020, is due for renewal in September 2025.
- WALGA has participated in the review of the Agreement, which has recommended minor amendments.
- Following the signing of a new Agreement, a sector consultation process will be undertaken for the associated Local Level Agreements between the State Library and Local Governments.
- The Agreement does not include funding arrangements for public libraries. WALGA continues to advocate for increased public library funding.

ATTACHMENT

- [State and Local Level Agreement for the Provision of Public Library Services in Western Australia 2025 – 2030](#)

STRATEGIC PLAN IMPLICATIONS

Endorsing the Agreement aligns with WALGA's 2025-2029 Strategic Plan, particularly:

- Influence – Lead advocacy on issues important to Local Government and empower the Local Government sector to build communities equipped for the future.
- Support – Grow opportunities for Local Governments' sharing of services and resources.
- Expertise – Optimise organisational capability to service members' needs and foster relationships between our subject matter experts and stakeholders.

POLICY IMPLICATIONS

Endorsement of the new Agreement aligns with WALGA's current [Advocacy Position 3.8 Public Libraries](#), which states:

1. *Western Australian Local Government public libraries provide valuable local cultural infrastructure, creating social and community hubs for community capacity building, recreation, education and literacy, digital inclusion, and social connection, cohesion and inclusion.*
2. *WALGA supports the provision of Public Library services in Western Australia through a formal partnership between Local Government and the State Government of Western Australia, governed by the Library Board Act 1951, namely the State and Local Government Agreement for the Provision of Public Library Services in Western Australia (2020).*
3. *The WA Public Libraries Strategy 2022-2026 provides a framework for a shared vision, strategic direction and collaborative action in the provision of a vibrant and sustainable 21st century public library network.*
4. *It is essential that a sustainable funding model enables Local Governments to continue to deliver library services to support continued growth and adaptation to changing community needs.*

BACKGROUND

WALGA is a signatory to the *State and Local Government Agreement for the Provision of Public Library Services in Western Australia* (the Agreement), which is due for renewal in September 2025. The Agreement defines the roles and responsibilities for each tier of government in the delivery of public libraries and provides the structure and framework for the delivery of the [WA Public Libraries Strategy 2022-2026](#) and the future vision for public library services.

Following internal endorsement from signatories, the current Agreement received final endorsement in September 2020 by the Public Library Working Group (PLWG), which includes: WALGA, the State Library of Western Australia (SLWA), the Department of Local Government, Sport and Cultural Industries (DLGSC), Public Libraries WA Inc. and Local Government Professionals Australia WA. The same process will be undertaken for this renewal.

Connected to the Agreement are Local Level Agreements between the SLWA and individual Local Governments that provide public library services. Local Level Agreements set out more detailed public library service delivery requirements and will be reviewed in early 2026, including sector consultation.

COMMENT

WALGA has worked with SLWA to review the Agreement to meet the September 2025 renewal date. Amendments are minor and do not raise any issues for WALGA Members.

The scope of the Agreement does not extend to public library funding. SLWA is currently reviewing the Public Library Material Funding Allocation Model. WALGA and Local Governments will be consulted as part of the review.

State Government funding has failed to keep pace with the needs of public libraries, population growth or inflation. WALGA continues to [advocate](#) for increased overall funding for public libraries to maintain and enhance service levels that meet the diverse needs of communities across WA and support the implementation of the WA Public Library Strategy.

Following the renewal of the Agreement, WALGA will work with SLWA to develop a sector-wide consultation plan for the review of Local Level Agreements.

WALGA RECOMMENDATION

That State Council endorse the *State and Local Level Agreement for the Provision of Public Library Services in Western Australia*.

RESOLUTION

Mover: Shire of Nungarin
Seconded: Shire of Narembeen

That the Zone support the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.

CARRIED

13.4. OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

14. EMERGING ISSUES

14.1. ZONE STRATEGIC PRIORITIES

During the meeting, President Cr Crees raised the Zone's Strategic Priorities and proposed that Agricultural Land Use be considered a key focus area for the Zone.

The Chair clarified that the current list of priorities is not ranked in any particular order and is reviewed biennially with each new Zone cohort. However, the Chair noted that a formal item on Agricultural Land Use could be prepared and brought forward for discussion by the Executive Committee.

Noted

14.2. CARETAKER PROVISIONS

A question was raised regarding the implications of the Local Government caretaker provisions on the timing and conduct of CEO Performance Reviews.

The Executive Officer advised on the relevant provisions of the Act, which identify 'significant acts' which Local Governments are prohibited from doing during a caretaker period.

15. NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, 6 August commencing at 8:00am, via MTeams.

The next Great Eastern Country Zone meeting will be held on Monday, 18 August, commencing at 10:00am.

Month	Executive Committee	Zone
August	Wednesday, 6 August at 8:00am MTeams	Monday, 18 August Shire of Merredin
November	Tuesday, 4 November at 8:00am MS Teams	Thursday, 13 November Shire of Kellerberrin

16. CLOSURE

There being no further business the Chair closed the meeting at 1:02pm.

ATTACHMENT 11.1A
CBP – Quarterley Progress Report - June 2025

Corporate Business Plan Quarterly Progress Report – June 2025

ACTION LEGEND			PROGRESS LEGEND	
Develop	D		Limited progress or strategy unable to be delivered	○
Implement	I		Project yet to commence or some issues identified impact delivery	○
Continue/Maintain	C/M		Good progress on delivering strategy or strategy completed	○

1. COMMUNITY: Happy, safe, healthy and inclusive community

STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
1.1	Together with key stakeholders identify and deliver opportunities for young people across the Shire	a. Develop and Implement a Youth Plan	D	I	C/M	C/M	Youth Plan 2024-2028 adopted September 2024; Youth week and leadership events delivered; School holiday program provided; Youth consultation for proposed Multi-Purpose Bike Track completed.	○
		b. Maintain a strong supportive relationship with the Narembeen District High School to encourage youth development	C/M	C/M	C/M	C/M	Engaged with the school to deliver youth week and leadership activities; Collaborated with school to deliver SOCK week initiatives.	○
1.2	Facilitate and advocate for quality health services, health facilities and programs in the Shire	a. Continued support for the retention of the ambulance service, hospital, general practitioner and police service	C/M	C/M	C/M	C/M	Liaison and support continue.	○
		b. Co-ordinate regular schedule of seniors programs and events by the Shire	C/M	C/M	C/M	C/M	Hosted weekly Morning Coffee Club and monthly Senior Movies.	○
		c. Develop and Implement Aged Friendly Community Plan		D	I	C/M	Aged Friendly Community Plan 2024-2029 adopted in July 2024.	○
		d. Implement the Public Health Plan and Community Wellbeing Plan		I	C/M	C/M	Monitoring of strategies identified in the Public Health Plan 2022-2026; Community Wellbeing Plan quarterly CWP Committee meeting held and initiatives progressing.	○
1.3	Inclusive community activities, events, and initiatives	a. Develop and implement annual community development operational plan and ensure it is aligned with IPR Suite of Plans.	I	D	I	D	Finalising implementation of the 2025/26 operational plan.	○

		b. Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	C/M	C/M	C/M	C/M	Hosted Australia Day celebration and Sensory Sparks Adventure activities.	○
		c. Implement the conservation plan Old Church Museum and Town Hall (State Heritage listed)	I	I			Assessment of rising damp undertaken by contractor during site visit in February 2024. Since this time Shire staff have sought out plasterers and painters to undertake preliminary work required before the damp can be addressed. To date we have not been able to source contractors to do this work, and the anti-damp contractor is not interested in doing this portion of the job.	○
1.4	Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits	a. Progressive achievement of the Sport and Recreation Facilities Plan	D	D	I	I	Reviewed Sport and Recreation Facilities Plan adopted September 2024; Multipurpose Sports Feasibility Study adopted September 2024; Tennis lighting projects completed; Hockey lighting project commenced; Waiting outcome of funding application for Football Oval lighting project; Design for ski lake gated system near completed; Concept design for recreation center extension near complete in consultation with stakeholders.	○
		b. Undertake review of green spaces / reserves to maximise usage and identify optimum service levels for ovals and reserves.			D	I	Review of green spaces scheduled for 2024/2025, project to be deferred due to competing project priorities.	○
		c. Support and promote local heritage education and maintenance of heritage facilities	D	I	C/M	C/M	Interpretation signage for agricultural heritage display, Avoca Farm and Lake Walker installed.	○
1.5	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	a. Investigate and quantify volunteer contributions across our Shire			D	I	Action deferred until 2025/2026.	○
		b. Deliver initiatives to support volunteer organisations		D	I	C/M	Indirect deliverables include the support of the Fence Post; Direct deliverables include the support Lions Club, Wadderin Wildlife Sanctuary, e-Rotary Club and Narembreen Hockey Club.	○
		c. Offer the Community Grant Scheme with Go Narembreen and Ramelius Resources	C/M	C/M	C/M		Narembreen Community Benefit Fund – Round 8 recipients awarded funds.	○
1.6	Support emergency services planning, risk mitigation, response, and recovery	a. Active leadership and participation in Emergency Management	I	C/M	C/M	C/M	LEMC general meeting held in June; Vulnerable Resident Management procedure drafted; Household Emergency Services Guide drafted; Fire Response Plan drafted.	○
		b. Update the Animal Welfare Plan	D	I			Animal Welfare Plan adopted March 2024.	○

		c. Undertake review of Bush Fire Brigade management and operation	D	I			Bushfire Framework drafted.	○
2. ECONOMY: Retain and grow existing businesses, employment and attract new industry								
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
2.1	Support the diverse industry across the Shire.	a. Townsite intersection improvements completed	I				Project completed.	○
		b. Continue to improve townsite attractiveness in collaboration with business and community groups	D	I	C/M	C/M	Wayfinding Stage 1 & 2 installed; Town clock and heritage precinct landscaping projects commenced.	○
		c. Develop and Implement Economic Development Plan			D	I	Action deferred until 2025-2026 due to competing priorities.	○
		d. Undertake industrial land subdivision	D	I			Project deferred due to other corporate priorities.	○
		e. Facilitate expansion of telecommunications networks across the Shire and advocate for reduced number of black spots	D	I	CM	CM	Q3 - approval granted to Crisp Wireless to install additional telecommunications infrastructure.	○
		f. New Action Facilitate the implementation of telecommunication backup systems to address extended power outages				D	Installation of a generator at the Recreation Centre completed; Installation of generator for Administration Centre near complete; Disaster Ready Fund application for CRC precinct generator submitted.	○
		g. Review town planning scheme				D	Scheme amendment progressing; Report of Review endorsed.	○
		h. Work with Go Narembeen to deliver positive economic outcomes	C/M	C/M	C/M	C/M	Continue to collaborate in the Go Narembeen; Community Benefit Fund; review of Grain Discovery Centre commenced.	○
		i. Promote commercial spaces to maximise utilisation		D	I	C/M	Limited promotion of Pop-Up shop (all other commercial spaces leased); 2024-2025 promotional campaigns yet to be developed.	○

		j. Implement a Marketing Plan that promotes Narembeen lifestyle and opportunities			D	I	Tourism marketing plan 2025/26 documented.	○
2.2	Safe and efficient transport network enables economic growth	a. RAV Network assessment is completed	I	C/M	C/M	C/M	Assessment progressing.	○
		b. Maintain and upgrade infrastructure assets in line with plans	D	D	D	D	Asset Management Plan adopted October 2024; Documenting Building Maintenance Program documented.	○
		c. Review 10 Year Road Plan		D	I		Review of 10-Year Road Program underway.	○
2.3	Coordinated planning and promotion of the visitor and tourist experience	a. Promote and develop tourism opportunities in partnership with Roe Tourism and Go Narembeen	D	I	C/M	C/M	Attended Roe Tourism meeting; Town center wayfinding progressing; Tourism Marketing Plan 2024-2025 implemented; Tourism Marketing Plan 2025-26 documented.	○
		b. Finalise lease of Wadderin Wildlife Sanctuary	I				Lease signed and executed June 2024.	○
		c. Support the development of the Wadderin Wildlife Sanctuary as a tourism product in collaboration with Wadderin Wildlife Sanctuary Inc	C/M	C/M	C/M	C/M	Promoting tour experience through #VisitNarembeen and Shire Website;	○
2.4	Retain and grow our local skills base	a. Develop and Implement Housing Strategy	D	I	C/M	C/M	Attended CEACA general meeting; Implementation of Housing Strategy – construction of two 3x2 dwellings progressing; ROEROC Key Worker Business Case adopted; Key Worker Town Action Plan finalised; RoeROC Key Worker lobby group formed; Subdivision of Lot 61 Cheetham Way progressing.	○
		b. Offer apprenticeships and traineeships in our workforce	D	I	C/M	C/M	Active partner of the LG Professional Career Campaign.	○
		c. Advocate for a reliable and consistent childcare service that meets the needs of the community	D	I			Residential Tenancy Agreement with REED to assist with the attraction and retention of suitably qualified educators continues; Purchased	○

							materials to replace front fencing; RFQ to upgrade landscaping sought.	
3. ENVIRONMENT: Care and protection of the environment								
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress
3.1	Maintain a high standard of environmental health and waste services	a. Participate in the ROE Environmental Health Scheme	C/M	C/M	C/M	C/M	Continued participation.	○
		b. Investigate waste minimisation and education strategies through ROEROC		D	I	C/M	Not yet commenced.	○
		c. Effective management of Bendering Regional Waste Site and Narembreen Transfer Station site	C/M	C/M	C/M	C/M	Bendering Waste Facility Operational Plan and Management Plan adopted; Bendering Waste Facility Working Group Terms of Reference adopted.	○
3.2	Conservation of our natural environment	a. Effective management of invasive species programs to the community	D	I	C/M	C/M	Attended Eastern Wheatbelt Biosecurity.	○
		b. Support the conservation and activation of the Wadderin Wildlife Sanctuary	C/M	C/M	C/M	C/M	Executed lease includes financial support of \$4,000 per annum to cover insurance premiums; advertise tours on Shire #visit Narembreen Instagram page and website.	○
3.3	Secure sustainable water supplies	c. Develop and implement a water management plan outlining projects to achieve water sustainability			D	D	Submitted funding application for the installation of a secondary irrigation pipeline to improve irrigation efficiencies; Procured water tanks for the purpose of water harvesting.	○
4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government								
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress

4.1	Forward planning and implementation of plans to achieve strategic priorities	a. Continue to implement and monitor the Integrated Planning and Reporting milestones.	C/M	C/M	C/M	C/M	CBP Quarterly Report – March 2025 adopted; IPR Framework developed and adopted.	○
		b. Review of Asset Management Plan and Long-Term Financial Plan		D	I	C/M	Asset Management Plan adopted October 2024; annual update of Long-Term Financial Plan completed.	○
		c. Active participation in ROEROC, GECZ and regional groupings		D	I	C/M	Attended scheduled GECZ, ROEROC and Regional Road Group meetings.	○
		d. Develop, implement and review the community engagement policy / framework	C/M	C/M	C/M	C/M	Community Engagement Plan adopted August 2024.	○
		e. Develop and implement Workforce Plan	C/M	C/M	C/M	C/M	Workforce Plan 2024-2032 adopted September 2024; Staff satisfaction survey completed; Staff Skills Audit completed; Employee Recognition Program finalised in readiness to launch 1 July 2025.	○
4.2	Compliant and resourced Local Government	a. Continue to meet compliance with statutory and regulatory requirements	D	I	C/M	C/M	Compliance requirements met.	○
		b. Review financial and asset management policies and practices	C/M	C/M	C/M	C/M	Framework review progressing.	○
		c. Undertake community satisfaction surveying to assess a range of performance measures	C/M	C/M	C/M	C/M	Community survey completed August 2024 and final report adopted in September 2024.	○
		d. Ensure asset valuations are undertaken in line with relevant Accounting Standards	C/M	C/M	C/M	C/M	Roads & Other Infrastructure 2022/2023 - Land & Buildings 2021/2022.	○
		e. Review of Workplace Health and Safety processes and procedures to ensure compliance and minimise risk	C/M	C/M	C/M	C/M	Progressing review of WHS framework.	○

ATTACHMENT 11.2A
Temporary Moveable Accommodation -
Guidelines

Temporary Moveable Accommodation Guidelines June 2025

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DOCUMENT MANAGEMENT

Procedure Version	1
Procedure Owner	Chief Executive Officer
Reviewer	Environmental Health Officer
Review Frequency	2 years
Creation Date	June 2025
Review Date	June 2027

1. Introduction

On 1 September 2024, the Department of Local Government, Sport and Cultural Industries introduced reforms to the Caravan Parks and Camping Grounds Regulations 1997. These reforms aim to create a streamlined application process for individuals seeking temporary accommodation approvals for moveable dwellings such as caravans, camper trailers, and other similar mobile accommodation.

Temporary accommodation involving fixed structures such as dongas, sheds, or other non-moveable buildings is not covered under these reforms and will continue to require a formal planning application in accordance with local planning schemes.

The reforms provided local governments with the opportunity to-

- Approve camping applications on private property or property other than a caravan park for up to 24 months
- Extend existing approvals
- Revoke approvals if there is a failure to comply with conditions

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed via Local Planning Policy 2 - Temporary Accommodation, to ensure a consistent and transparent process when issuing approvals for temporary accommodation. It is important to read through and understand the Guidelines and policy prior to submitting your application.

2. Objectives

To provide information and outline the requirements for applicants to seek approval for temporary accommodation.

3. Who do the Guidelines Apply to?

The Guidelines apply to anyone wishing to utilise land they own or have the right to occupy for a period greater than 5 consecutive days. The Shire will receive applications from the following zones:

- Farming
- Residential
- Rural Townsite
- Special Use – Corporate Bulk Handling

The Shire will not consider any applications for camping outside of these zones, including commercial and industrial.

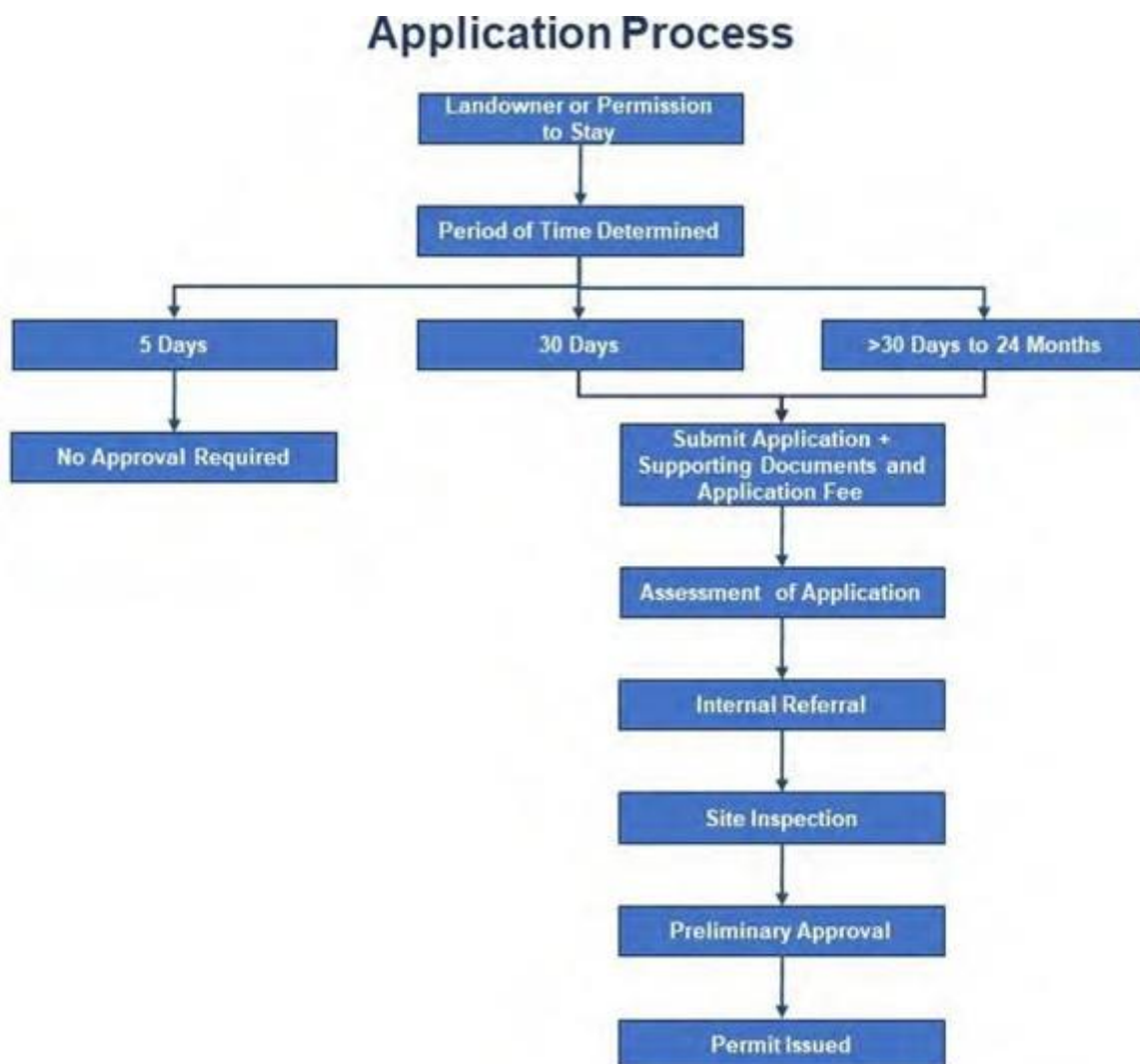
4. What is the Application Process?

To apply for a permit for temporary accommodation, you will need to apply using the Temporary Accommodation form and meet the following Guidelines. Prior to making the application you will need to ensure:

1. You are the owner of the land or have permission to camp on the land.
2. Length of stay.
3. The proposed camp is suitable and safe to reside in.
4. You can meet the requirements of the Guidelines and Policy.
5. Your proposed camp is suitable for the proposed timeframe.

4.1 Submission Process

The following decision tree outlines the application process, expected timeframes and requirements based on your proposed length of stay. Further details are stepped out below and provided within the guidelines.



Please take the following steps when preparing and submitting your application:

- a) Read through the Policy and Guidelines and ensure you can meet the requirements
- b) Choose an appropriate site, based on the parameters within the Guidelines
- c) Prepare site plans. Site plans can be hand drawn but need to be neat and legible
- d) Prepare supporting documentation, please use the checklist with the application form to ensure all necessary items are provided
- e) Submit the application with supporting documentation
- f) The Shire will generate an invoice for the application, and email this to you with an acknowledgement receipt
- g) Shire officers will assess the application once payment has been received. The application will be referred internally for comment, neighbour referrals will be completed and we may request a preliminary onsite inspection
- h) Missing information - A request for further information will be sent, this will place the application on hold until the information is provided
- i) Application complete – Preliminary approval will be issued with conditions
- j) Permit issued; it is the responsibility of the applicant to ensure the permit conditions are complied with

5. Are there any fees payable?

There is an application and permit fee. The fees are set by Council.

If the proposed lot is located within a kerbside waste collection area, the Shire will require the permit holder to access this bin service. Note this will be issued through rates and charged to the property owner. If you are not the property owner, please advise the owner prior to this request.

6. Permit Duration

An application can be made for up to 24 consecutive months subject to the proposed temporary accommodation (see Table 1) with the option to renew for a further 24 months. Any reapplication will require the completion of a new form, fee and be accompanied by a structural report confirming the integrity of the temporary accommodation.

Table 1: Temporary Accommodation Type and Permitted Length of Stay

Temporary Accommodation Type	Permitted Length of Stay
Tent, swag, roof top or similar	Maximum 30 consecutive days in any 12-month period subject to provision of amenities
Camper trailer and non-self-contained van	Up to 24 months subject to the provision of services and amenities OR when accompanied with a dwelling

Self-contained caravan, RV, Bus or Tiny Home on Wheels	Up to 24 months
---	-----------------

6.1 Conditions of Permit

The Shire will place conditions on the permit. The conditions will be based on the Policy, Guidelines, the *Caravan Park and Camping Ground Regulations 1997* and any other applicable legislation.

6.2 Cancellation of Permit

If you cease to use the permit, the local government must be notified in writing by the permit holder. Any fees paid in respect to the cancelled application or permit will be forfeited.

6.3 Change of Ownership

The permit for Temporary Accommodation is non-transferable to another person or property. Notification of cancelation of the existing permit is to be submitted and a new application received.

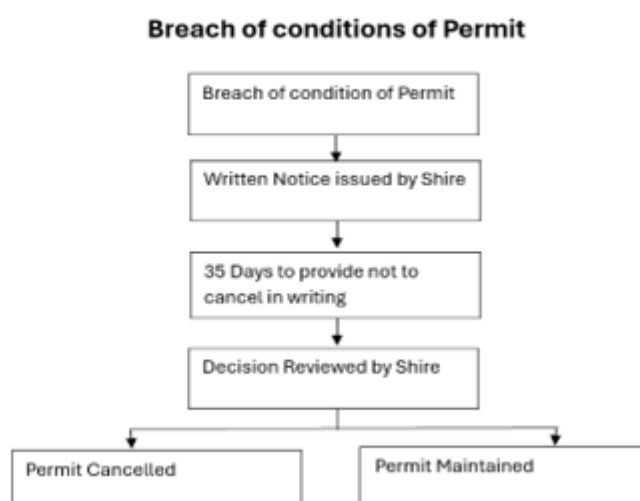
Any fees paid in respect to the existing permit will be considered forfeited. All relevant fees will apply to the new application.

7. Compliance and Enforcement

Temporary Accommodation is governed by the *Caravan Parks and Camping Grounds Regulations 1997*. Penalties for failure to comply are set within the legislation and will be enforced by authorised officers.

7.1 Revoking of approval

As per the *Caravan Parks and Camping Grounds Regulations 1997*, r11A (5) the local government can revoke a permit if a condition of the approval has been breached. Written notice will be given to the permit holder notifying the intention of the Shire to revoke the approval within 35 days after the notice is given unless the holder shows cause as to why the approval should not be revoked. The Shire will consider any written response as to why the permit should not be cancelled during this time period. A response and final decision will be provided in writing.



8. Guidelines

The following sections outline the parameters to be considered and complied with when seeking approval for temporary accommodation.

8.1 Amenity

Any external fixtures, utilities and facilities such as aerials, satellite dishes, clothes lines or other external fixtures are to be situated so they are not visually obtrusive and where possible located out of view from the primary street or any public area.

Temporary accommodation is to be maintained, so as not to cause a nuisance or become injurious or dangerous to the health of the occupants and the neighbouring properties.

8.2 Keeping Animals

Dogs and animals are permitted with temporary accommodation but must be kept in accordance with:

- [Cat Act 2011](#)
- [Dog Act 1976](#)
- [Dog Local Law 2020](#)
- [Shire of Narembeen Health Local Law 2016](#)
- [Shire of Narembeen Town Planning Scheme](#)

8.3 Renting out Temporary Accommodation

The approval to reside in temporary accommodation is provided to the applicant, whose name/s will appear on the permit only. If you wish to rent out the temporary accommodation, the individual who wishes to reside will need to make an application.

8.4 Number of People and Camps

The permit to camp is issued to the individual/s wishing to reside in a temporary accommodation camp therefore any additional camps aren't permitted under the permit.

The number of people to be considered will be based on the availability and number of amenities to support the camp.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, only one temporary accommodation will be approved per lot, if you are intending to have friends or family stay in another caravan, you will need to seek approval from the Shire for up to 3 months and from the Minister for Local Government, Sport and Cultural Industries for greater than 3 months.

8.5 Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to approved water, wastewater disposal and rubbish disposal at all times. A habitable state means in a good state of repair with no major maintenance concerns that would render it unsafe to reside within.

Any handrails and balustrades are to be in place for stairs. All stairs are to be slip resistant.

Safety glazing installed where necessary for impact resistance. Electrical and plumbing certifications are to be provided where relevant.

All construction and materials are to meet the requirements of the Australian Standards. Structural certifications and engineer tie downs may be required, depending on the choice and duration of temporary accommodation.

The mobility of the temporary accommodation is to be maintained to ensure it can be moved under its own power or be towed within 24 hours of any services being disconnected. All road registered temporary accommodation is to be maintained in a road worthy state and all vehicle registrations are to be maintained.

8.6 Kitchen Facilities

Cooking facilities must be provided for use with the temporary accommodation. Ensure your camp has the following;

- dishwashing sink with hot and cold water.
- all wastewater connected to an approved disposal method.
- approved cooking apparatus.
- all cooking areas adequately ventilated.
- **note** - gas and plumbing must comply with relevant Australian Standards and maintained in a sound condition.

If your camp has cooking facilities outside the temporary accommodation, the applicant must comply with any prohibited burning period or total fire ban. An alternative cooking method is to be described and utilised during these time periods and outlined within the [Bushfire Action Plan](#).

8.7 Toilets and Showers

All temporary accommodation arrangements are to have access to an adequate number of toilets and showers for the number of people proposed to reside. If the proposal is for a vacant lot, the following arrangements would be considered adequate;

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or Recreational Vehicle (RV).
- An ablution block built either within an existing shed or separate – subject to Planning and Building approval
- Temporary ablution subject to length of stay and, if self-contained, a pump out contract signed and submitted for the duration of the permit period. Please note the production of receipts will be requested as part of the permit condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation on a lot with an inhabited dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional

loading placed on them if the temporary accommodation intends to utilise them. The following arrangements would be considered adequate;

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV.
- access to existing toilets and showers subject to the quantity of bedrooms and available ablutions.

8.8 Laundry Facilities

There are two options available for laundry facilities;

- the provision of a laundry is not a condition of the permit, but consideration must be given to how the storage of clothing and bedding is to be maintained and managed. A person shall not wash or permit the keeping of any soiled clothing or bedding within an area where food is being kept, prepared or served.

OR

- a laundry facility is to be provided but not situated within a room in which food is stored, prepared, served or consumed. All wastewater from the laundry is to be connected to an approved wastewater receptacle.

8.9 Waste Management

All rubbish and recycling are to be managed as to not create a nuisance, odorous or become a breeding area or attractant to vermin.

If a kerbside general rubbish or recycling service is available, the applicant must apply and utilise this service and pay the fees as per the endorsed Fees and Charges. Be mindful the fees will be issued via the Shire rates to the landowner not the applicant.

If a kerbside service isn't available, the applicant will need to provide a suitable receptacle for depositing rubbish and recyclables and maintain the receptacle in a sound condition. All rubbish will need to be deposited at the Shire of Corrigin refuse site on a weekly basis and recyclables on a fortnightly basis.

8.10 Wastewater Management

No wastewater from temporary accommodation shall be discharged onto the ground surface. All wastewater is to be disposed of in an approved receptacle as per below-

- Approved connection to reticulated sewerage
- Connection to an approved onsite wastewater system

8.11 Water Supply

If scheme water connection is available, the temporary accommodation must be connected or have access to this supply. Otherwise, a storage supply of up to 100,000 litres is to be provided subject to length of stay, please see below for a guide;

Table 2: Temporary Accommodation Length of Stay and Potable Water Supply

Temporary Accommodation Type	Permitted Length of Stay
Maximum 30 consecutive days in any 12-month period	Access to a scheme water supply tap outlet or containerised water supply
Up to 24 Months	Access to a scheme water supply tap outlet or 100,000L potable water storage tank ¹

¹The installation of rainwater tanks may be subject to Planning and Building approval.

All drinking water connection pipework must be suitable for potable water supply.

8.11 Emergency Management and Safety

To ensure the safety of occupants, the following will need to be considered and form part of the permit to reside in temporary accommodation.

The lot is to be adequately identified at the temporary accommodation access road to ensure emergency services can easily find the property. For rural and rural residential areas, this can be via a road side identifier number, to be applied for through the Shire. For residential areas in town this can be via a visible number.

Fire safety is critical to ensure the temporary accommodation doesn't endanger the occupants or surrounding areas. All temporary accommodation is to have the following-

- Accessible and in-service fire extinguisher and fire blanket
- Smoke alarm either hard wired or battery operated
- Compliant fire breaks and asset protection zones – [website link here](#)
- Bushfire Action Plan
- Subscribed to the [Emergency WA website](#)

No outside cooking or naked flames are permitted during the prohibited burning period as set out in the Fire Hazard Reduction Notice [website link here](#).

All temporary accommodation is to be situated outside of flood prone areas and protected from stormwater runoff.

All temporary accommodation is to have an emergency kit to assist in an emergency, the following links outline what can be contained within an emergency kit;

- [Bushfire Prepare - DFES](#)
- [Flood Prepare - DFES](#)

All temporary accommodation is to have access to a suitable first aid kit.

All temporary accommodation is to be adequately screened to prevent insects, particularly mosquitoes from entering the accommodation.

8.12 Access Roads

Access roads to temporary accommodation must be constructed and maintained for a 2-wheel drive vehicle. This is to ensure emergency services can easily access temporary accommodation.

8.13 Communication

Ensuring adequate communication can be maintained in an emergency the following would suffice-

- Mobile phone with adequate reception
- Satellite phone

On the application form a primary contact must be nominated and is responsible for all communications in relation to the permit.

Council Policy

X. Development Services

x.x Local Planning Policy 2 – Temporary Moveable Accommodation



POLICY OBJECTIVES

This policy provides guidance to support applications seeking approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

POLICY SCOPE

This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries.

If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

POLICY DETAIL

This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit it to the Shire with the applicable fee.

Applications will not be considered for commercial, industrial, or town centre zone areas.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures.

Occupiers of adjacent properties will be notified in writing, and the responses will be considered prior to the approval of any application.

Approval will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- Power.
- Potable water.
- waste water management.
- cooking and laundry facilities.
- emergency management (fire suppression and smoke detection).
- waste and recycling (rubbish collection service or waste management plan is required).
- any other requirement at the request of the Shire.

Upon receiving an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period of 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes. Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of approval condition has occurred.

DEFINITIONS

Nil

RELATED LEGISLATION

Building Code of Australia / National Construction Code

Caravan and Camping Ground Act 1995

Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)

Health (Miscellaneous Provisions) Act 1911

Local Government Act 1995

RELATED POLICIES

Shire of Narembeen Local Planning Scheme

DELEGATED AUTHORITY

Nil

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ATTACHMENT 11.3A
Shire of Narembeen – Road Strategy 2025

Shire of Narembeen

Road Strategy 2025

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Executive Summary

Roads play a vital role in enabling the movement of people and goods from one location to another. At one end of the spectrum, regional roads are designed to facilitate high levels of mobility. These roads typically carry large volumes of traffic at higher speeds across extended distances, functioning similarly to 'highways' and 'main roads' as defined under the *Main Roads Act 1930*. Responsibility for these roads falls under the jurisdiction of the State Government.

Conversely, local streets and rural roads primarily serve the purpose of providing direct access to adjacent properties, supporting local land uses, and linking communities to regional routes. These roads generally operate in lower-speed environments and feature frequent property access points. Managing these roads is recognised as a core responsibility of Local Government.

In line with recent legislative changes, Local Governments are now required to prepare Asset Management Plans to ensure the responsible oversight of their infrastructure. These plans help ensure that local authorities, including the Shire of Narembeen, are adequately planning for the future upkeep of key assets—particularly their road networks. The adoption of such strategies reflects Council's commitment to applying 'best practice' methods in the ongoing maintenance of public infrastructure.

This report has been developed to assist stakeholders in understanding and managing the Shire of Narembeen's road network effectively. It highlights the importance of implementing a Road Hierarchy, classifying roads based on their intended function, and establishing suitable levels of service. These service levels must be matched with available annual funding and leveraged to secure additional resources necessary for the long-term preservation and improvement of the road system.

Objectives

The purpose of implementing a road hierarchy within the Shire is to establish clear minimum standards for both the construction and ongoing maintenance of roads, while also supporting the prioritisation of works. These standards reflect the Shire's adopted Levels of Service (LOS) for individual roads and serve as a framework for consistent decision-making.

The road hierarchy serves several key functions, including:

- a) Providing direction to staff when developing annual budgets and determining how best to allocate resources for road maintenance activities.
- b) Setting out baseline construction standards that aim to achieve a cost-effective balance between initial construction expenditure, long-term maintenance needs, and the expectations of the community.

Road Hierarchy

The Shire of Narembeen has over 1,589 kilometres of roads (refer to Appendix C) of which approximately 1,147 kilometres are unsealed. A road hierarchy has been established to categorise roads based on their intended function, enabling the Shire to deliver a consistent and sustainable standard of service into the future. This system is a modified version of the Main Roads Western Australia (MRWA) Guidelines, which are themselves derived from the National Association of Australian State Road Authorities (NAASRA) Functional Classification System.

To tailor the NAASRA framework to the Western Australian context, a set of guiding principles was developed. These principles focus on identifying the primary function of each road, in line with NAASRA definitions and the legislative provisions of the *Main Roads Act*. A series of supporting assessment criteria (see Appendix A) have also been introduced to provide a quantitative approach to classifying road function. Through this assessment, roads are placed into one of nine functional classes, with responsibility for each class clearly defined.

For practical application within the Shire of Narembreen, a simplified hierarchy ranging from Level 1 to Level 5 has been adopted. This subset of MRWA road classes is better suited to smaller rural local governments, where traffic volumes are generally lower, and the network is less complex. These include:

- Category 1:** Regional Distributor
- Category 2:** Local Distributor
- Category 3:** Access Road- Rural
- Category 4:** Access Road - Urban
- Category 5:** Minor Access Road - Rural

The Level of Service (LOS) serves as a benchmark for the standard of road management the Shire aims to deliver across its network. This LOS is intended to be adaptable and may be adjusted over time in response to community feedback and satisfaction levels. The Shire undertakes regular condition assessments of its roads to monitor performance, identify the current LOS, and highlight any discrepancies between the desired and actual service levels. These findings are directly linked to the broader Asset Management Plan, ensuring that maintenance and investment decisions are evidence-based and aligned with long-term planning.

Road Users

As stated, the primary purpose of roads is to facilitate the movement of people and goods. The type and volume of traffic using a road will vary depending on the surrounding area, community needs, and local industries. While most roads are constructed to accommodate standard vehicular traffic, many are also designed to support heavier or specialised vehicles such as road trains, buses, and, in some rural areas, agricultural machinery.

The road users can be categorised as the following;

- Ordinary vehicle users (standard passenger vehicles);
- Standard trucks (4/6/8 wheelers and semi-trailers);
- Restricted Access Vehicles (RAV) (road trains, over width/length machinery); and
- School buses.

Each type of road user has specific requirements, and as such, the road network is classified to reflect these needs. Roads are assessed, rated, and recorded based on their suitability for different vehicle types. In general, ordinary vehicles and standard trucks are permitted to use all roads within the Shire, unless specific restrictions—such as load limits—are in place. Information about designated school bus routes is regularly updated and can be obtained from the Executive Manager Infrastructure Services. Roads approved for Restricted Access Vehicles (RAVs) are listed on the Main Roads WA Heavy Vehicle Services website.

Level of Service (LOS)

The road hierarchy is determined by the intended function of each transport asset and the corresponding Level of Service (LOS) that the Shire can provide. To ensure consistency across the network, standardised criteria have been developed, outlining the minimum LOS that all transport assets should aim to meet. Currently, several roads do not meet these established standards. A key objective of the Asset Management Plan is to gradually secure funding to renew or upgrade these assets, so they align with the desired LOS.

Appendices A and B contain tables outlining the LOS associated with each transport asset function. These service levels are not fixed and may be adjusted in response to community expectations or budget limitations.

Funding

There are a range of funding sources available to the Shire to support the maintenance and improvement of Council-managed infrastructure, particularly roads. The availability and amount of funding can vary due to factors such as the Shire's rate base, government policy, or political advocacy. Increasingly, both State and Federal Governments require evidence of sound asset management practices before granting funding. Applications for funding must now be supported by detailed submissions that demonstrate clear planning, justification, and alignment with strategic priorities.

Outlined below are the various funding mechanisms accessible for road infrastructure maintenance and upgrades:

- Bridge Funding Grants

Jointly funded by Main Roads WA and the WA Local Government Grants Commission (WALGGC) at a 2:1 ratio, this program supports the renewal or replacement of bridges. It is developed in consultation with Local Governments and coordinated through Main Roads WA.

- Commodity Route Funding (CRF)

Designed for high-priority freight routes not listed in the Roads 2030 Strategy, this funding targets roads used for transporting goods such as grain, timber, lime, or ore. Projects are usually co-funded, with the Shire contributing one-third. The maximum CRF allocation per project is generally capped at \$275,000.

- Direct Grants

These are distributed annually by Main Roads WA using the Asset Preservation Model. The grant amount is fixed and provided directly to Local Governments.

- Disaster Recovery Funding Arrangements WA (DRFAWA)

DRFAWA is administered by the Department of Fire and Emergency Services (DFES). Funding is provided for emergency repairs and essential asset reconstruction following natural disasters such as bushfires, storms, or earthquakes. Projects must exceed a threshold of \$240,000, with the Shire required to co-contribute 25%, up to a limit of approximately \$154,300.

- Federal Assistance Grants (FAGS)

Allocated by the Federal Government, these funds are used entirely for the renewal and upkeep of road assets within the Shire.

- Nation Building Program – National Black Spot

This program is managed through RRG and Main Roads WA. Projects must demonstrate a road safety issue and be supported by a cost-benefit analysis (CBA) or road safety audit (RSA). These projects are fully funded by the Federal Government.

- Road Project Grants

Managed via the Wheatbelt North Regional Road Group (RRG), these grants support the preservation and upgrading of roads identified in the Roads 2030 Strategy. Funding is shared between the State Government (two-thirds) and the Local Government (one-third) and is sourced through the State Road Funds to Local Government Agreement, which is based on a percentage of vehicle registration fees.

- Roads to Recovery (R2R)

Funded by the Federal Government on a five-year cycle, these funds are drawn annually by Council and may be used for both upgrades and renewals of local roads.

- Shire Rates

A portion of the rates revenue collected by Council is allocated annually to road infrastructure for ongoing maintenance and upgrade works.

- State Black Spot Program

Complementing the National Black Spot Program, this State initiative is also administered via the RRG and Main Roads WA. Funding is conditional on submission of a CBA or RSA and is typically split 2/3 State and 1/3 Local Government.

- Wheatbelt Secondary Freight Network (WSFN)

This regional initiative aims to enhance the safety and efficiency of freight movement across critical transport routes in the Wheatbelt. It is a collaborative program involving 42 Wheatbelt local governments, with shared funding from the Federal and State Governments. The program will progressively upgrade approximately 4,400 km of high-priority freight routes.

Regional Road Group (RRG)

Regional Road Groups (RRGs) play a key role in the management and distribution of road funding for Local Governments. Their responsibilities include assessing local road funding needs, prioritising road and Black Spot projects, developing long-term funding strategies, monitoring project effectiveness and expenditure, raising regional issues, and creating funding prioritisation guidelines aligned with recommended standards.

There are ten RRGs across Western Australia, established under the State Road Funds to Local Government Agreement, which is overseen by the State Advisory Committee (SAC). Each RRG makes recommendations to the SAC on the Annual Local Government Roads Program and other relevant matters specific to their region.

RRGs consist of elected members from Local Governments within their designated area. They are typically supported by a technical committee or sub-group made up of Local Government staff. Main Roads WA usually provides administrative support. Importantly, RRGs give Local Governments a strong voice in determining how the State's financial contributions to the local road network are allocated. Members of RRGs play a vital role in ensuring that funding decisions deliver the greatest benefit to communities and support the maintenance and improvement of regional road infrastructure.

The Shire of Narembeen is a member of the Wheatbelt South Regional Road Group (WBS RRG), which also includes the Roe sub-group.

The Roads 2040 Regional Road Development Strategy, endorsed by the Wheatbelt South RRG, outlines all significant regional roads within the subgroup area. Councils nominate roads from this list for potential funding based on their importance for future preservation, renewal, or upgrade. Only roads included in this strategy are eligible for Road Project Grant funding. The list is reviewed every five years, with the review managed by the Wheatbelt South RRG.

Roads 2040 Regional Road Development Strategy

The Roads 2020 Regional Road Development Strategies, released in 1997 and 1998, were established as part of a 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association (formerly the Western Australian Municipal Association). This Memorandum required that the strategies be reviewed every five years to reflect changing conditions and priorities.

The roads of significance that the Shire of Narembeen has listed in the Road 2040 Strategy are:

- Anderson Rock Road
- Billericay East Road
- Bruce Rock Narembeen Road
- Currell Street
- Coverley Road
- Corrigin Narembeen Road
- Cramphorne Road
- Fricker Road
- Kondinin Narembeen Road
- Latham Road
- Longhurst Street
- Merredin Narembeen Road
- Mt Walker Road
- Mt Walker Hyden Road
- Sloss Road
- Soldiers Road
- Wadderin Graball Road
- Williamson Road
- Wogarl Muntadgin Road
- Woolocutty Soak Road

Each Local Government Road of Significance listed in the Roads 2040 Strategy defines the road function, road development need and a road development strategy outlining treatments linked to funding eligibility.

Construction Resources (Gravel)

Gravel is the primary material used in road construction, and a significant portion is sourced through agreements with local landholders. The Shire pays royalties for each cubic metre of gravel extracted. Before any works commence, a formal agreement is completed and signed by the property owner. This agreement outlines the volume to be extracted, any conditions specified by the landholder during the extraction process, and requirements for the rehabilitation of the pit after use.

To ensure consistency and transparency, the Shire has developed and implemented a Gravel, Sand and Pit Rehabilitation Policy & Procedure (refer to Appendix D). This document provides a clear framework for managing both active and legacy gravel pits, covering the processes for gravel sourcing and final site rehabilitation.

Construction Materials (Bitumen & Blue Metal Aggregate)

Both bitumen and aggregate materials used for road upgrade or renewal works are generally supplied by contractors from outside of the Shire of Narembeen. These materials are to meet the MRWA specification for use on the Shire's sealed road network.

Maintenance Practices

The Shire's maintenance practices are guided by the following road maintenance standards and references:

Organisation	Reference
Australian Road Research Board (ARRB)	Pavement Maintenance Investigation Guides Roads Materials Best Practice Guide Sealed Roads Best Practice Guide Unsealed Roads Best Practice Guide
Austroads	AGMM - Guide to Asset Management – Road Network Management Sealed Roads Maintenance Manual
Institute of Public Works Engineering Australasia (IPEWA)	International Infrastructure Management Manual Practice Note 3
Main Roads	Technical Library

Routine maintenance of the Shire's road network is an integral part of the Work's crew's operations. Regular activities include:

- Culverts and draining maintenance
- Maintenance grading
- Patching of blow-outs (bitumen and gravel)
- Repair and/or replacement of guideposts and signs
- Verge slashing or spraying with chemical treatments and removal

Maintenance tasks are scheduled based on seasonal conditions and the road hierarchy to ensure the network remains safe, functional, and cost-effective. Priorities are informed by routine inspections, community feedback, and asset management planning tools.

Culverts and Drainage

Culverts and drainage infrastructure should be inspected annually, as well as when Shire works crews are operating in the vicinity—particularly prior to the winter season. Any blockages, damage, or erosion identified will be addressed by the works crew to ensure effective water flow and reduce the risk of road surface damage.

Note: These activities are generally scheduled during the drier months to ensure safe and efficient access.

Guideposts and Signs

Roads should be inspected annually, and any damaged or missing guideposts or signs will be replaced by the Works crew.

Note: Reports of missing or damaged signage or guideposts, whether from road users or Shire work crews, will be risk-assessed and addressed (repaired or replaced) in line with the Shire of Narembeen's Service Level Plan.

Maintenance Grading

This involves regularly grading the existing gravel surface to ensure it remains trafficable for vehicles. The frequency and extent of grading depend on the road hierarchy and the pavement's condition. As the gravel thickness decreases over time, maintenance costs increase. Eventually, roads are re-sheeted with 150–200mm of gravel, shaped with a crown and a 4% cross-fall on straight sections, and superelevation (one-way fall) applied to curves.

Note: This method is effective only on roads with adequate gravel depth and shape. For uneven roads with significant rutting, scarifying, reshaping, or re-sheeting may be required.

Patching of Blowouts

Blow-outs or large depressions in the pavement or gravel surface are typically patched by the maintenance grader or jet patcher. This involves spreading imported gravel, emulsion, or bitumen into the affected area. Best practice is to 'box out' the failed section; however, this is often not feasible due to resource constraints.

Note: Current patching practices are quick fixes. If deterioration continues, re-sealing should be considered.

Verge Treatments

Verge treatments are scheduled annually and are typically managed by the Works crew. This includes the removal of vegetation from roadside drains and back-slopes, often referred to as the "road maintenance corridor."

Note: Scheduling of road verge works will consider the road hierarchy and associated level of service, community complaints or feedback, and whether the works are included in the scope of the annual road program budget.

In addition to the activities outlined above, the Works crew also undertakes other essential tasks, including culvert cleaning, drain clearing, floodway maintenance, and sealed pavement patching.

Environmental

Council is committed to the sustainable management of its road network and adherence to environmental policies. This includes prioritising the conservation of native vegetation along roadside verges and reserves, especially in areas where threatened species are present. Where necessary, flora and fauna surveys are undertaken to support environmental compliance.

From time to time, the Department of Water and Environmental Regulation (DWER) conducts surveys to identify roadsides containing rare or significant native vegetation. Where applicable, Council may be requested to declare these routes as Flora Roads. DWER provides signage for these declarations.

The Shire adjusts its road maintenance activities around identified Flora Roads to preserve the native vegetation while maintaining safe access for the community.

Future Planning

Council has adopted long-term programs for re-sheeting, resurfacing, and rehabilitation programs supported by forward planning across two time horizons: a 5-year rolling working program and an additional 5-year projection outlining identified future projects. These plans will be reviewed and updated on an annual basis to ensure they remain relevant and aligned with changing conditions and priorities.

To support informed road planning and funding applications, traffic counters are used to collect data on vehicle volumes. The Shire currently operates five traffic counters, which will be strategically deployed to gather data across both low and peak usage periods. This data will assist in developing a comprehensive road inventory informed by actual traffic counts.

In addition, regular road inspections by staff will be undertaken to assess condition. When combined with the established road hierarchy, this information will support the development of a more robust forward works program. The program will identify roads in need of preservation or upgrades, along with associated cost estimates, to support balanced and sustainable future budgeting.

Further information

Main Roads WA website for:

- Funding
- RAV Routes
- Road Hierarchy Guidelines

DFES website for:

- Disaster Relief Funding Arrangements

WALGA website for:

- Roads 2040 – Regional Strategies for Significant Roads

Relevant Legislation

- *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*

Monitoring, Review and Reporting

- Action Plan Progress Report will be reviewed quarterly
- Annual program review

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APPENDIX A - Road Hierarchy Level of Service (LOS)

Criteria	Regional Distributor Rural (RD)	Local Distributor Urban (LD)	Local Distributor Rural (LD)	Access Urban (A)	Access Rural (LA)	Minor Access Rural (MA)
Road Pavement Width minimum	10m formation 7.0m seal	7.0m seal	10.0m formation 7.0m surface	6.0m seal	8.0m formation 6.0m width	6.0m formation
Surface Type	Bitumen/Stone, Gravel	Asphalt Bitumen/ Stone	Bitumen/ Stone, Gravel	Bitumen/ Stone	Gravel	Earth/Gravel
Verge Treatments	Gravel Shoulders, grade back-slopes, weed spraying	Kerbing	Gravel Shoulders, Slash back-slopes, weed spraying	Kerbing – Gravel shoulders	Earth shoulders,	Not Applicable.
Drainage	Pipe / Open drains	Pipe	Open drains	Pipe / Table drains	Open drains	Not Applicable.
Road Inspections	Annual or as requested via road complaint	Annual or as requested via road complaint	Annual or as requested via road complaint	Annual or as requested via road complaint	Annual or as requested via road complaint	Annual or as requested via road complaint
Required Routine - Grading	Not Applicable.	Not Applicable.	Annual Grade	Not Applicable.	Annual Grade.	Every 24 Months
Required Routine - Pavement Surface	Pothole patching, cracking sealing, gravel re-sheeting	Pothole patching, cracking sealing	Pothole patching, cracking sealing, gravel re-sheeting	Pothole patching, cracking sealing	Minor gravel patching	Not Applicable
Required Routine – Verges	Vegetation mulching, weed spraying when required	Mowing of Council reserve verges as per schedule	Vegetation mulching, shoulder and back-slope grading (annually)	N/A	Vegetation mulching shoulders and back-slope grading when required	N/A

APPENDIX B - Road Maintenance Levels of Service

Road Resealing	15 years or as funding permits
Unsealed Road Re-Sheeting	To be determined by Council based on condition assessment, traffic volumes and funding availability. 20 years is generally when a road will require to be re-sheeted.
Maintenance Grading	Access Roads - 2 grades per year (Summer and Winter), Local Distributor Roads - 3 grades per year (1 Winter, 2 Summer), Regional Distributor Roads - 3 grades per year (1 Winter, 2 Summer)
Shoulder Grading	Prior to drop off reaching a depth of 50 mm. Every 2 years on Regional Distributor Roads
Potholes / Edge Break	Pothole or Edge Break patching as notified and as required, based on size, location, and hazard. Large Potholes generally exceeding 200mm's which are in a vehicle wheel path is to be repaired within 5 days of notification. Warning signage is to be in place within 4 hours.
Vegetation Management	Spraying / slashing / mechanical removal when required or as per schedule.
Drainage	Clear known problems annually. Respond to culvert pipe blockages causing road flooding within 2 days of notification. Town site gully pits to be cleared once per annum. Town site open drainage channels to be cleared once per annum.
Guideposts	As per Australian Standards within 4 weeks of notification.
Signage	As per Australian Standards within 4 weeks of notification, regulatory signage to be referred to MRWA within 4 hours of notification.
Trees over Road	Attend / make safe within 4 hours of notification, removed from road within 3 days (subject to weather and emergency response).
Other Infrastructure – Street Sweeping	Sweeping of town streets up to 6 times per annum.

APPENDIX C - Road List

Access Roads			
Road ID	Road Name	Start SLK	End SLK
4170114	Abbot Road	0	4.25
4170093	Ada Street	0	0.66
4170044	Anderson Rocks Road	25.88	34.93
4170056	Bagshaw Road	0	4.7
4170032	Bailey Road	0	12.38
4170063	Berry Road	0	1.87
4170012	Bows Road	0	12.58
4170087	Bristow - Butler Road	0	5.12
4170020	Brown Road	0	12.38
4170100	Brown Street	0	0.49
4170028	Butler Road	0	15.38
4170110	Butler Boundary Road	0	2.24
4170085	Burgin Road	0	2.55
4170081	Cavanagh Rpad	0	6.12
4170136	Cheetham Way	0	0.45
4170068	Cheethams Road	0	7.54
4170059	Chick Road	0	3.61
4170037	Church Road	0	6.63
4170037	Church Road	6.64	11.36
4170090	Churchill Street	0	0.535
4170060	Coker Road	0	6.96
4170091	Connelly L	0	0.21
4170040	Coverley Road	0	5.55
4170067	Coshes Road	0	7.64
4170054	Cowan Road	0	12.91
4170036	Cramphorne North Road	0	1.98
4170062	Cullen Road	0	9.98
4170047	Cumminin Road	0	8.58
4170137	Currall Street Service Road	0	0.12
4170073	Cusak Drive	0	8.72
4170112	Dale Crescent	0	0.27
4170111	Dam Road	0	3.62
4170119	Dam Road	0	7.86
4170083	Dayman Road	0	4.83
4170061	Diagonal Road	0	3.88
4170018	Dixon Road	0	40.22
4170094	Doreen Street	0	0.52
4170101	Emu Hill Road	0	3.87
4170007	Emu Hill East Road	0	43.17
4170064	Erdman Road	0	8.57
4170115	Escott Road	0	1.1

Access Roads			
Road ID	Road Name	Start SLK	End SLK
4170115	Escott Road	0	1.1
4170086	Fawcett Road	0	8.92
4170065	Fiegert Road	0	3.76
4170075	Frederick Road	0	4.03
4170174	Fricker Road	0	0.955
4170048	Garmony Road	0	12.11
4170076	Georgeff Road	0	7.13
4170057	Gibb Rock Road	0	3.7
4170127	Gnamma Hole Road	0	2
4170174	Hall Road	0	0.63
4170070	Hedges Homestead Road	0	4.32
4170023	Hedges East Road	0	32.86
4170104	Hedges West Road	0	12.04
4170102	Hilton Way	0	0.45
4170024	Hogstrome Road	0	8.06
4170050	Holleton Road	0	7.12
4170225	Holleton Tourist Road	0	-0.72
4170043	Hunter Road	0	14.38
4170011	Hyden North Road	0	25.44
4170078	Kerses Road	0	4.77
4170113	Koolberrin Road	0	7.94
4170066	Lahoar Road	0	3.56
4170106	Langs Road	0	7.4
4170121	Lethlean Road	0	1.97
4170026	Malones Road	0	2.68
4170034	Metcalf Road	4.68	14.64
4170034	Metcalf Road	0	4.67
4170074	Mortimore Road	0	4.42
4170041	Mt Arrowsmith Road	0	13.55
4170120	Mt Walker Golf Club Road	0	0.8
4170035	Mt Walker North Road	0	28.78
4170105	Mt Walker South Road	0	10.04
4170109	Narembeen Boundary Road	0	6.39
4170005	Narembeen South Road	0	23.49
4170097	Northmore Street	0	0.49
4170027	Potter Road	0	9.22
4170053	Reids Road	0	9.7
4170031	Roach Road	0	8.1
4170080	Roe Road	0	10.33
4170082	Roger Road	0	7.41
4170089	Romeos Road	0	1.72
4170175	Rutherfords Road	0	2.99

Access Roads			
Road ID	Road Name	Start SLK	End SLK
4170098	Savage Street	0	0.12
4170033	Schwartz Road	0	18.16
4170045	Sedgewick Road	0	13.56
4170126	Ski Lake Access Road	0	4.5
4170077	Slade Road	0	9.2
4170052	Sloss Road	0	3.74
4170052	Sloss Road	5.79	12.06
4170052	Sloss Road	16.21	21.09
4170071	Smith Road	0	4.03
4170004	Soldiers Road	2.87	40.71
4170008	South Kumminin East Road	0	3.82
4170122	South Kumminin Bin Road	0	1.38
4170096	Stanley Street	0	0.32
4170014	Starceвич - Chapman Road	0	29.35
4170002	Stockyard Access Road	0	0.74
4170030	Tank North Road	0	11.59
4170025	The Humps Rosd	0	12.57
4170092	Thomas Street	0	0.66
4170079	Thorn Road	0	1.89
4170058	Triangle Road	0	6.06
4170029	Tudor Road	0	8.09
4170009	Wadderin Graball Road	9.22	18.89
4170099	Wakeman Street	0	0.18
4170084	Walker Road	0	2.37
4170095	Wilfred Street	0	0.32
4170046	Williamson Road	0	8.81
4170046	Williamson Road	11.15	14.72
4170016	Wogarl East Road	0	36.91
4170039	Wogarl - Graball Road	0	6.19
4170039	Wogarl - Graball Road	6.21	8.09
4170015	Wogarl West Road	0	20.67
4170124	Woolocutty Old Road	0	1.98
4170042	Wilson Road	0	10.14
4170069	Yandle Road	0	12.26
4170017	Yawerlin Creek Road	0	4.77
4170010	Yeomans Road	0	1.84
4170010	Yeomans Road	1.86	38.1
4170116	Unnamed	0	1.62
4170117	Unnamed	0	1.19
4170118	Unnamed Road	0	1.3

Local Distributor Roads			
Road ID	Road Name	Start SLK	End SLK
4170044	Anderson Rocks Road	0	25.88
4170021	Billericay East Road	0	28.61
4170022	Billericay West Road	0	12.7
4170103	Bruce Rock East Road	0	4.86
4170038	Calzoni Road	0	34.15
4170036	Cramphorne North Road	1.98	7.21
4170040	Coverley Road	5.55	15.48
4170051	Grays Road	0	3.44
4170133	Latham Road	0	1.45
4170049	Moorine South Road	0	4.18
4170052	Sloss Road	3.74	5.79
4170052	Sloss Road	12.06	16.21
4170004	Soldiers Road	0	2.87
4170008	South Kumminin East Road	3.82	49.76
4170009	Wadderin Graball Road	0	9.22
4170046	Williamson Road	8.81	11.15
4170019	Wogarl - Muntadgin Road	0	15.28
4170055	Woolocutty Soak Road	0	9.13

Regional Distributor Roads			
Road ID	Road Name	Start SLK	End SLK
4170128	Bruce Rock - Narembreen Road	0	13.62
4170135	Corrigin - Narembreen Road	0	17.03
4170013	Cramphorne Road	0	42.29
4170132	Curral Street	0	0.7
4170130	Kondinin - Narembreen Road	0	26.8
4170133	Latham Road	1.45	1.6
4170129	Longhurst Street	0	0.46
4170131	Merredin - Narembreen Road	0	30.92
4170134	Mt Walker Road	0	0.44
4170134	Mt Walker Road	0.44	41.44
4170006	Mt Walker - Hyden Road	0	23.67
4170004	Soldiers Road	40.71	75.17

Appendix D - Council Policy – Gravel, Sand and Pit Rehabilitation

POLICY OBJECTIVES

To ensure that at all times the Shire has sufficient materials and arrangements in place to meet the needs of road maintenance and construction programs. This will be achieved by:

1. Ensuring access to an adequate supply of high-quality road building materials;
2. Ensuring that an effective rehabilitation program is in place; and
3. Ensuring that all facets of these transactions are transparent and compliant with relevant legislation.

POLICY SCOPE

This policy applies to all Shire of Narembreen staff involved in the identification and procurement of sand and gravel supplies.

POLICY DETAIL

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure -
 - a. Request permission to search for materials from the landowner.
 - b. Calculate the approximate requirement for the project(s) or yearly requirement of material from the proposed pit, and the expected life of the pit.
 - c. If suitable material is located, a written agreement is to be reached with the landowner regarding compensation for the materials removed.
 - d. Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the Landowner.
 - e. Should agreement for the removal of materials not be reached with the landowner and the Chief Executive Officer and Executive Manager Infrastructure Services considers the acquisition of these materials is in the best interests of the public, the Chief Executive Officer will provide such notices and take such actions as prescribed by the Local Government Act 1995, Section 3.27 (1) to secure the materials.
 - f. If materials are extracted without the landowner's consent, then the rates of royalty that would have been applicable and remedial actions to the land that would have been taken, will apply as if the landowner had given their permission.
2. Royalty Compensation shall be agreed in writing using the Council's Materials Purchasing Agreement and in accordance with the relevant legislation and Council Policies.

Rates of payment for materials, including GST are:

- Gravel without rehabilitation \$2.20 per m³ compacted.
 - Gravel with rehabilitation compacted \$1.65 per m³.
 - Sand \$1.65 per m³.
3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include:
 - Deep ripping
 - Levelling
 - Stockpiling of original topsoil and spreading after extraction is completed
 - Utilise any overburden and vegetation that has been stockpiled at the pit from roadside clearing.

Appendix E - Council Policy - Bitumen Frontage – Rural Residences

POLICY OBJECTIVES

To provide guidelines for the provision of sealed road frontage to rural residential properties.

POLICY SCOPE

This policy is to be applied when considering applications/requests for bitumen seal on unsealed roads that are adjacent to Rural residential properties.

POLICY DETAIL

1. When an application or request is received by an owner of a residential property adjacent to a rural unsealed road the following parameters are to be taken into consideration when making a determination:
 - a. The rural residential property should be situated no more than 100 metres from the road.
 - b. Traffic volumes and consistency detailing sufficient road use to warrant sealing. There may be a need to install a traffic counter to gauge traffic type, volumes and frequency.
 - c. The seal width will be 8 metres wide and no more than 400 metres long.
 - d. The landowner must agree to contribute 25% of the construction cost (excluding gravel) and allow the Shire to obtain the required gravel for the works from their property. If no gravel is available, or it is uneconomical to obtain, the landowner must wholly reimburse the Shire for the cost of the gravel.
 - e. If none of the above criteria are met and the landowner still wishes to have the road frontage sealed, they will be responsible for the full costs of the works.

Applications received are to be scored according to the following criteria:

Criteria	Points	Weighting
Traffic Volumes	20 - AADT 0-30 40 - AADT 31-50 70 - AADT 51- 99 AADT $\geq$ 100, 1 point for every vehicle	1
Proximity of a dwelling to the road	10 - dwelling 0-15m from road frontage 9 - dwelling 16- 30m from road frontage 6 - dwelling 31- 50m from road frontage 3 - dwelling 51- 69m from road frontage 2 - dwelling 70 -100m from road frontage 0 - dwelling $\geq$ 100m from road frontage	10
Geometric design and safety features of unsealed road	Consider the standard of the current geometric design of the unsealed road. 0 - width < 6m 6 - Poor horizontal, vertical alignment and width $\geq$ 6m 8 - good horizontal, vertical alignment and width $\geq$ 6m	5

Speed Environment	4 - Operating speed $\geq$ 100km/hr 3 - Operating speed 51- 99 km/hr 1 - Operating speed $\leq$ 50 km/hr	10
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An application's score is to be calculation based on the following:

$A = \text{Traffic Volume} \times \text{Weighting}$

$B = \text{Proximity Points} \times \text{Weighting}$

$C = \text{Geometric Points} \times \text{Weighting}$

$D = \text{Speed Environment} \times \text{Weighting}$

$\text{Overall Score} = A + B + C + D$

Applications with an overall score of less than 120 will not be eligible for an intermittent seal in accordance with this policy.

ATTACHMENT 11.4A

Shire of Narembeen - Equal Employment Opportunity Management Plan Review - July 2025

Equal Employment Opportunity Management Plan

REVIEW

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INTRODUCTION

1. Legislative Responsibility

Under the Western Australian Equal Opportunity Act, 1984 (Part IX) it is the responsibility of Local Government Authorities to prepare and implement an equal employment opportunity management plan to achieve the objects of the Act. These objects are:

- a) to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- b) to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
- c) to promote equal employment opportunity for all persons.

2. Discrimination

Discrimination is deemed to have occurred where the "discriminator" treats an "aggrieved person" less favourably than in the same circumstances the discriminator treats or would treat another person in any of the areas covered by the Act, and is defined as:

- a) Direct Discrimination

"Any decision or action which specifically excludes a person or group from benefit or opportunity, or significantly reduces their chances of obtaining it, because a personal characteristic, irrelevant to the situation, is applied as a barrier."

- b) Indirect Discrimination

"Rules, policies and procedures that appear neutral but incorporate attitudes and assumptions which disadvantage a particular group."

- c) Systemic or Structural Discrimination

"The result of interaction of a range of objective practices sanctioned by custom and may be recognised by analysing statistical data."

3. Harassment

Harassment is defined as unwelcome, offensive actions or remarks concerning a person's sex, marital status, pregnancy, race, colour, language, ethnicity, disability, impairment, or religious political conviction.

Harassment is deemed to have occurred, not as a result of a one off or occasional comment or remark, but repeated or continual harassment, as defined.

4. Complaint Machinery

The legislation provides its own machinery for processing complaints which is distinct from the existing legal system. Complaints are referred to the Equal Opportunity Commissioner who attempts to settle by conciliation. If the Commissioner fails to settle the matter it may be referred to the State Administrative Tribunal which may:

- a. Dismiss the Complaint.
- b. Order Respondent to cease conduct or redress any loss.
- c. Order Respondent to pay damages.

A party aggrieved by a decision of the Tribunal may appeal under Section 105 of the State Administrative Tribunal Act 2004.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

POLICY OBJECTIVES

Shire of Narembeen is committed to providing a working environment where every employee is treated equally, fairly and without prejudice.

POLICY SCOPE

This Policy applies to all employees of the Shire of Narembeen.

POLICY DETAIL

This Plan supports and complements the Shire's Disability Access and Inclusion Plan 2024-2029, particularly Outcome 7, ensuring people with disability have the same opportunities to obtain and maintain employment at the Shire of Narembeen.

Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

Shire of Narembeen acknowledges its responsibilities and obligations pursuant to the *Equal Opportunity Act 1984 (WA)*, *Racial Discrimination Act 1975 (Cth)*, *Disability Discrimination Act 1992 (Cth)*, *Age Discrimination Act 2004 (Cth)*, *Australian Human Rights Commission Act 1986 (Cth)* and the *Sex Discrimination Act 1984 (Cth)* (except for sections 14 and 28B of that Act).

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- age;
- family responsibility or status;
- race, colour, or ethnic origin;
- sex including gender identity, sexual orientation, and intersex status;
- physical or mental disability;
- marital status;
- political or religious conviction;
- pregnancy or breastfeeding;
- criminal record;
- gender history;
- impairment;
- national extraction or social origin; and
- trade union activity.

Harassment

The *Equal Opportunity Act 1984 (WA)* provides that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated, or intimidated. Examples of sexual harassment include, but are not limited to:

- physical contact (touching, rubbing, patting, embracing, brushing up against)
- gestures of a sexual nature
- leering or staring
- offensive telephone calls, emails, text messages or notes
- sexual suggestive jokes or comments
- sexually explicit posts on social networking sites
- tales of sexual exploits
- repeated requests for a date
- unwelcome comments or questions about a person's sex life, appearance, or dress
- displaying sexually graphic material (cartoons, graffiti, messages, emails)

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety.

Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating, or threatening.

Bullying is also unlawful under the *Workplace Safety and Health Act 2021 (WA)* and the associated regulations. Examples of bullying include, but are not limited to:

- loud, abusive, or offensive language or comments;
- yelling and screaming;
- unjustified criticism and insults;
- unjustified threats of dismissal or other disciplinary action;
- acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- spreading malicious rumours or misinformation;
- inappropriate comments about an employee's appearance, lifestyle, or family;
- deliberately excluding an employee from workplace meetings or activities;
- hiding documents or equipment or withholding vital information required for effective work performance;
- constantly changing targets or work guidelines;
- overloading an employee with work and impossible deadlines;
- setting tasks that are unreasonably below or beyond an employee's level of skill;

- threats of assault or violence or actual violence;
- teasing and practical jokes; and
- isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police will be called.

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be conducted by one or more employees.

Bullying can occur between employees, downwards from managers or supervisors to employees or upwards from employees to managers or supervisors.

The Shire has the right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying. Examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems;
- the setting of reasonable performance targets and deadlines;
- providing employees with constructive feedback or counselling to assist workers to improve; their work performance or the standard of their behaviour;
- issuing a lawful and reasonable direction to an employee to complete a work task;
- preparing and amending a roster for employees;
- transferring an employee to a different work location for operational reasons;
- implementing organisational change;
- informing an employee about inappropriate behaviour in a confidential manner, and
- taking disciplinary action against an employee.

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Bullying does not occur where the bullying behaviour is a one-off occurrence and if that behaviour does not create a risk to health or safety.

Roles and Responsibilities

The Shire of Narembeen will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment, and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination, and bullying;
- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied, or victimised another employee.

All employees, contractors and volunteers are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to the employee's line manager or other appropriate manager;
- follow all policies and procedures of the Shire of Narembeen;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination, or bullying; and
- treat all employees fairly and with respect.

Employees should be aware that discrimination, bullying and sexual harassment may expose them individually to legal action.

Support

Refer to the Grievance Policy and Procedure for steps to take if you think you are being discriminated against, sexually harassed, or bullied, or if you suspect another employee is experiencing any of those things.

The Shire of Narembeen engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see Human Resources for details of the Employee Assistance Provider.

Consequences of Breaching this Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

RELATED LEGISLATION

Age Discrimination Act 2004

Australian Human Rights Commission Act 1986

Crime and Misconduct Act 2003

Disability Discrimination Act 1992

Equal Employment Opportunity Act 1984

Fair Work Act 2019

Human Rights and equal Opportunities Commission Act 1986

Racial Discrimination Act 1975

Racial Hatred Act 1995

Sexual Discrimination Act 1984

Workplace Safety and Health Act 2021 (WA)

OTHER RELATED POLICIES/KEY DOCUMENTS

Code of Conduct

Disability Access and Inclusion Plan 2024-2029

Grievance Policy and Procedure

AWARENESS RAISING

1. Objective

To raise the awareness, of the Councillors and Employees of the need and desirability of Equal Employment Opportunity (EEO) practices and to endeavour to ensure compliance with the requirements of the Equal Employment Opportunity Act 1984.

2. Action Plan

Responsible Officer

The Executive Manager Corporate Services (EMCS), as appointed by Chief Executive Officer, will be the EEO Officer responsible for raising awareness of Councillors and Staff to EEO issues. This Officer is also responsible for implementing and raising awareness of Shire's EEO Management Plan, and the ongoing work associated with the implementation of the Plan.

Staff Training

As part of the ongoing commitment to Equal Employment Opportunity, an EEO component, where considered appropriate by the CEO, will be introduced into staff training.

Training courses held by other appropriate organisations will also be attended by Councillors and staff, where this is considered necessary by the Council and the Chief Executive Officer.

Organisation Structure

The attached outlines the organisational structure and schedule of occupations for the Council's workforce. Both the flow chart and the schedule of occupations will be reviewed annually in conjunction with the general review of the EEO Plan.

Advice

As and/or when considered necessary by either the CEO or the EEO Officer, EEO awareness will be raised using any of the following methods:

- preparation of notices for both Councillors and Staff;
- inclusion of EEO issues in staff training;
- inclusion of EEO issues on the agenda for staff meetings (when necessary); and
- accepting feedback from Staff to Management.

Complaints

All complaints will be recorded by the EEO Officer. The complainant will be advised of all avenues to have the complaint heard if dissatisfied with the decision or actions of the EMCS; or any other party to the dispute, in accordance with the complaint machinery as detailed in the introduction to this plan.

PERSONNEL PRACTICES AND POLICIES

From the date of acceptance/implementation of the EEO Management Plan all policies or practices adopted by Council, as recorded in the Council's Minutes, shall be deemed amended in so far as any section that is discriminatory under the Equal Opportunity Act or this Management Plan, will be deleted.

The Operational Policies and Procedures of other Local Government Authorities will be monitored, and where practical and deemed appropriate implemented by this Council and incorporated in this Plan.

Complaints, problems, or queries, in relation to personnel policy and practices, will be considered by the EEO Officer, who will make recommendations to Council.

1. Recruitment

Develop and implement inclusive recruitment strategies aimed at encouraging applications from people with disability.

All advertised positions, including titles and descriptions, must be non-discriminatory. Recruitment processes must be fair, equitable, and free from any discriminatory criteria or conditions.

2. Appointment, Promotion and Transfer

Ensure all employment-related and grievance materials are available in accessible formats, and that all digital content complies with WCAG 2.1 accessibility standards.

Council is responsible for appointing the most suitable candidate to the position of Chief Executive Officer, based on experience, expertise, qualifications, skills, and any other criteria deemed relevant by Council.

The Chief Executive Officer is responsible for appointing the most suitable candidates to all other positions within the organisation. These appointments must be based on relevant qualifications, skills, experience, expertise, aptitude, and any additional criteria considered appropriate by the Chief Executive Officer.

All administrative forms must be reviewed to ensure relevance and to remove any discriminatory language or requirements. Job descriptions and duty statements should be created as necessary and reviewed regularly for accuracy and relevance.

Qualification requirements for each role must be assessed prior to advertising to ensure they are valid, appropriate, and non-discriminatory. All applicants must be informed in writing of the outcome of the selection process.

3. Training and Development

Disability awareness training will be included in staff induction and annual refresher training, with a focus on respectful communication, reasonable adjustments, and inclusive recruitment.

The CEO encourages participation by any employee in any relevant course of study or training and reserves the right to apply study requirements or qualification standards to a

particular position. The requirements and/or standards shall not be onerous or excessively high and shall be relevant to the position and subject to negotiation with the prospective employee before imposition. The CEO's requirements must be stated briefly in any advertisement for the position and discussed with the prospective employee prior to interview and/or appointment. Relevant training courses should be publicised to all appropriate employees when the course is acceptable in all respects (for example timing, cost) and where possible, multi-skilling is encouraged.

4. Conditions of Service

The Shire is committed to providing reasonable workplace adjustments for employees with disability. A clear process will be developed and communicated to staff to ensure requests are assessed fairly and promptly.

Benefits and/or entitlements are to be consistent throughout the workforce and without restriction. Adequate and safe facilities such as amenities, toilets, and work areas are to be provided by Council. Inconsistencies in allowances, entitlements, expenses permitted, or rates of pay are not permitted.

5. Exit Interviews

Wherever possible and practicable, staff leaving the employ of the Shire are to be given the opportunity to comment on all aspects of their employment with this Shire, including EEO issues. These comments are to be recorded and reviewed in conjunction with existing policy and practices along with periodical reviews of existing policy and practices.

DEMOGRAPHIC PROFILE OF EMPLOYEES

To enable effective management and to assist in the elimination of discrimination in employment, Personnel Data will be collected from all staff members:

- On appointment to a position with the Shire; and
- Annually in June.

Data required incorporates statistics relevant to discrimination on grounds covered by the Equal Opportunity Act.

Specifically, the data includes will include age, employment status and type, gender, length of employment, occupation, and salary.

1. Responsible Officer

The EEO Officer for this Shire is responsible for the preparation and circulation of the demographic profile to all present and future employees.

Confidentiality of the employee is to be ensured by the EEO Officer and the appropriate storage of completed forms in accordance with Council's Recordkeeping Plan.

2. Review of Data

Aggregated information from the demographic survey, from present employees, is attached as an appendage to this Plan.

Changes to the demographic profile of employees is to be aggregated annually. This information will be monitored by the Chief Executive Officer to determine any trends shown by the demographic profile. The Chief Executive Officer will make recommendations to Council, where appropriate, on the implementation of strategies to overcome deficiencies in EEO, revealed by analysis of the demographic profile.

AGGREGATED DEMOGRAPHIC PROFILE OF EMPLOYEES
as at 30 June 2023

All Employees	Representation	Equity Index
Headcount	32	N/A
FTE	24.2	N/A
Women	43.8%	74
People with disability	0.0%	0
Aboriginal Australians	3.10%	2
People from culturally and linguistically diverse backgrounds	0.0%	2
Youth	0.0%	N/A
Mature employees	62.5%	N/A
Women in tier 1 management	0.0%	N/A
Women in tier 2 management	0.0%	N/A
Women in tier 3 management	N/A	N/A
Indoor Workers	Representation	Equity Index
Headcount	31	N/A
FTE	27.5	N/A
Women	48.4%	79
People with disability	0.0%	N/A
Aboriginal Australians	0.0%	N/A
People from culturally and linguistically diverse backgrounds	9.7%	172
Youth	3.20%	N/A
Mature employees	64.5%	N/A
Women in tier 1 management	100%	N/A
Women in tier 2 management	0.0%	N/A
Women in tier 3 management	0.0%	N/A

Further information as at 30 June 2024

Gender and Salary

Gender	Female		Male		Total	
Salary (or Annual Equivalent if Part Time)	No.	%	No.	%	No.	%
Level 1 < \$59,000	5	33.3	1	6.25	6	19.35
Level 2 \$59,001 - \$67,000	5	33.3	0		5	16.13
Level 3 \$67,001 - \$76,000	4	26.7	11	68.75	15	48.39
Level 4 \$76,001 - \$85,000			2	12.50	2	6.45
Level 5 \$85,001 - \$96,000						
Level 6 \$96,001 - \$115,000						
Level 7 \$115,001 - \$131,000			2	12.50	2	6.45
Level 8 \$131,001 - \$150,000						
Level 9 \$150,001 - \$170,000	1	6.7			1	3.23
Level 10 \$170,001 and above						
Total	15	100%	16	100%	31	100%

Gender and Occupation

Gender	Female		Male		Total	
Occupation	No.	%	No.	%	No.	%
Admin/Management	9	66.66	2	12.50	11	35.48
Environment	-	-	-	-	-	-
Community/Youth	4	26.7	-	-	4	12.90
Child Care	-	-	-	-	-	-
Medical	-	-	-	-	-	-
Works	-	-	10	62.50	10	32.26
Parks & Gardens	-	-	3	18.75	3	9.68
Cleaner	2	6.7	1	6.25	3	9.68
Total	6	100%	16	100%	31	100%

Gender and Employment Type

Gender	Female		Male		Total	
Employment	No.	%	No.	%	No.	%
Full Time	6	40.00	14	87.5	20	64.52
Part Time	9	60.00	2	12.5	11	35.48
Casual	0	0.00	-	0.00	0	0.00
Total	6	100%	8	100%	31	100%

Further information as at 30 June 2025

Gender and Salary

Gender	Female		Male		Total	
Salary (or Annual Equivalent if Part Time)	No.	%	No.	%	No.	%
Level 1 < \$59,000	6	42.86	1	6.25	7	23.33
Level 2 \$59,001 - \$67,000	3	21.42	-	-	3	10
Level 3 \$67,001 - \$76,000	3	21.42	12	75	15	50
Level 4 \$76,001 - \$85,000	1	7.14	-	-	1	3.33
Level 5 \$85,001 - \$96,000	-	-	-	-	-	-
Level 6 \$96,001 - \$115,000	-	-	2	12.5	2	6.66
Level 7 \$115,001 - \$131,000	-	-	1	6.25	1	3.33
Level 8 \$131,001 - \$150,000	-	-	-	-	-	-
Level 9 \$150,001 - \$170,000	1	7.14	-	-	1	3.33
Level 10 \$170,001 and above	-	-	-	-	-	-
Total	14		16		30	100

Gender and Occupation

Gender	Female		Male		Total	
Occupation	No.	%	No.	%	No.	%
Admin/ Management	8	57.15	2	12.5	10	33.33
Environment	-	-	-	-	-	-
Community/Youth	4	28.57	-	-	4	13.33
Child Care	-	-	-	-	-	-
Medical	-	-	-	-	-	-
Works	-	-	10	62.5	10	33.33
Parks & Gardens	-	-	3	18.75	3	10
Cleaner	2	14.28	1	6.25	3	10
Total	14	100%	16	100%	30	100%

Gender and Employment Type

Gender	Female		Male		Total	
Employment	No.	%	No.	%	No.	%
Full Time	8	57.14	15	93.75	23	76.66
Part Time	5	35.72	1	6.25	6	20
Casual	1	7.14	-	-	1	3.33
Total	14	100%	16	100%	30	100%

EQUAL EMPLOYMENT OPPORTUNITY PLAN REVISION

The Plan is to be reviewed annually, by the EEO Officer unless special issues require earlier changes by Council. Administrative forms and practices, as necessary, will also be reviewed by the EEO Officer.

1. Annual Review

While employment opportunities for people with disability may be limited due to the size and nature of the Shire's workforce, the Shire remains committed to fostering an inclusive workplace. A key performance indicator (KPI) will be introduced to monitor disability representation within the organisation and identify opportunities to increase inclusive employment over time.

Consideration of reports, complaints and amendments made during the year and assessment of consistency with the Plan as a whole, will be undertaken. Comments and advice will be sought from Councillors, employees, and other local authorities as appropriate.

A complete and updated copy of the Plan is to be supplied to Councillors and staff upon request and must be placed on Council's Shire Website.

2. Report to Director

The Chief Executive Officer shall report annually to the Director of Equal Opportunity in Public Employment under Section 146 (1) of the *EEO Act*.

INTERNAL GRIEVANCE PROCEDURES

1. Objective

To ensure that this Council's work environment is discrimination and harassment free.

2. Grievance Officer

For the purpose of these procedures, the Shire of Narembeen Grievance Officer shall be the Executive Manager Corporate Services.

A Complainant will be advised that if they so wish, their complaint may be referred to the CEO. Upon such a request to the EEO Officer / Grievance Officer, the CEO or other suitably qualified person shall hear the complaint and act upon that complaint in accordance with the responsibilities and procedures detailed below for the Grievance Officer. The Grievance Officer and CEO will, where necessary, be provided with training in the procedures for resolving grievances.

3. Responsibilities of Grievance Officer

Again, due to the size of this Council's workforce, it shall be the responsibility of the EEO Officer and/or the Grievance Officer to be aware of the requirements of these procedures.

4. EEO Office and Grievance Officer

- a) Have a working knowledge of the Equal Opportunity Act and a clear understanding of what constitutes harassment and/or discrimination. Also be familiar with the dispute settlement procedures set out in the relevant Awards;
- b) Set an example of proper standards of conduct in the workplace;
- c) Provide current and future Councillors and staff members with information on what constitutes discriminatory or harassment acts, and inform them that this Shire disapproves such conduct;
- d) Advise all employees that they do not have to tolerate discriminatory acts or harassment within their workplace, and advise them of the grievance procedures;
- e) Assist complainants to choose an appropriate course of action to resolve a complaint and to follow through with the chosen course of action;
- f) Closely monitor any incidents of discrimination or harassment and bring Council's policy regarding proper standards of personal conduct to the attention of the employee;
- g) Ensure that the interest and rights of both the complainant and the employee(s), against whom the allegation are being made, are protected; and
- h) Ensure that complete confidentiality is maintained and take no action on a complaint within the complainant's consent.

5. Procedure on Receiving a Complaint

- a) Assure complainant that confidentiality will be maintained, that victimisation of the complainant will not be tolerated, and that further procedures will only be undertaken with the complainant's consent.
- b) Clarify the facts of the complaint in so far as they can be established without further investigation.
- c) Take brief but accurate notes using the complainant's own words where possible. Check all details with the complainant.
- d) Clarify the options available to the Complainant's and the actions, which the complainant or grievance officer could take, for example:
 - (i) the Complainant could make it clear to the other party that their behaviour is unwelcome and request that it cease;
 - (ii) the Complainant could contact their Union or the Equal Opportunity Commission; or
 - (iii) The Grievance Officer could proceed with an investigation of the complaint. This is not to occur without the written consent of the complainant.
- e) If the complainant wishes to proceed with an investigation in the first instance, it is undertaken with Confidentiality. It should be recognised that all persons have the right to a fair hearing conducted in a non-accusative and non-judgmental manner.

6. Steps to be taken to Resolve Complaints

Within 14 days of a written request, by the complainant, that they wish their complaint to be acted upon, the Grievance Officer shall:-

- a) Interview in an impartial manner, the employees against whom the allegations have been made;
- b) State exactly what it is they are accused of doing;
- c) Provide the opportunity for the person/s to respond fully to the allegations;
- d) Interview any witness to the incidents under investigation;
- e) Check the work record of the Complainant to see if any alleged employment disadvantages are evident;
- f) Make it clear to all people involved in the investigation that it is unlawful to victimise another person in relation to a complaint.

7. Resolution of a Grievance:

- a) If the grievance is not substantiated, explain the reasons for this finding to both parties. An example of such a finding may be that there is no evidence to support the complaint or the conduct does not amount to discrimination under the Equal Opportunity Act. The complainant should be told again of their right to take the complaint to their Union or the Equal Opportunity Commission if they are not satisfied.

- b) If the grievance is substantiated, tell both parties of this conclusion and the reasons for it.

Decide on immediate and appropriate steps to prevent the behaviour from reoccurring.

In most cases it should be sufficient to counsel the employee or employees concerned and exercise closer supervision in the work area.

All note, records, statements etc. pertaining to the investigation of any complaint are to remain confidential to the EEO Officer, where appropriate.

Where formal disciplinary action is necessary the steps outlined in the award relevant to the employee should be observed.

Reference: - Dispute Settlement Procedures

- Local Government Industry Award 2010: Part 2 / Clause 8

ATTACHMENT 13.1A
Shire of Narembeen - 2026 annual budget
(statutory version)



SHIRE OF NAREMBEEN ANNUAL BUDGET 2026

SHIRE OF NAREMBEEN
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

LOCAL GOVERNMENT ACT 1995

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The Shire of Narembreen, a Class 4 local government conducts the operations of a local government with the following community vision:

Together we create opportunities to grow.

SHIRE OF NAREMBEEN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
Revenue		\$	\$	\$
Rates	2(a)	2,284,671	2,156,687	2,163,706
Grants, subsidies and contributions		1,715,530	2,368,280	788,758
Fees and charges	14	549,698	576,842	491,677
Interest revenue	9(a)	376,931	430,721	380,941
Other revenue		119,000	333,937	77,000
		5,045,830	5,866,467	3,902,082
Expenses				
Employee costs		(2,304,124)	(2,295,462)	(2,282,856)
Materials and contracts		(1,814,326)	(1,811,471)	(1,476,604)
Utility charges		(257,850)	(277,581)	(193,898)
Depreciation	6	(3,235,234)	(2,810,992)	(2,813,083)
Finance costs	9(c)	(28,135)	(33,970)	(32,716)
Insurance		(274,399)	(242,630)	(235,263)
Other expenditure		(225,457)	(232,399)	(172,360)
		(8,139,525)	(7,704,505)	(7,206,780)
		(3,093,695)	(1,838,038)	(3,304,698)
Capital grants, subsidies and contributions		2,666,614	3,825,472	3,416,489
Profit on asset disposals	5	16,000	43,160	97,000
Loss on asset disposals	5	(45,000)	(40,582)	(20,500)
Fair value adjustments to financial assets at fair value through profit or loss		0	(3,551)	0
		2,637,614	3,824,499	3,492,989
Net result for the period		(456,081)	1,986,461	188,291
Total comprehensive income for the period		(456,081)	1,986,461	188,291

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts

	2025/26	2024/25	2024/25
	Budget	Actual	Budget
	\$	\$	\$
Rates	2,284,671	2,292,622	2,317,988
Grants, subsidies and contributions	1,715,530	1,728,997	257,591
Fees and charges	549,698	576,842	491,677
Interest revenue	376,931	430,721	380,941
Goods and services tax received	0	(14,384)	0
Other revenue	119,000	333,937	77,000
	5,045,830	5,348,735	3,525,197

Payments

Employee costs	(2,304,124)	(2,309,514)	(2,282,856)
Materials and contracts	(1,814,326)	(1,643,221)	(1,476,604)
Utility charges	(257,850)	(277,581)	(193,898)
Finance costs	(28,135)	(33,970)	(32,716)
Insurance paid	(274,399)	(242,630)	(235,263)
Other expenditure	(225,457)	(232,399)	(172,360)
	(4,904,291)	(4,739,315)	(4,393,697)

Net cash provided by (used in) operating activities	4	141,539	609,420	(868,500)
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CASH FLOWS FROM INVESTING ACTIVITIES

Payments for purchase of property, plant & equipment	5(a)	(1,988,320)	(2,109,681)	(2,434,610)
Payments for construction of infrastructure	5(b)	(4,441,515)	(3,606,905)	(4,763,897)
Payments for intangible assets	5(d)	(235,000)	0	0
Capital grants, subsidies and contributions		2,666,614	3,778,119	3,416,489
Proceeds from sale of inventory - land held for resale	5(c)	0	33,648	0
Proceeds from sale of property, plant and equipment	5(a)	160,000	165,704	341,500
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	12,560	18,273	18,273
Net cash (used in) investing activities		(3,825,661)	(1,720,842)	(3,422,245)

CASH FLOWS FROM FINANCING ACTIVITIES

Repayment of borrowings	7(a)	(83,070)	(84,837)	(84,837)
Net cash (used in) financing activities		(83,070)	(84,837)	(84,837)

Net (decrease) in cash held

Cash at beginning of year		9,051,389	10,247,647	10,247,690
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Cash and cash equivalents at the end of the year	4	5,284,197	9,051,388	5,872,108
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This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2026

OPERATING ACTIVITIES

Revenue from operating activities

General rates	2(a)(i)	2,251,720	2,125,844	2,132,325
Rates excluding general rates	2(a)	32,951	30,843	31,382
Grants, subsidies and contributions		1,715,530	2,368,280	788,759
Fees and charges	14	549,698	576,842	491,677
Interest revenue	9(a)	376,931	430,721	380,941
Other revenue		119,000	333,937	77,000
Profit on asset disposals	5	16,000	43,160	97,000
Fair value adjustments to financial assets at fair value through profit or loss		0	(3,551)	0

Expenditure from operating activities

Employee costs		(2,304,124)	(2,295,462)	(2,282,856)
Materials and contracts		(1,814,326)	(1,811,471)	(1,476,604)
Utility charges		(257,850)	(277,581)	(193,898)
Depreciation	6	(3,235,234)	(2,810,992)	(2,813,083)
Finance costs	9(c)	(28,135)	(33,970)	(32,716)
Insurance		(274,399)	(242,630)	(235,263)
Other expenditure		(225,457)	(232,399)	(172,360)
Loss on asset disposals	5	(45,000)	(40,582)	(20,500)
		(8,184,525)	(7,745,087)	(7,227,280)
Non cash amounts excluded from operating activities	3(c)	3,267,736	2,797,785	2,736,583
Amount attributable to operating activities		145,041	958,774	(491,613)

INVESTING ACTIVITIES

Inflows from investing activities

Capital grants, subsidies and contributions		2,666,614	3,825,472	3,416,489
Proceeds from disposal of property, plant and equipment	5(a)	160,000	165,704	341,500
Proceeds from disposal of inventory - land held for resale	5(c)	0	33,648	0
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	12,560	18,273	18,273
		2,839,174	4,043,097	3,776,262

Outflows from investing activities

Acquisition of property, plant and equipment	5(a)	(1,988,320)	(2,109,681)	(2,434,610)
Acquisition of infrastructure	5(b)	(4,441,515)	(3,606,905)	(4,763,897)
Payments for intangible assets	5(d)	(235,000)	0	0
		(6,664,835)	(5,716,586)	(7,198,507)

Amount attributable to investing activities

		(3,825,661)	(1,673,489)	(3,422,245)
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FINANCING ACTIVITIES

Inflows from financing activities

Transfers from reserve accounts	8(a)	1,436,554	2,289,122	2,059,122
		1,436,554	2,289,122	2,059,122

Outflows from financing activities

Repayment of borrowings	7(a)	(83,070)	(84,837)	(84,837)
Transfers to reserve accounts	8(a)	(510,823)	(2,809,467)	(2,088,235)
		(593,893)	(2,894,304)	(2,173,072)

Amount attributable to financing activities

		842,661	(605,182)	(113,949)
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MOVEMENT IN SURPLUS OR DEFICIT

Surplus at the start of the financial year

Amount attributable to operating activities	3	2,837,959	4,157,856	4,027,808
Amount attributable to investing activities		145,041	958,774	(491,613)
Amount attributable to financing activities		(3,825,661)	(1,673,489)	(3,422,245)
Amount attributable to financing activities		842,661	(605,182)	(113,949)
Surplus/(deficit) remaining after the imposition of general rates	3	0	2,837,959	0

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NAREMBEEN
FOR THE YEAR ENDED 30 JUNE 2026
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**SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

1. BASIS OF PREPARATION

The annual budget of the Shire of Narembeen which is a Class 4 local government is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 11 to the annual budget.

2024/25 actual balances

Balances shown in this budget as 2024/25 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2020-1 Amendments to Australian Accounting Standards*
 - *Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards*
 - *Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards*
 - *Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards*
 - *Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards*
 - *Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards*
 - *Supplier Finance Arrangements: Tier 2 Disclosures*

It is not expected these standards will have an impact on the annual budget.

- *AASB 2022-10 Amendments to Australian Accounting Standards*
 - *Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*, became mandatory during the budget year. Amendments to *AASB 13 Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2025-26 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards*
 - *Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards*
 - *Effective Date of Amendments to AASB 10 and AASB 128*
[deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- *AASB 2022-9 Amendments to Australian Accounting Standards*
 - *Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards*
 - *Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in Financial Statements*
 - (Appendix D) [for for-profit entities]
- *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements*
 - (Appendix D) [for not-for-profit and superannuation entities]
- *AASB 2024-2 Amendments to Australian Accounting Standards*
 - *Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards*
 - *Standards – Annual Improvements Volume 11*

It is not expected these standards will have an impact on the annual budget.

Critical accounting estimates and judgements

The preparation of the annual budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Expected credit losses on financial assets
- Assets held for sale
- Impairment losses of non-financial assets
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2025/26 Budgeted rate revenue	2025/26 Budgeted interim rates	2025/26 Budgeted total revenue	2024/25 Actual total revenue	2024/25 Budget total revenue
				\$	\$	\$	\$	\$	\$
(i) General rates									
Townsite	GRV	0.098131	217	2,814,076	276,148	0	276,148	263,389	261,392
Rural & mining	UV	0.008082	324	240,493,999	1,943,672	0	1,943,672	1,846,196	1,850,178
Total general rates			541	243,308,075	2,219,820	0	2,219,820	2,109,585	2,111,570
		Minimum							
		\$							
(ii) Minimum payment									
Townsite	GRV	560.00	22	45,453	12,320	0	12,320	11,235	13,375
Rural & mining	UV	560.00	68	1,703,933	38,080	0	38,080	35,845	36,380
Total minimum payments			90	1,749,386	50,400	0	50,400	47,080	49,755
Total general rates and minimum payments			631	245,057,461	2,270,220	0	2,270,220	2,156,665	2,161,325
(iii) Ex-gratia rates									
CBH Gratia Rates					32,951		32,951	30,843	31,382
					2,303,171	0	2,303,171	2,187,508	2,192,707
Discounts (Refer note 2(d))							(28,000)	(30,821)	(29,000)
Total rates					2,303,171	0	2,275,171	2,156,687	2,163,707
Collection charges recovered							10,000	10,951	500
Rates written off							(500)	(3,640)	0
Late payment of rate or service charge interest							7,000	8,727	7,000
Instalment plan charges							2,000	2,240	2,000
Instalment plan interest							4,000	4,562	4,000
							6,000	6,802	6,000

The Shire did not raise specified area rates for the year ended 30th June 2026.

*Rateable Value is given as at the time of adopting the budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2025/26 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
Single full payment	29/08/2025	Nil	Nil	11.00%
Option two				
First instalment	29/08/2025	10.00	5.50%	11.00%
Second instalment	31/10/2025	10.00	5.50%	11.00%
Third instalment	2/01/2026	10.00	5.50%	11.00%
Fourth instalment	27/02/2026	10.00	5.50%	11.00%

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

2. RATES AND SERVICE CHARGES (CONTINUED)

(c) Service Charges

	Amount of charge	2025/26 Budgeted revenue	Budget amount to be applied to costs	Budget amount to be set aside to reserve	Reserve amount to be applied to costs	2024/25 Actual revenue	2024/25 Budget revenue
Service charge	\$	\$	\$	\$	\$	\$	\$
Rubbish collection and handling	395.58	125,400	125,400	0	0	142,282	124,397
		125,400	125,400	0	0	142,282	124,397

Nature of the service charge	Objects of the charge	Reasons for the charge	Area/Properties charge to be imposed on
Rubbish collection and handling	Per residential bin per property	Recovery of service costs	All rateable properties, with

(d) Early payment discounts

Rate, fee or charge to which discount is granted	Type	Discount %	Discount (\$)	2025/26 Budget	2024/25 Actual	2024/25 Budget	Circumstances in which discount is granted
General rates	Rate	2.0%		\$ 28,000	\$ 0	\$ 29,000	Ratepayers are provided an early payment discount for paying their assessment in full prior
				28,000		29,000	

(e) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2026.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

Current assets

Cash and cash equivalents
Financial assets
Receivables
Inventories

Less: current liabilities

Trade and other payables
Contract liabilities
Long term borrowings
Employee provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Net current assets used in the Statement of Financial Activity

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

Less: Cash - reserve accounts
Less: Current assets not expected to be received at end of year
- Current financial assets at amortised cost - self supporting loans
Add: Current liabilities not expected to be cleared at end of year
- Current portion of borrowings

Total adjustments to net current assets

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
4	5,284,197	9,051,389	5,872,164
	0	12,560	18,273
	541,806	543,475	0
	73,416	73,416	32,773
	5,899,419	9,680,840	5,923,210
	(480,045)	(481,569)	(196,292)
	(11,060)	(11,060)	(1,977)
7	0	(83,070)	(78,677)
	(351,067)	(351,067)	(317,362)
	(102,441)	(102,441)	0
	(944,613)	(1,029,207)	(594,308)
	4,954,806	8,651,633	5,328,902
3(b)	(4,954,806)	(5,813,674)	(5,328,902)
	0	2,837,959	0
8	(4,954,806)	(5,880,538)	(5,389,306)
	0	(12,560)	(18,273)
	0	83,070	78,677
	(4,954,806)	(5,813,674)	(5,328,902)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals
Less: brought forward variance
Add: Loss on asset disposals
Add: Loss on revaluation of non current assets
Add: Depreciation
Add: movements in trust funds affected in municipal funds
Non-cash movements in non-current assets and liabilities:
- Employee provisions

Non cash amounts excluded from operating activities

Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 June 2025	2024/25 Budget 30 June 2025
	\$	\$	\$
5	(16,000)	(43,160)	(97,000)
	0	(581)	0
5	45,000	40,582	20,500
	0	3,551	0
6	3,235,233	2,810,992	2,813,083
	0	453	0
	0	(14,052)	0
	3,267,736	2,797,785	2,736,583

**SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026**

3. NET CURRENT ASSETS

CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SUPERANNUATION

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

INVENTORY - LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CONTRACT LIABILITIES

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2025/26 Budget	2024/25 Actual	2024/25 Budget
Cash at bank and on hand		\$ 329,392	\$ 3,170,852	\$ 482,858
Term deposits		4,954,805	5,880,537	5,389,306
Total cash and cash equivalents		5,284,197	9,051,389	5,872,164
Held as				
- Unrestricted cash and cash equivalents		329,391	3,170,851	482,858
- Restricted cash and cash equivalents		4,954,806	5,880,538	5,389,306
	3(a)	5,284,197	9,051,389	5,872,164
Restrictions				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		4,954,806	5,880,538	5,389,306
		4,954,806	5,880,538	5,389,306
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Reserve accounts	8	4,954,806	5,880,538	5,389,306
		4,954,806	5,880,538	5,389,306
Reconciliation of net cash provided by operating activities to net result				
Net result		(456,081)	1,986,461	188,291
Depreciation	6	3,235,234	2,810,992	2,813,083
(Profit)/loss on sale of asset	5	29,000	(2,578)	(76,500)
Adjustments to fair value of financial assets at fair value through profit and loss		0	3,551	0
(Increase)/decrease in receivables		0	(53,788)	272,499
(Increase)/decrease in inventories		0	(67,890)	0
Increase/(decrease) in payables		0	236,075	0
Increase/(decrease) in contract liabilities		0	(463,879)	(649,384)
Increase/(decrease) in other provision		0	(47,353)	0
Increase/(decrease) in employee provisions		0	(14,052)	0
Capital grants, subsidies and contributions		(2,666,614)	(3,778,119)	(3,416,489)
Net cash from operating activities		141,539	609,420	(868,500)

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

5. PROPERTY, PLANT AND EQUIPMENT

	2025/26 Budget					2024/25 Actual					2024/25 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	0	0	0	0	0	0	0	0	0	0	0	(56,000)	40,000	0	(16,000)
Buildings - non-specialised	1,001,850	0	0	0	0	945,556	0	0	0	0	1,462,400	0	0	0	0
Buildings - specialised	216,000	0	0	0	0	127,440	0	0	0	0	30,000	0	0	0	0
Furniture and equipment	116,670	0	0	0	0	55,096	0	0	0	0	81,670	0	0	0	0
Plant and equipment	653,800	(189,000)	160,000	16,000	(45,000)	981,589	(149,911)	165,704	43,160	(27,367)	860,540	(209,000)	301,500	97,000	(4,500)
Total	1,988,320	(189,000)	160,000	16,000	(45,000)	2,109,681	(149,911)	165,704	43,160	(27,367)	2,434,610	(265,000)	341,500	97,000	(20,500)
(b) Infrastructure															
Infrastructure - roads	2,406,515	0	0	0	0	2,602,239	0	0	0	0	3,439,897	0	0	0	0
Infrastructure - drainage	175,000	0	0	0	0	461,155	0	0	0	0	0	0	0	0	0
Infrastructure - Other	1,860,000	0	0	0	0	543,511	0	0	0	0	1,324,000	0	0	0	0
Total	4,441,515	0	0	0	0	3,606,905	0	0	0	0	4,763,897	0	0	0	0
(c) Inventory - Land held for resale															
Cost of acquisition	0	0	0	0	0	0	(46,864)	33,648	0	(13,216)	0	0	0	0	0
	0	0	0	0	0	0	(46,864)	33,648	0	(13,216)	0	0	0	0	0
(d) Intangible Assets															
Digital infrastructure - ERP	200,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Digital infrastructure - Website	35,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	235,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	6,664,835	(189,000)	160,000	16,000	(45,000)	5,716,586	(196,775)	199,352	43,160	(40,583)	7,198,507	(265,000)	341,500	97,000	(20,500)

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple identical individual low value assets are purchased together or dissimilar low value assets forming part of a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

6. DEPRECIATION

By Class

Buildings - non-specialised
 Buildings - specialised
 Furniture and equipment
 Plant and equipment
 Infrastructure - roads
 Infrastructure - footpaths
 Infrastructure - drainage
 Infrastructure - parks and ovals

By Program

Law, order, public safety
 Health
 Housing
 Community amenities
 Recreation and culture
 Transport
 Economic services
 Other property and services

2025/26 Budget	2024/25 Actual	2024/25 Budget
\$	\$	\$
72,186	62,720	62,470
510,715	443,744	425,887
29,673	25,782	23,267
504,483	438,329	503,765
1,621,904	1,409,221	1,389,312
0	0	2,199
23,426	20,354	16,786
472,847	410,842	389,396
3,235,234	2,810,992	2,813,082
17,724	15,400	25,131
6,949	6,038	22,667
62,233	54,072	55,820
76,472	66,444	53,473
726,953	631,626	599,106
1,707,442	1,483,542	1,524,383
60,749	52,783	44,050
576,712	501,087	488,452
3,235,234	2,810,992	2,813,082

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised
 Buildings - specialised
 Furniture and equipment
 Plant and equipment
 Infrastructure - roads
 Infrastructure - footpaths
 Infrastructure - drainage
 Infrastructure - parks and ovals

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding 30 June 2026	2025/26 Budget Interest Repayments	Actual Principal 1 July 2024	2024/25 Actual New Loans	2024/25 Actual Principal Repayments	Actual Principal outstanding 30 June 2025	2024/25 Actual Interest Repayments	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding 30 June 2025	2024/25 Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Swimming Pool	125	WATC	6.68%	60,278	0	(29,149)	31,129	(3,548)	87,574	0	(27,296)	60,278	(5,402)	87,574	0	(27,296)	60,278	(5,402)
Recreation Centre	128	WATC	5.26%	462,301	0	(41,361)	420,940	(23,780)	501,569	0	(39,268)	462,301	(25,873)	501,085	0	(39,268)	461,817	(25,873)
				522,579	0	(70,510)	452,069	(27,328)	589,143	0	(66,564)	522,579	(31,275)	588,659	0	(66,564)	522,095	(31,275)
Self Supporting Loans																		
Aged Homes	127E	WATC	4.23%	9,400	0	(4,602)	4,798	(349)	15,952	0	(6,552)	9,400	(876)	15,952	0	(6,552)	9,400	(876)
Mount Walker Tennis Club	130	WATC	1.09%	0	0	0	0	0	3,840	0	(3,840)	0	(31)	3,840	0	(3,840)	0	(31)
Narembeen Bowling Club	131	WATC	1.60%	48,930	0	(7,958)	40,972	(457)	56,811	0	(7,881)	48,930	(534)	56,811	0	(7,881)	48,930	(534)
				58,330	0	(12,560)	45,770	(806)	76,603	0	(18,273)	58,330	(1,441)	76,603	0	(18,273)	58,330	(1,441)
				580,909	0	(83,070)	497,839	(28,134)	665,746	0	(84,837)	580,909	(32,716)	665,262	0	(84,837)	580,425	(32,716)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loans repayment will be fully reimbursed.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

7. BORROWINGS

(b) New borrowings - 2025/26

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2026

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30 June 2025 nor is it expected to have unspent borrowing funds as at 30 June 2026.

(d) Credit Facilities

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
Undrawn borrowing facilities			
credit standby arrangements			
Bank overdraft limit	0	0	200,000
Bank overdraft at balance date	0	0	0
Credit card limit	30,000	30,000	80,000
Credit card balance at balance date	0	475	0
Total amount of credit unused	30,000	30,475	280,000
Loan facilities			
Loan facilities in use at balance date	497,839	580,909	580,425

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

8. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2025/26 Budget					2024/25 Actual					2024/25 Budget				
	Opening Balance	Interest Earnings	Transfers to reserves	Transfers from reserves	Closing Balance	Opening Balance	Interest Earnings	Transfers to reserves	Transfers from reserves	Closing Balance	Opening Balance	Interest Earnings	Transfers to reserves	Transfers from reserves	Closing Balance
	\$	\$		\$	\$	\$	\$		\$	\$	\$	\$		\$	\$
Restricted by council															
(a) Leave reserve	324,062	14,582	0	0	338,644	309,132	14,930	0	0	324,062	309,132	15,457	0	0	324,589
(b) Plant reserve	338,359	15,226	206,200	0	559,785	567,015	27,384	0	(256,040)	338,359	567,015	28,351	0	(26,040)	569,326
(c) Infrastructure reserve	1,438,578	64,736	0	(720,000)	783,314	2,465,448	119,070	177,142	(1,323,082)	1,438,578	2,465,448	123,272	177,142	(1,323,082)	1,442,781
(d) HVRIC reserve	2,278,453	102,530	0	(110,500)	2,270,483	0	0	2,278,453	0	2,278,453	0	0	1,548,082	0	1,548,082
(e) Land Development reserve	359,117	16,160	0	(375,277)	0	342,573	16,545	0	0	359,117	342,573	17,129	0	0	359,702
(f) Avoca Farm reserve	88,265	3,972	0	(92,237)	0	84,199	4,066	0	0	88,265	84,199	4,210	0	0	88,409
(g) Recreation reserve	685,593	30,852	0	(40,374)	676,071	758,939	36,653	0	(110,000)	685,593	758,939	37,947	0	(110,000)	686,886
(h) Housing reserve	15,661	705	0	(16,366)	0	587,297	28,364	0	(600,000)	15,661	587,297	29,365	0	(600,000)	16,662
(i) Heritage reserve	22,810	1,026	0	0	23,836	21,760	1,051	0	0	22,810	21,760	1,088	0	0	22,848
(j) Medical reserve	103,540	4,659	0	0	108,199	98,770	4,770	0	0	103,540	98,770	4,939	0	0	103,709
(k) Server reserve	15,000	675	15,000	0	30,675	0	0	15,000	0	15,000	0	0	15,000	0	15,000
(l) ERP reserve	40,000	1,800	0	(41,800)	0	0	0	40,000	0	40,000	0	0	40,000	0	40,000
(m) Bending landfill reserve	161,100	7,249	15,000	(40,000)	143,349	125,059	6,040	30,000	0	161,100	125,059	6,253	30,000	0	161,312
(n) Bending rehabilitation reserve	5,000	225	5,000	0	10,225	0	0	5,000	0	5,000	0	0	5,000	0	5,000
(o) RoeROC reserve	5,000	225	5,000	0	10,225	0	0	5,000	0	5,000	0	0	5,000	0	5,000
	5,880,538	264,623	246,200	(1,436,554)	4,954,806	5,360,192	258,872	2,550,595	(2,289,122)	5,880,538	5,360,191	268,011	1,820,224	(2,059,122)	5,389,306

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by legislation		
Restricted by council		
(a) Leave reserve	Ongoing	To be used to fund annual and long service leave entitlements
(b) Plant reserve	Ongoing	To be used to fund the replacement and upgrade of plant and equipment
(c) Infrastructure reserve	Ongoing	To be used to fund the construction or reconstruction of infrastructure
(d) HVRIC reserve	Ongoing	To be used to fund the reconstruction of roads to which the collected Heavy Vehicle Road Improvement Charge funds relate
(e) Land Development reserve	Ongoing	To be used to fund land development within the district
(f) Avoca Farm reserve	Ongoing	To be used to fund works to the Avoca Farmstead and surrounding areas
(g) Recreation reserve	Ongoing	To be used to fund new or upgrade existing recreation facilities within the Shire
(h) Housing reserve	Ongoing	To be used to fund the construction and refurbishment of residential housing
(i) Heritage reserve	Ongoing	To be used to fund the maintenance and capital renewal of historical buildings within the Shire
(j) Medical reserve	Ongoing	To be used to fund ongoing commitments for the provision of medical services
(k) Server reserve	Ongoing	To be used fund the acquisition and replacement of server hardware
(l) ERP reserve	2026	To be used to fund the costs of a new ERP
(m) Bending landfill reserve	Ongoing	To be used to fund the Shire of Narembreen's share of ongoing capital works to the Bending tip
(n) Bending rehabilitation reserve	Ongoing	To be used to fund the progressive rehabilitation costs of the Bending tip
(o) RoeROC reserve	Ongoing	To be used to fund initiatives and projects through RoeROC

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

9. OTHER INFORMATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
The net result includes as revenues	\$	\$	\$
(a) Interest earnings			
Investments	365,931	417,432	369,941
Other interest revenue	11,000	13,289	11,000
	376,931	430,721	380,941
The net result includes as expenses			
(b) Auditors remuneration			
Audit services	46,000	42,900	42,900
Other services	2,500	3,000	2,100
	48,500	45,900	45,000
(c) Interest expenses (finance costs)			
Borrowings (refer Note 7(a))	28,134	32,716	32,716
Other finance costs	0	1,254	0
	28,134	33,970	32,716
(d) Write offs			
General rate	500	3,640	5,000
Fees and charges	500	0	2,000
	1,000	3,640	7,000

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

10. COUNCIL MEMBER'S REMUNERATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
President Cr S Stirrat			
President's allowance	8,100	7,800	7,800
Meeting attendance fees	5,400	5,200	5,200
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	215	1,133	357
	15,215	15,633	14,857
Deputy President Cr H Cusack			
Deputy President's allowance	2,025	1,950	1,950
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	215		357
	7,740	7,350	7,707
Cr C Bray			
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	214		357
	5,714	5,400	5,757
Cr A Hardham			
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	214		357
	5,714	5,400	5,757
Cr T Cole			
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	214		357
	5,714	5,400	5,757
Cr H Bald			
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	214		357
	5,714	5,400	5,757
Cr M Currie			
Meeting attendance fees	4,000	3,900	3,900
Annual allowance for ICT expenses	1,500	1,500	1,500
Travel and accommodation expenses	214		357
	5,714	5,400	5,757
Total Council Member Remuneration	51,525	49,983	51,349
President's allowance	8,100	7,800	7,800
Deputy President's allowance	2,025	1,950	1,950
Meeting attendance fees	29,400	28,600	28,600
Annual allowance for ICT expenses	10,500	10,500	10,500
Travel and accommodation expenses	1,500	1,133	2,499
	51,525	49,983	51,349

SHIRE OF NAREMBEEN
 NOTES TO AND FORMING PART OF THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2026

11. INVESTMENT IN ASSOCIATES

(a) Investment in associate

The Shire has a 25% interest in Roe Regional Council. The Regional Council undertakes the management and provision of environmental health services and the Bendering Waste Site for the collective benefit of the four member Shires.

AASB 12.9(e) - The Shire has determined it has significant influence over the Roe Regional Council as the Shire: has a 25% share of the voting rights, has representation on the Regional Council and participates in policy-making decisions, including decisions regarding contributions and distributions.

Name of entity	% of ownership interest		2025/26	2024/25	2024/25
	2025/26	2024/25	Budget	Actual	Budget
Roe Regional Organisation of Councils (RoeROC)	25.00%	25.00%	\$ 125,977	\$ 65,977	\$ 0
Total equity accounted investments			125,977	65,977	0

Reconciliation to carrying amounts

MATERIAL ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss. recognised.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Investments in associates (continued)

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

12. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note AASB 119 *Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

12. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

14. FEES AND CHARGES

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	\$	\$	\$
By Program:			
General purpose funding	2,500	3,331	3,000
Law, order, public safety	67,800	66,400	61,310
Health	1,000	1,890	1,000
Housing	128,200	81,852	62,560
Community amenities	157,400	186,338	229,397
Recreation and culture	9,000	11,596	7,500
Transport	7,500	6,766	5,000
Economic services	175,798	210,988	121,410
Other property and services	500	7,681	500
	549,698	576,842	491,677

The subsequent pages detail the fees and charges proposed to be imposed by the local government.



Schedule of Fees and Charges 2026

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
GOVERNANCE				
Administration services				
4221600	Administration fee on rates instalments, per instalment	\$ 10.00	\$ -	\$ 10.00
3121600	Rate enquiry fee	\$ 45.45	\$ 4.55	\$ 50.00
4222000	Document/building plan search fee	\$ 67.27	\$ 6.73	\$ 74.00
3121600	Request for rate book	\$ 68.18	\$ 6.82	\$ 75.00
4222000	Administration fee for sale of Shire plates	\$ 20.00	\$ 2.00	\$ 22.00
4222000	Request for electoral roll	\$ 67.27	\$ 6.73	\$ 74.00
4222000	Handling fee to return goods to customers	Cost + 20%		
Freedom of Information Requests				
Fees as per Freedom of Information Regulations 1993, Schedule 1				
4222000	Application fee	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, administrative handling (per hour or part thereof)	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, supervision (per hour or part thereof)	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, postage	At Cost		
4222000	Actioning FOI request, duplicating tape, film or electronic documents	At Cost		
4222000	Advanced deposit - for estimated costs in excess of \$300	75% of estimate		
LAW, ORDER AND PUBLIC SAFETY				
Dog Control				
Fees as per Dog Regulations 2013, Section 17				
Dog Registrations are for the year ending 31 October				
5223000	1 year registration of unsterilised dog, standard	\$ 50.00	\$ -	\$ 50.00
5223000	1 year registration of unsterilised dog, pensioner	\$ 25.00	\$ -	\$ 25.00
5223000	3 year registration of unsterilised dog, standard	\$ 120.00	\$ -	\$ 120.00
5223000	3 year registration of unsterilised dog, pensioner	\$ 60.00	\$ -	\$ 60.00
5223000	Lifetime registration of unsterilised dog, standard	\$ 250.00	\$ -	\$ 250.00
5223000	Lifetime registration of unsterilised dog, pensioner	\$ 125.00	\$ -	\$ 125.00
5223000	1 year registration of dog, standard	\$ 20.00	\$ -	\$ 20.00
5223000	1 year registration of dog, pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	3 year registration of dog, standard	\$ 42.50	\$ -	\$ 42.50
5223000	3 year registration of dog, pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Lifetime registration of dog, standard	\$ 100.00	\$ -	\$ 100.00
5223000	Lifetime registration of dog, pensioner	\$ 50.00	\$ -	\$ 50.00
5223000	Additional annual registration fee for dangerous dog	\$ 50.00	\$ -	\$ 50.00
5223000	Lifetime registration of guide dog	No charge		
5223000	Dogs used for droving or tending stock	25% of Applicable Standard Fee		
5223000	Dog-related fines and penalties as per Dog Regulations 2013, Section 33			
Shire administrative charges				
5223000	Application to keep more than the legally permitted number of dogs	\$ 272.73	\$ 27.27	\$ 300.00
5223000	Application for dog registration (cost per dog)	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Dog surrender fee	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Replacement dog tag	\$ 10.00	\$ 1.00	\$ 11.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
Cat Control					
Fees as per Cat Regulations 2012, Schedule 3					
Cat Registrations are for the year ending 31 October					
5223000	Part-year registration (registered from 1 June), standard	\$ 10.00	\$ -	\$ 10.00	
5223000	Part-year registration (registered from 1 June), pensioner	\$ 5.00	\$ -	\$ 5.00	
5223000	1 year registration, standard	\$ 20.00	\$ -	\$ 20.00	
5223000	1 year registration, pensioner	\$ 10.00	\$ -	\$ 10.00	
5223000	3 year registration, standard	\$ 42.50	\$ -	\$ 42.50	
5223000	3 year registration, pensioner	\$ 21.25	\$ -	\$ 21.25	
5223000	Lifetime registration, standard	\$ 100.00	\$ -	\$ 100.00	
5223000	Lifetime registration, pensioner	\$ 50.00	\$ -	\$ 50.00	
5223000	Application to grant or renew approval to breed cats, per cat	\$ 100.00	\$ -	\$ 100.00	
5221000	Administration fee for application or renewal or approval to breed cats	\$ 75.00	\$ 7.50	\$ 82.50	
LAW, ORDER AND PUBLIC SAFETY					
Shire administrative charges					
5223000	Application to keep more than the legally permitted number of cats	\$ 272.73	\$ 27.27	\$ 300.00	
5223000	Application for additional cat (cost per cat)	\$ 100.00	\$ 10.00	\$ 110.00	
5223000	Cat surrender fee	\$ 100.00	\$ 10.00	\$ 110.00	
Impounding and transporting of animals					
Ordinary hours (8am - 5pm)					
5221000	Seizing of pets or livestock for return or local impounding (per animal)	\$ 55.00	\$ 5.00	\$ 60.00	
5221000	Transporting livestock or animals back to owner after being locally impounded (per animal)	\$ 55.00	\$ 5.00	\$ 60.00	
After ordinary hours (after 5pm)					
5221000	Seizing of pets or livestock for return or local impounding (per animal)	\$ 234.15	\$ 23.42	\$ 257.57	
5221000	Transporting livestock or animals back to owner after being locally impounded (per animal)	\$ 234.15	\$ 23.42	\$ 257.57	
Local pound fees					
5221000	Local pound, day fee	\$ 5.00	\$ 0.50	\$ 5.50	
5221000	Local daily maintenance fee of impounded animals	\$ 10.00	\$ 1.00	\$ 11.00	
Impounding and transporting to another district					
5221000	Seizing of cats or dogs requiring impounding outside Narembeen	\$ 200.00	\$ 20.00	\$ 220.00	
5221000	Seizing and returning cats or dogs requiring impounding outside Narembeen	\$ 400.00	\$ 40.00	\$ 440.00	
5221000	Animals impounded outside of Narembeen, daily maintenance fee	\$ 27.27	\$ 2.73	\$ 30.00	
Animal trapping					
5221000	Trap hire (per day, per trap)	\$ 9.09	\$ 0.91	\$ 10.00	
5221000	Trap hire bond (per trap)	\$ 100.00	\$ -	\$ 100.00	
HEALTH					
Septic Applications					
Fees as per Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974					
7524010	Application fee for the approval of an apparatus under Regulation 4	\$ 118.00	\$ -	\$ 118.00	
7524010	Fee for the issuance of a permit to use an apparatus	\$ 118.00	\$ -	\$ 118.00	
Food Businesses - (Governing Legislation - Food Act 2008)					
7524010	Registration - new or transfer of ownership	*	\$ 160.50	\$ -	\$ 160.50
7524010	Annual Inspection - low risk	*	\$ 53.50	\$ -	\$ 53.50
7524010	Annual Inspection - medium and high risk	*	\$ 107.00	\$ -	\$ 107.00
*(charitable and community groups exempt)					
7524010	Food vendors trading in public places - annual fee	\$ 156.00	\$ -	\$ 156.00	
7524010	Mobile food vendors - per application	\$ 75.00	\$ -	\$ 75.00	
7524010	Mobile food vendors (charity, local sporting, community groups) - per application	\$ -	\$ -	\$ -	

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION			Ex-GST	GST	TOTAL
Offensive Trades					
Fees as per Health (Offensive Trades Fees) Regulations 1976, Regulation 3					
Lodging Houses - (Governing Legislation - Health Act (Misc. Prov) Act 1911)					
7524010	Registration - new and annual renewal pursuant to Health Local Laws 2016	*	\$ 192.50	\$ -	\$ 192.50
Public Buildings & Events					
7524010	Application to construct, alter or amend	*	\$ 500.00	\$ -	\$ 500.00
7524010	Annual inspection	*	\$ 100.00	\$ -	\$ 100.00
*(charitable and community groups exempt)					
7524010	Private swimming pool inspection fee (required every four years)		\$ 61.00	\$ -	\$ 61.00
7524010	Private swimming pool inspection, written report		\$ 160.45	\$ 16.05	\$ 176.50
Labour					
7524010	EHO hourly rate *charged at the Shire's discretion on requests that take an excessive amount of time		\$ 127.27	\$ 12.73	\$ 140.00
COMMUNITY AMENITIES					
Rubbish Collection					
1012100	Domestic refuse and recycle charge, per annum (1 bin each)		\$ 395.58	\$ -	\$ 395.58
1012100	Domestic refuse and recycle charge, additional bin per annum		\$ 395.58	\$ -	\$ 395.58
Bendering Waste Site (Shire of Corrigin fees and charges)					
n/a	Bulk commercial/industrial waste (per tonne)	As per the Shire of Corrigin's adopted fees and charges. The Shire of Narembreen cannot collect and remit these fees; this is for information purposes only.			
n/a	Bulk demolition waste (per tonne)				
n/a	Wrapped asbestos waste (per m³)				
n/a	Contaminated waste soil (per tonne)				
n/a	Add: asbestos mobilisation/treatment fee (cost + 30%)				
n/a	Refuse delivery - skip bins 3m³				
n/a	Refuse delivery - skip bins 4.5m³				
n/a	Refuse delivery - hook bins 10m³				
n/a	Refuse delivery - hook bins 12m³				
n/a	Refuse delivery - hook bins 15m³				
n/a	Administration/supervisor fees (per hour)				
Cemetery charges					
1052100	Copy, transfer or renewal of right of burial		\$ 30.00	\$ 3.00	\$ 33.00
1052100	Reserve or purchase land for grave, including right of burial		\$ 400.00	\$ 40.00	\$ 440.00
1052100	Grave internment fees, week day		\$ 727.27	\$ 72.73	\$ 800.00
1052100	Grave internment fees, weekends and public holidays		\$ 1,000.00	\$ 100.00	\$ 1,100.00
1052100	Grave internment fees, additional fee for short notice (less than 3 days)		\$ 181.82	\$ 18.18	\$ 200.00
1052100	Reserve or purchase of Niche Wall allocation, including right of burial		\$ 50.00	\$ 5.00	\$ 55.00
1052100	Niche Wall interment including plaque installation, week day		\$ 100.00	\$ 10.00	\$ 110.00
1052100	Niche Wall interment including plaque installation, weekends and public holidays		\$ 200.00	\$ 20.00	\$ 220.00
1052100	Burial plaques		Cost + 10%		
1052100	Re-opening of grave, week day		\$ 727.27	\$ 72.73	\$ 800.00
1052100	Re-opening of grave, weekends		\$ 1,000.00	\$ 100.00	\$ 1,100.00
1052100	Re-internment of ashes		\$ 40.91	\$ 4.09	\$ 45.00
1052100	Exhumation fee		\$ 36.36	\$ 3.64	\$ 40.00
1052100	Funeral booking Fee - late notice charge (less than 24 hours)		\$ 44.55	\$ 4.45	\$ 49.00
1052100	Permit to erect monuments, headstones or memorials		\$ 27.27	\$ 2.73	\$ 30.00
Community Resource Centre - Binding					
1052510	Plastic combs, up to 20 pages		\$ 3.64	\$ 0.36	\$ 4.00
1052510	Plastic combs, 20-50 pages		\$ 5.45	\$ 0.55	\$ 6.00
1052510	Plastic combs, 50-100 pages		\$ 7.27	\$ 0.73	\$ 8.00
1052510	Plastic combs, 100+ pages		\$ 9.55	\$ 0.95	\$ 10.50

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
Community Resource Centre - Equipment Hire, per day				
1052510	Chair covers and tablecloths (each)	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Data projector	\$ 30.45	\$ 3.05	\$ 33.50
1052510	Projector screen	\$ 30.45	\$ 3.05	\$ 33.50
1052510	Display board	\$ 22.27	\$ 2.23	\$ 24.50
1052510	Laptop	\$ 40.45	\$ 4.05	\$ 44.50
1052510	Lectern	\$ 55.91	\$ 5.59	\$ 61.50
1052510	PA system	\$ 71.36	\$ 7.14	\$ 78.50
1052510	iPad	\$ 40.45	\$ 4.05	\$ 44.50
Community Resource Centre - Laminating				
1052510	A4 pages	\$ 2.73	\$ 0.27	\$ 3.00
1052510	A3 pages	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Non-standard sheets (per metre)	\$ 14.09	\$ 1.41	\$ 15.50
Community Resource Centre - Meeting Room/Hot Office				
1052510	Meeting room, per day	\$ 181.82	\$ 18.18	\$ 200.00
1052510	Meeting room, per half day (up to 4 hours)	\$ 90.91	\$ 9.09	\$ 100.00
1052510	Meeting room, per hour	\$ 22.73	\$ 2.27	\$ 25.00
1052510	Hot office, per day	\$ 22.73	\$ 2.27	\$ 25.00
1052510	Hot office, per half day (up to 4 hours)	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Hot office, per hour	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Catering for hosted functions	Charged at cost + 10%		
COMMUNITY AMENITIES				
Community Resource Centre - Merchandise (Stationery)				
1052510	Coloured paper, A4	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Coloured paper, A3	\$ 0.91	\$ 0.09	\$ 1.00
1052510	Coloured card, A4	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Coloured card, A3	\$ 0.91	\$ 0.09	\$ 1.00
1052510	Envelopes, plain DL	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Envelopes, C4 (A4)	\$ 0.91	\$ 0.09	\$ 1.00
1052510	Labels (per sheet)	\$ 3.18	\$ 0.32	\$ 3.50
1052510	Photo paper - Smooth Ilford Pearl	\$ 3.18	\$ 0.32	\$ 3.50
1052510	White paper (A4)	\$ 0.09	\$ 0.01	\$ 0.10
1052510	White paper (A3)	\$ 0.45	\$ 0.05	\$ 0.50
1052510	White paper, ream (A4)	\$ 7.73	\$ 0.77	\$ 8.50
1052510	Special Peterkin paper	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Special Peterkin card	\$ 0.91	\$ 0.09	\$ 1.00
1052510	Special Peterkin envelope	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Mondi card, A4	\$ 0.45	\$ 0.05	\$ 0.50
1052510	Mondi card, A3	\$ 0.91	\$ 0.09	\$ 1.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION			Ex-GST	GST	TOTAL
Community Resource Centre - Canvas (fully framed and protected)					
1052510	A1		\$ 154.55	\$ 15.45	\$ 170.00
1052510	A2		\$ 104.55	\$ 10.45	\$ 115.00
1052510	A3		\$ 68.18	\$ 6.82	\$ 75.00
Community Resource Centre - Canvas (print only - no frame)					
1052510	A1		\$ 45.91	\$ 4.59	\$ 50.50
1052510	A2		\$ 30.45	\$ 3.05	\$ 33.50
1052510	A3		\$ 25.45	\$ 2.55	\$ 28.00
Community Resource Centre - Photo Lustre					
1052510	A1		\$ 35.45	\$ 3.55	\$ 39.00
1052510	A2		\$ 25.45	\$ 2.55	\$ 28.00
1052510	A3		\$ 15.00	\$ 1.50	\$ 16.50
1052510	A4		\$ 5.91	\$ 0.59	\$ 6.50
Community Resource Centre - Glossy photo paper					
1052510	6x4		\$ 0.45	\$ 0.05	\$ 0.50
1052510	Custom Sizes for all Paper Types		Members: cost + 20% Non-members: cost + 30%		
Community Resource Centre - Photocopying/Printing					
1052510	Black and White, single sided (A4)	*	\$ 0.18	\$ 0.02	\$ 0.20
1052510	Black and White, double sided (A4)	*	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Black and White, single sided (A3)	*	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Black and White, double sided (A3)	*	\$ 0.41	\$ 0.04	\$ 0.45
1052510	Colour, single sided (A4)	*	\$ 0.36	\$ 0.04	\$ 0.40
1052510	Colour, double sided (A4)	*	\$ 0.55	\$ 0.05	\$ 0.60
1052510	Colour, single sided (A3)	*	\$ 0.73	\$ 0.07	\$ 0.80
1052510	Colour, double sided (A3)	*	\$ 1.09	\$ 0.11	\$ 1.20
*10% discount on all charges for 50+ sheets and 20% discount on all charges for 100+ sheets					
*CRC members receive a 20% discount to printing fees					
Community Resource Centre - Memberships					
1052510	Businesses		\$ 100.00	\$ 10.00	\$ 110.00
1052510	Community Groups & Clubs		\$ 63.64	\$ 6.36	\$ 70.00
1052510	Families		\$ 86.36	\$ 8.64	\$ 95.00
1052510	Individuals		\$ 45.45	\$ 4.55	\$ 50.00
1052510	Seniors/Concession		\$ 31.82	\$ 3.18	\$ 35.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
COMMUNITY AMENITIES				
Community Resource Centre - Staff Assistance				
1052510	Graphic design work (per hour)	\$ 54.55	\$ 5.45	\$ 60.00
1052510	Download Photos and Save to CD or USB	\$ 12.27	\$ 1.23	\$ 13.50
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (15 minutes)	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (1 Hour)	\$ 54.55	\$ 5.45	\$ 60.00
Community Resource Centre - Merchandise				
1052510	All merchandise	Cost + 40%		
1052510	Special Order	Cost + 30% for members Cost + 40% for non-members		
Pop-up Shop Hire				
1052510	Pop-up Shop hire, per day	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Pop-up Shop hire, per week	\$ 72.73	\$ 7.27	\$ 80.00
1052510	Cleaning fee where shop left in unreasonable condition (per hour)	\$ 40.91	\$ 4.09	\$ 45.00
Community Telephone Directory Advertisements				
1052510	Small advertisement (125mm x 60mm)	\$ 59.09	\$ 5.91	\$ 65.00
1052510	Medium advertisement (125mm x 85mm)	\$ 77.27	\$ 7.73	\$ 85.00
1052510	Large advertisement (125mm x 180mm)	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Stand alone business listing (no colour or graphics)	\$ 22.73	\$ 2.27	\$ 25.00
Events & Workshops				
1052510	Ladies Long Lunch	Cost + 20%		
1052510	School Holiday Activities	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Business Women Networking Event	Cost + 20%		
1052510	Triathlon Entry Adult	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Triathlon Entry Child	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Community Markets Stall holder	\$ 9.55	\$ 0.95	\$ 10.50
1052510	Workshop/Training/Other event	Charged at Cost + 20% Admin fee (Admin fee capped at \$100 per person)		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
COMMUNITY AMENITIES				
Development Application Fees				
The below fees and charges are as per <i>Planning and Development Regulations 2009, Schedule 2</i>				
Determining a development application where the development has not commenced or been carried out and the estimated cost of the development is:				
1042600	Development Applications less than \$50,000	\$ 147.00	\$ -	\$ 147.00
1042600	Development Application - \$50,000 - \$500,000	0.32% of estimated cost of development		
1042600	Development Application - \$500,000 - \$2.5 million	\$1,700 plus 0.257% for every \$1 in excess of \$500k		
1042600	Development Application - \$2.5 million - \$5 million	\$7,161 plus 0.206% for every \$1 in excess of \$2.5million		
1042600	Development Application - \$5 million - \$21.5 million	\$12,633 plus 0.257% for every \$1 in excess of \$2.5million		
1042600	Development Application - more than \$21.5 million	\$34,196		
1042600	Development application fee (other than for extractive industry) where the development has commenced or been carried out.	*	Fee, as calculated above, plus, by way of penalty, twice the amount again.	
1042600	Development application fee for extractive industry where the development has not been commenced or carried out.	*	\$ 739.00	\$ - \$ 739.00
1042600	Development application fee for extractive industry where the development has commenced or been carried out.	*	\$ 2,217.00	\$ - \$ 2,217.00
1042600	Determining an application to amend or cancel development application	*	\$ 295.00	\$ - \$ 295.00
1042600	Subdivision clearance - not more than 5 lots (fee per lot)	*	\$ 73.00	\$ - \$ 73.00
Subdivision clearance - more than 5 lots but not more than 195 (fee per lot)				
1042600	First 5 lots	*	\$ 73.00	\$ - \$ 73.00
1042600	Every lot thereafter, up to 195	*	\$ 35.00	\$ - \$ 35.00
1042600	Subdivision clearance - more than 195 lots	*	\$ 7,393.00	\$ - \$ 7,393.00
1042600	Initial fee to determine home occupation permit (where occupation has not commenced)	*	\$ 222.00	\$ - \$ 222.00
1042600	Initial fee to determine home occupation permit (where occupation has commenced)	*	\$ 666.00	\$ - \$ 666.00
1042600	Renewal of an approval of a home occupation where the application is made before a current approval expires	*	\$ 73.00	\$ - \$ 73.00
1042600	Renewal of an approval of a home occupation where the application is made after the current approval expires	*	\$ 219.00	\$ - \$ 219.00
1042600	Application for a change of use or for an alteration or extension or change of a non-conforming use to which development application fees so not apply, where the change or alteration, extension or change has not commenced or been carried out	*	\$ 295.00	\$ - \$ 295.00
1042600	Application for a change of use or for an alteration or extension or change of a non-conforming use to which development application fees so not apply, where the change or alteration, extension or change has commenced or been carried out	*	\$ 885.00	\$ - \$ 885.00
1042600	Zoning Certificate	*	\$ 73.00	\$ - \$ 73.00
1042600	Replying to a property settlement questionnaire	*	\$ 73.00	\$ - \$ 73.00
1042600	Written Planning Advice	*	\$ 73.00	\$ - \$ 73.00
RECREATION & CULTURE				
Swimming Pool				
Casual Admission Charges				
1122200	Children, under 5 (must have an adult in the water)	No Charge		
1122200	Narembeen District High School swimming lessons	No Charge		
1122200	Children attending VacSwim sessions	No Charge		
1122200	Children, 5 - 16	No Charge		
1122200	Adults (16+)	No Charge		
1122200	Senior/Concession (Seniors and Health Care)	No Charge		
1122200	Spectator	No Charge		
1122200	Organised events	Cost + 30%		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
Recreation Centres & Halls					
Venue Hire					
3201920	Venue Bond	\$ 300.00	n/a	\$ 300.00	
Town Hall (Community Groups, Clubs & School)					
1112100	School end-of-year functions, student performances and functions	Free of Charge			
1112100	Part-day hire charge (up to 6 hours)	\$ 25.00	\$ 2.50	\$ 27.50	
1112100	24 hour hire charge	\$ 50.00	\$ 5.00	\$ 55.00	
1112100	Hourly hire charge	\$ 9.55	\$ 0.95	\$ 10.50	
RECREATION & CULTURE					
Town Hall (Commercial & Private)					
1112100	Part-day hire charge (up to 6 hours)	\$ 50.00	\$ 5.00	\$ 55.00	
1112100	24 hour hire charge	\$ 100.00	\$ 10.00	\$ 110.00	
1112100	Hourly hire charge	\$ 28.64	\$ 2.86	\$ 31.50	
Equipment Hire (Community Groups, Clubs & School)					
1132400	Large round tables	Free of Charge			
1132400	Chairs	Free of Charge			
1132400	Setup/pack up fees (per hour of staff time, payable in advance to secure booking)	\$ 63.64	\$ 6.36	\$ 70.00	
Equipment Hire (per item, per day)					
1132400	Large round tables	*	\$ 14.09	\$ 1.41	\$ 15.50
1132400	Chairs	*	\$ 5.00	\$ 0.50	\$ 5.50
1132400	Replacement of cost of broken chair	*	\$ 68.18	\$ 6.82	\$ 75.00
*orders requiring Shire delivery and or collection will be charged an additional fee for the labour and plant (as applicable) as per the labour charges below					
Recreation Centres & Halls					
Community Gym					
1132150	Annual Gym Membership	\$ 181.82	\$ 18.18	\$ 200.00	
1132150	3 Monthly Gym Membership	\$ 50.00	\$ 5.00	\$ 55.00	
1132150	Monthly Gym Membership	\$ 18.18	\$ 1.82	\$ 20.00	
1132150	Casual Gym Usage per visit	\$ 4.55	\$ 0.45	\$ 5.00	
1132150	Hire of Gym for Group Classes (per session)	\$ 13.64	\$ 1.36	\$ 15.00	
n/a	Swipe Card Bond (refundable)	\$ 50.00	n/a	\$ 50.00	
Community Bus					
3201920	Bond (refundable)	\$ 200.00	\$ -	\$ 200.00	
1052400	Hire charge (per km) - conditions apply	\$ 0.80	\$ 0.08	\$ 0.88	
**cleaning charges may be raised if the bus is returned in poor condition. As per the below charges for cleaners					
OTHER ECONOMIC SERVICES					
Standpipe charges					
1362100	Cramphorne Road standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Gibb Rock Road standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Narembeen townsite standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Narembeen townsite wash-down bay standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	South Kuminin standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Wadderin standpipe, water usage charge per kilolitre (50mm)	\$ 10.00	\$ -	\$ 10.00	
1362100	Registration for standpipe, administrative handling fee	\$ 50.00	\$ 5.00	\$ 55.00	
1362100	Issuance or replacement of standpipe swipe card (cost per card)	\$ 20.00	\$ 2.00	\$ 22.00	

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
Caravan Park				
1322100	Camping spot at caravan park or town oval - permission on a case-by-case basis (daily fee)	\$ 4.55	\$ 0.45	\$ 5.00
1322100	Powered Site (Per Week)	\$ 136.36	\$ 13.64	\$ 150.00
1322100	Powered Site (Per Day)	\$ 27.27	\$ 2.73	\$ 30.00
1322100	Unpowered Site (Per Week)	\$ 45.45	\$ 4.55	\$ 50.00
1322100	Unpowered Site (Per Day)	\$ 9.09	\$ 0.91	\$ 10.00
1322100	Onsite Cabins - 1 Bedroom (per day)	\$ 77.27	\$ 7.73	\$ 85.00
1322100	Onsite Cabins - 2 Bedroom (per day)	\$ 163.64	\$ 16.36	\$ 180.00
1322100	Access to amenities only	\$ 9.09	\$ 0.91	\$ 10.00
1322100	Cancellation/No Show (Less than 24hours Notice)	One night Accommodation		
1322100	Cleaning fee for cabins left in an unreasonable condition	\$ 40.91	\$ 4.09	\$ 45.00
1322100	Washing machine and dryer (per use)	\$ 4.55	\$ 0.45	\$ 5.00
Saleyard				
1342100	Saleyard rental fee (per head)	\$ 0.91	\$ 0.09	\$ 1.00
OTHER ECONOMIC SERVICES				
Trailer-Mounted Community Equipment				
1322110	Trailer-mounted generator, daily hire charge (community groups)	No charge		
1322110	Trailer-mounted generator, daily hire charge (individuals and commercial entities)	\$ 100.00	\$ 10.00	\$ 110.00
1322110	Trailer-mounted digital display (scoreboard), daily hire charge (community groups)	No charge		
1322110	Trailer-mounted digital display (scoreboard), daily hire charge (individuals and commercial entities)	\$ 100.00	\$ 10.00	\$ 110.00
3201920	Bond (refundable)	\$ 300.00	\$ -	\$ 300.00
Bookings may be cancelled or denied at any time at the discretion of the CEO				
Building Permits				
Building Services Levy Fees - remitted to the Building Commission by the Shire of Narembreen				
Fees as per Building Services (Complain Resolution and Administration) Regulations 2011 , Section 12)				
1332200	BSL for building or demolition permit - value of work less than \$45,000	*	\$ 61.65	\$ - \$ 61.65
1332200	BSL for building or demolition permit - value of work more than \$45,000	*	0.137% of the value of the work	
1332200	BSL for occupancy permit or approval certificate under sections 47, 49, 50 or 52 of the Building Act 2011		\$ 61.65	\$ - \$ 61.65
1332200	BSL for occupancy permit or approval certificate under sections 51 of the Building Act 2011 - value of work less than \$45,000		\$ 123.30	\$ - \$ 123.30
1332200	BSL for occupancy permit or approval certificate under sections 51 of the Building Act 2011 - value of work more than \$45,000		0.274% of the value of the work	
Building and Demolition Permits				
Fees as per Building Regulations 2012, Schedule 2, Division 1				
1332200	Certified application for a building permit For building work for a Class 1 or Class 10 building or incidental structure.	*	0.19% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00	
1332200	Certified application for a building permit For building work for a Class 2 to Class 9 building or incidental structure.	*	0.09% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00	
1332200	Uncertified application for a building permit	*	0.32% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00	
1332200	Application for demolition permit for a Class 1 or Class 10 building or incidental structure	*	\$ 110.00	\$ - \$ 110.00
1332200	Application for demolition permit for a Class 2 - Class 9 building (fee per storey)	*	\$ 110.00	\$ - \$ 110.00
1332200	Application to extend duration of building or demolition permit	*	\$ 110.00	\$ - \$ 110.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
Occupancy Permits				
Fees as per <i>Building Regulations 2012, Schedule 2, Division 2</i>				
1332200	Application for Temporary Moveable Accommodation	\$ 300.00		\$ 300.00
1332200	Application for occupancy permit for completed building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for temporary occupancy permit for incomplete building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for modification of occupancy permit for additional use of building on temporary basis	\$ 110.00	\$ -	\$ 110.00
1332200	Application for replacement occupancy permit for permanent change of building use and classification	\$ 110.00	\$ -	\$ 110.00
1332200	Application for occupancy permit for a building in respect of which unauthorised work has been done	0.18% of estimated value including GST but not less than \$110.00		
1332200	Application for building approval certificate for a building in respect of which unauthorised work has been done	0.38% of estimated value including GST but not less than \$110.00		
1332200	Application to replace an occupancy permit for an existing building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for building approval certificate for an existing building where unauthorised work has not been done	\$ 110.00	\$ -	\$ 110.00
1332200	Application to extend the time during which an occupancy permit or building approval certificate has effect	\$ 110.00	\$ -	\$ 110.00
Other Building Costs				
1332200	Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought), as per <i>Building Regulations 2012, Schedule 2, Division 3</i>	\$ 2,160.15	\$ -	\$ 2,160.15
1332200	Inspection of private pools exceeding 300mm in depth as per <i>Building Regulations 2012, Regulation 53</i>	\$ 58.45	\$ -	\$ 58.45
1332200	Application for battery powered smoke alarm as per <i>Building Regulations 2012, Regulation 61</i>	\$ 179.40	\$ -	\$ 179.40
Shire of Narembeen Fees and Charges				
1332200	Building Inspection Service Fee	\$50.00 + \$1.00 per kilometre for travel (inc. GST)		
1332200	Bond for material on street (per m2 per month)	\$ 1.00	\$ -	\$ 1.00
1332200	Preliminary Building plans (% of licence)	25% + GST		
Building & Construction Industry Training Fund Levy				
1332200	Levy on all Residential, Commercial & Civil Engineering Project where value of construction is more than \$20,000	0.2% value of work over \$20,000.		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
OTHER PROPERTY & SERVICES				
Private works				
Plant and equipment hire, per day				
1412400	Small and minor plant and equipment	\$ 90.91	\$ 9.09	\$ 100.00
Plant and equipment hire, per hour				
1412400	Utes	\$ 55.91	\$ 5.59	\$ 61.50
1412400	Small trucks (<5 tonne)	\$ 134.55	\$ 13.45	\$ 148.00
1412400	Skidsteer with attachments	\$ 145.45	\$ 14.55	\$ 160.00
1412400	Tractors with implements	\$ 153.18	\$ 15.32	\$ 168.50
1412400	Backhoe	\$ 173.18	\$ 17.32	\$ 190.50
1412400	Water Truck	\$ 173.18	\$ 17.32	\$ 190.50
1412400	Large trucks (> 5 tonne)	\$ 183.64	\$ 18.36	\$ 202.00
1412400	Semi and low loaders	\$ 193.64	\$ 19.36	\$ 213.00
1412400	Elevated working platform, dry-hire (must provide proof of current licensing)	\$ 145.45	\$ 14.55	\$ 160.00
1412400	Elevated working platform, wet-hire	\$ 204.55	\$ 20.45	\$ 225.00
1412400	Rollers	\$ 224.55	\$ 22.45	\$ 247.00
1412400	Graders	\$ 245.00	\$ 24.50	\$ 269.50
1412400	Loaders	\$ 280.45	\$ 28.05	\$ 308.50
All plant is wet hire (plant and operator provided) with the sole exemption of the elevated working platform which may be dry or wet hire, as noted above. If works are to be carried out outside of ordinary hours or on weekends, RDO or public holidays an increase of 25% per hour will apply.				
Private works, RoeROC				
Plant and equipment hire				
1412400	Light vehicles	\$ 39.09	\$ 3.91	\$ 43.00
1412400	Heavy plant	\$ 75.00	\$ 7.50	\$ 82.50

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION			Ex-GST	GST	TOTAL
Material costs					
1412400	Sand	*		Cost + 15%	
1412400	Gravel	*		Cost + 10%	
1412400	Blue metal (sizes pending availability)	*		Cost + 10%	
<i>*Materials may not be made available where the requested quantity may impact on Shire operations.</i>					
Executive Services - Per hour					
4222000	Executive Manager Corporate Services	^^	\$ 200.00	\$ 20.00	\$ 220.00
4222000	Executive Manager Infrastructure Services	^^	\$ 200.00	\$ 20.00	\$ 220.00
4222000	Chief Executive Officer	^^	\$ 250.00	\$ 25.00	\$ 275.00
Labour					
Ordinary Hours					
1412400	Works Crew	*	\$ 68.18	\$ 6.82	\$ 75.00
1412400	Cleaners	*	\$ 68.18	\$ 6.82	\$ 75.00
1412400	Mechanic	*	\$ 100.00	\$ 10.00	\$ 110.00
Time and a Half Hours					
1412400	Works Crew	**	\$ 102.27	\$ 10.23	\$ 112.50
1412400	Cleaners	**	\$ 102.27	\$ 10.23	\$ 112.50
1412400	Mechanic	**	\$ 150.00	\$ 15.00	\$ 165.00
Double Time Hours					
1412400	Works Crew	***	\$ 136.36	\$ 13.64	\$ 150.00
1412400	Cleaners	***	\$ 136.36	\$ 13.64	\$ 150.00
1412400	Mechanic	***	\$ 200.00	\$ 20.00	\$ 220.00
Double Time and a Half Hours					
1412400	Works Crew	****	\$ 170.45	\$ 17.05	\$ 187.50
1412400	Cleaners	****	\$ 170.45	\$ 17.05	\$ 187.50
1412400	Mechanic	****	\$ 250.00	\$ 25.00	\$ 275.00
<i>*ordinary hours are between 8am and 4:30pm on weekdays, excluding public holidays</i> <i>**time and a half hours are the first two hours worked after 4:30pm on a weekday (excluding a public holiday) or a Saturday</i> <i>***double time hours are all hours worked from the second hour on a Saturday and all Sunday hours</i> <i>****double time and a half hours are all hours worked on a public holiday</i> <i>^^the services of Executive Staff are provided at the sole discretion of the CEO.</i>					

ATTACHMENT 13.2A

Shire of Narembeen - Financial statements for month ended 30 June 2025



SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

JUNE 2025

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT For the Period Ended 30 June 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 3 Cash and Investments

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Note 7 Disposal of Assets

Note 8 Borrowings

These accounts are prepared with data available at the time of preparation.

* Statutory Report

**STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

BY NATURE OR TYPE

	Ref Note	Annual Budget	Budget Review - Annual amount	Budget Review - YTD amount	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,027,808	4,157,857	4,157,857	4,157,856	0	(0%)	
Revenue from operating activities								
Rates		2,132,325	2,130,324	2,142,324	2,125,844	(16,480)	(1%)	
Gratia Rates	5	31,382	31,382	31,382	30,843	(539)	(2%)	
Operating Grants, Subsidies and Contributions	6	788,760	774,140	774,140	2,368,280	1,594,140	206%	overbudget
Fees and Charges		491,677	498,780	498,280	576,842	78,562	16%	overbudget
Interest Earnings		380,941	424,441	412,941	431,071	18,130	4%	
Other Revenue		77,000	217,000	217,000	330,386	113,386	52%	overbudget
Profit on Disposal of Assets		97,000	90,160	90,160	43,160	(47,000)		
		3,999,085	4,166,227	4,166,228	5,906,426			
Expenditure from operating activities								
Employee Costs		(2,282,856)	(2,422,904)	(2,422,904)	(2,295,462)	127,442	5%	
Materials and Contracts		(1,476,604)	(1,617,404)	(1,617,404)	(1,811,471)	(194,067)	(12%)	overbudget
Utility Charges		(193,898)	(236,648)	(236,648)	(277,582)	(40,934)	(17%)	overbudget
Depreciation on Non-Current Assets		(2,813,083)	(2,813,083)	(2,813,083)	(2,810,992)	2,091	0%	
Interest Expenses		(32,716)	(32,716)	(32,716)	(33,970)	(1,255)	(4%)	
Insurance Expenses		(235,263)	(235,263)	(235,263)	(242,630)	(7,366)	(3%)	
Other Expenditure		(172,360)	(251,760)	(251,760)	(232,399)	19,361	8%	
Loss on Disposal of Assets		(23,000)	(31,276)	(31,276)	(40,582)	(9,306)	(30%)	
		(7,229,779)	(7,641,054)	(7,641,054)	(7,745,088)			
Operating activities excluded from budget								
Add back Depreciation		2,813,083	2,815,583	2,813,083	2,810,992	(2,091)	(0%)	
Adjust (Profit)/Loss on Asset Disposal		(97,000)	(97,000)	(58,884)	(2,578)	56,306	(96%)	
Movement in trust account		0	0	0	453	453		
Brought forward variance		0	0	0	(581)	(581)		
Movement in Local Government House Unit Trust		23,000	20,500	(3,500)	3,551	7,051	(201%)	
Movement in non-current provisions		0	0	0	(14,052)	(14,052)		
Non-cash amounts excluded from operating activities		2,739,083	2,739,083	2,750,699	2,797,785			
Amount attributable to operating activities		(491,611)	3,422,113	(724,127)	959,123			
Investing activities								
Non-operating grants, subsidies and contributions	6	3,416,489	4,001,835	4,001,835	3,825,472	(176,363)	(4%)	
Proceeds from Disposal of Assets		431,500	413,309	42,500	199,352	156,852	369%	overbudget
Proceeds from self-supporting loans		18,273	18,273	18,273	18,273	0	0%	
Capital acquisitions	5	(7,603,507)	(7,273,739)	(7,273,739)	(5,716,586)	1,557,153	21%	underbudget
Amount attributable to investing activities		(3,737,245)	(2,840,322)	(3,211,131)	(1,673,488)			
Financing Activities								
Transfer from Reserves		2,289,122	2,289,122	0	2,289,122	2,289,122		p
Repayment of Debentures		(84,837)	(84,838)	(84,837)	(84,837)	0	0%	
Transfer to Reserves		(2,088,234)	(2,800,597)	0	(2,809,467)	(2,809,467)		
Amount attributable to financing activities		116,051	(596,313)	(84,837)	(605,182)			
Closing Funding Surplus (Deficit)	1	(85,000)	(14,522)	137,762	2,838,309			

KEY INFORMATION

Variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 30 JUNE 2025**

**OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS**

Adjusted Net Current Assets	Ref Note	Closing Actual Balance 30 June 2024	This Time Last Year 29 Jun 2024	Year to Date Actual 30 Jun 2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,887,455	4,887,455	3,170,852
Cash Restricted	3	5,360,192	5,360,192	5,880,537
Receivables - Rates	4	154,026	154,026	20,424
Receivables - Other	4	255,761	255,762	431,100
Loans receivable		18,273	18,273	12,560
Net ATO assets/(liabilities)		29,638	29,638	44,022
Inventories		5,525	5,526	73,416
		10,710,870	10,710,872	9,632,911
Less: Current Liabilities				
Payables		(319,177)	(345,480)	(403,251)
Provisions		(351,067)	(351,067)	(453,508)
Long term borrowings		(84,837)	(84,837)	(83,071)
Contract Liability		(475,004)	(475,004)	(11,060)
Bonds and deposits held		(24,326)	(24,326)	(28,516)
Trust funds		(1,977)	(1,977)	(1,524)
		(1,256,387)	(1,280,713)	(980,927)
Unadjusted Net Current Assets		9,454,483	9,430,159	8,651,984
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(5,360,191)	(5,360,192)	(5,880,538)
Less: Investment in associates debtors		(3,000)	0	
Less: Loans receivable		(18,273)	(18,273)	(12,560)
Add : Long Term Borrowings		84,837	84,837	83,070
Adjusted Net Current Assets		4,157,856	4,136,531	2,838,309

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

This Year YTD	Last Year YTD
Surplus(Deficit)	Surplus(Deficit)
\$2.838 M	\$4.137 M

STATUTORY REPORT

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2025

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2025 financial year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	1,594,140	206% overbudget		Permanent	Receipt of Financial Assistance Grants for 2026 in June 2025. Amount not budgeted for as the funds ought to be allocated to the following financial year in Council's projections
Fees and Charges	78,562	16% overbudget		Permanent	Category-wide actuals exceeding budget estimates. Most of the over-estimate revenues were kept under-stated in the budget to keep final surplus estimates conservative.
Other Revenue	113,386	52% overbudget		Permanent	Variance predominantly due to ongoing insurance payouts received in excess of budget. Budget review figure for insurance reimbursements/payouts kept conservative to under-estimate surplus; its likely that this variance will continue.
Expenditure from operating activities					
Materials and Contracts	(194,067)	-12% overbudget		Permanent	Category-wide over-expenditure. Currently offset by under-expenditure on several accounts where costs are incurred in May and June. Anticipate over-expenditure in this category at the end of financial year, which will likely be offset by under-expenditure in other areas (including capital expenses).
Utility Charges	(40,934)	-17% overbudget		Permanent	Combination of some account usage being higher than estimated and errors in estimating the billing cycle; more utility bills on some large accounts than anticipated in the financial year.
Investing Activities					
Capital Acquisitions	1,557,153	21% underbudget		Timing	See note 5 for more detail.

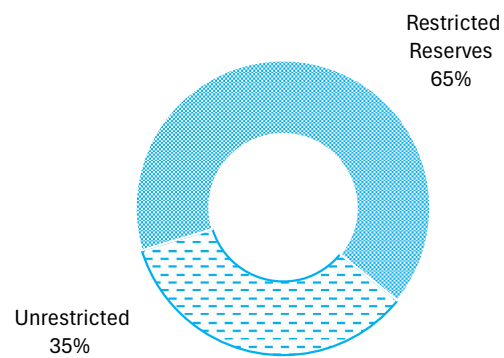
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted Reserves	YTD Actual	Institution	Interest rate	Maturity date
	\$	\$	\$			
Cash on Hand						
Petty Cash and Floats	641	0	641			
At Call Deposits						
Municipal Funds (CBA)	3,183,456	161,100	3,183,456	CBA	0.10%	
Term Deposits						
Term Deposit - CBA #38420506 (Reserves)	0	5,880,538	5,880,537	CBA	4.91%	7/04/2025
Total	3,184,097	6,041,638	9,064,634			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$9.06 M

Unrestricted

\$3.18 M

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.

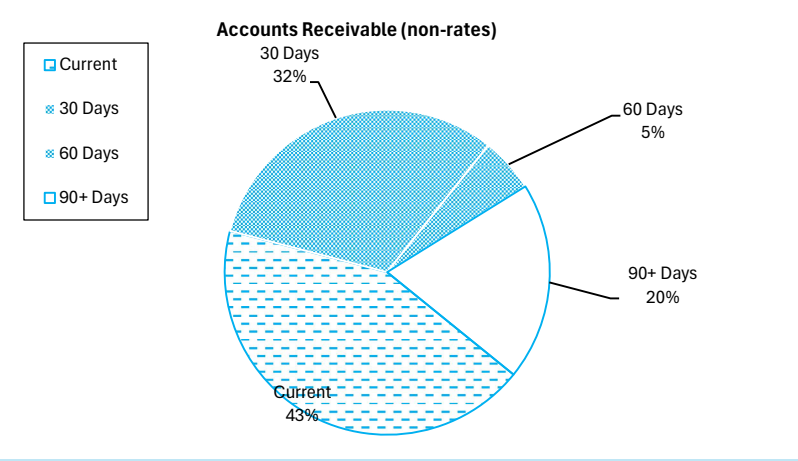
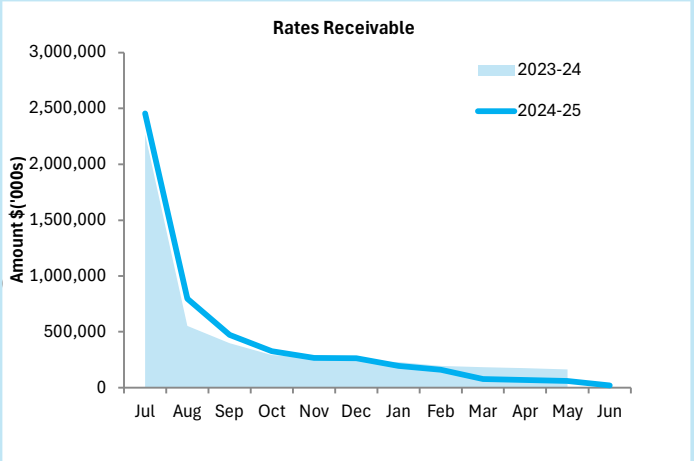
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	30 Jun 25	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$		\$	\$	\$	\$	\$
Opening rates in arrears	154,026	Receivables - General	11,151	8,156	1,400	5,075	25,782
Rates levied in 2025	2,133,835	Percentage	43%	32%	5%	20%	
Less: collections to date	(2,267,432)	Balance per Trial Balance					
Rates outstanding at end of month	20,424	Sundry debtors	11,151	8,156	1,400	5,075	25,782
		Other receivable	405,319	0	0	0	405,318
Net Rates Collectable	20,424	Total Sundry Receivables Outstanding					431,100
% Collected	106.26%						

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$431,100
Over 30 Days
57%
Over 90 Days
20%

Rates Received	Rates Due
106%	\$20,424

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

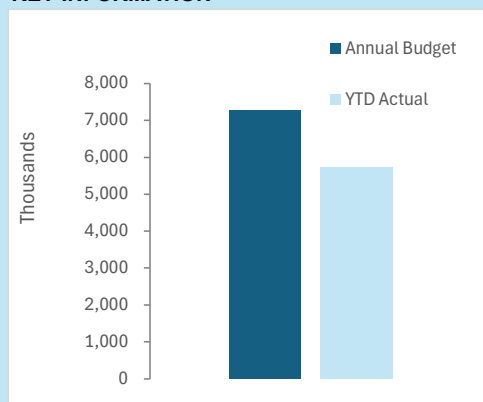
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended budget			YTD Actual Total	YTD Budget Variance
	Original Budget	Budget Review - Annual amount	Budget Review - YTD amount		
		\$	\$	\$	\$
Land and Buildings	1,556,000	1,554,290	1,554,290	1,072,996	(481,294)
Plant and Equipment	1,180,540	1,071,761	1,071,761	981,589	(90,172)
Furniture and Equipment	98,070	71,500	71,500	55,096	(16,404)
Road Infrastructure	3,619,897	3,606,188	3,606,188	3,063,394	(542,794)
Other Infrastructure	1,099,000	970,000	970,000	543,511	(426,489)
Capital Expenditure Totals	7,553,507	7,273,739	7,273,739	5,716,587	(1,557,152)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	3,416,489	4,001,835	4,001,835	3,825,472	(176,363)
Proceeds on disposal of assets	0	431,500	42,500	199,352	156,852
Contribution from Municipal funds	4,137,018	2,840,404	3,229,404	1,691,762	(1,537,642)
Capital Funding Total	7,553,507	7,273,739	7,273,739	5,716,587	(1,557,152)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.27 M	\$5.72 M	79%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4. M	\$3.83 M	96%

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/06/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Land and Buildings										
Staff housing, Thomas St builds	2178	1,100,000	1,100,000	702,790	397,210	36%	1,100,000	702,790	397,210	36%
18 Hilton Way, renovations	2225	35,000	35,000	43,924	(8,924)	-25%	35,000	43,924	(8,924)	-25%
Staff housing, Cr Cheetham Way & Brown St subdivision	2179	30,000	33,000	18,173	14,827	45%	33,000	18,173	14,827	45%
1 Longhurst Street, renovations	2180	21,000	21,000	6,123	14,877	71%	21,000	6,123	14,877	71%
26 Hilton Way - landscaping	2129	20,000	20,000	13,666	6,334	32%	20,000	13,666	6,334	32%
16 Hilton Way - renovations	2228	0	25,000	18,369	6,631	27%	25,000	18,369	6,631	27%
Administration Office, tank and pump for reticulation	2132	5,000	5,000	5,728	(728)	-15%	5,000	5,728	(728)	-15%
30 Longhurst Street (Old Church) restorations	2169	10,000	10,000	0	10,000	100%	10,000	0	10,000	100%
Depot, Pound Improvements	2182	20,000	20,000	10,590	9,410	47%	20,000	10,590	9,410	47%
Recreation Centre, female changerooms (design)	2183	30,000	50,000	11,100	38,900	78%	50,000	11,100	38,900	78%
<u>Land and building jobs with brought forward expenditure</u>										
New house - 24 Cheetham Way	2130	110,000	110,000	617,134	(507,134)		110,000	617,134	(507,134)	
Less: 2024 WIP brought forward		0	0	(506,444)			0	(506,444)		
2025 CAPEX		110,000	110,000	110,690	(690)	-1%	110,000	110,690	(690)	-1%
Administration Office and Chambers Refurbishment - stage 1	2055	50,000	14,000	109,868	(95,868)	-685%	14,000	109,868	(95,868)	
Less: 2024 WIP brought forward		0	0	(71,695)			0	(71,695)		
2025 CAPEX		50,000	14,000	38,173	(24,173)	-173%	14,000	38,173	(24,173)	-173%
Shire Depot Improvements	2170	80,000	80,000	74,574	5,426		80,000	74,574	5,426	
Less: 2024 WIP brought forward		0	0	(12,195)	0		0	(12,195)	0	
2025 CAPEX		80,000	80,000	62,379	17,621	22%	80,000	62,379	17,621	22%
LRCI 4 - Diesel Generator (Narembeen Recreation Centre)	2171	45,000	31,290	92,049	(60,759)		31,290	92,049	(60,759)	
Less: 2024 WIP brought forward		0	0	(60,759)	0		0	(60,759)	0	
2025 CAPEX		45,000	31,290	31,290	-	0%	31,290	31,290	-	0%
Total Land and Buildings		1,556,000	1,554,290	1,072,996	481,294		1,554,290	1,072,996	481,294	
Furniture and Equipment										
Recreation Centre, furniture + blinds	2181	16,400	26,500	19,316	7,184	27%	26,500	19,316	7,184	27%
Admin - VOIP Phones	2184	10,000	10,000	0	10,000	100%	10,000	0	10,000	100%
Admin - Council Chambers Furniture	2185	23,670	0	0	0		0	0	0	
Admin - Laptops (5x)	2186	8,000	10,000	10,985	(985)	-10%	10,000	10,985	(985)	-10%
Recreation Centre, new oven	2227	0	15,000	15,031	(31)	0%	15,000	15,031	(31)	0%
<u>Furniture & equipment jobs with brought forward expenditure</u>										
Replacement Admin Server	2043	40,000	10,000	33,135	(23,135)		10,000	33,135	(23,135)	
Less: 2024 WIP brought forward		0	0	(23,371)	0		0	(23,371)	0	
2025 CAPEX		40,000	10,000	9,764	236	2%	10,000	9,764	236	2%
Total Furniture and Equipment		98,070	71,500	55,096	16,404		71,500	55,096	16,404	
Plant and Equipment										
Works, Traffic Counters (2x)	2187	23,000	19,463	19,463	0	0%	19,463	19,463	0	0%
Works, Fleet Tracking Hardware	2188	10,000	10,000	0	10,000	100%	10,000	0	10,000	100%
Replace - CEO Vehicle, 1NB (2022)	2189	80,000	69,247	70,023	(776)	-1%	69,247	70,023	(776)	-1%
Replace - EMCS Vehicle, NB01 (2022)	2190	75,000	67,066	67,550	(484)	-1%	67,066	67,550	(484)	-1%
Replace - Doctors Vehicle, 111NB (2022)	2191	65,000	53,750	53,750	0	0%	53,750	53,750	0	0%
Replace - EMIS Vehicle, NB1 (2021)	2192	80,000	80,000	64,791	15,209	19%	80,000	64,791	15,209	19%

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/06/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Howard Porter - Side Tipper, NB5708 (2005)	2193	160,000	110,000	104,895	5,105	5%	110,000	104,895	5,105	5%
Replacement Dolly, NB15003 (2019)	2194	46,000	46,000	38,396	7,604	17%	46,000	38,396	7,604	17%
Light tipper (NEW)	2195	78,000	78,000	0	78,000	100%	78,000	0	78,000	100%
Nissan Navara - Dual Cab Ute, 1HAQ076 (2015)	2196	48,000	48,000	0	48,000	100%	48,000	0	48,000	100%
Nissan Navara - Dual Cab Ute, 1HAQ077 (2015)	2197	48,000	48,000	40,160	7,840	16%	48,000	40,160	7,840	16%
Elevated working platform (NEW)	2198	55,000	52,603	52,603	(0)	0%	52,603	52,603	(0)	0%
New Traffic Lights	2199	29,000	29,000	34,331	(5,331)	-18%	29,000	34,331	(5,331)	-18%
Auger (attachment for skid steer)	2200	5,540	5,540	5,385	155	3%	5,540	5,385	155	3%
Grab bucket (loader attachment)	2201	36,000	22,500	21,500	1,000	4%	22,500	21,500	1,000	4%
Scales (loader attachment)	2202	22,000	12,592	12,592	0	0%	12,592	12,592	0	0%
Grader, NB7000	2224	320,000	320,000	335,000	(15,000)	-5%	320,000	335,000	(15,000)	-5%
Trailer-mounted digital scoreboard	2230	0	0	61,150	(61,150)		0	61,150	(61,150)	
Total Plant and equipment		1,180,540	1,071,761	981,589	90,172		1,071,761	981,589	90,172	
Total Property, Plant and Equipment		2,834,610	2,697,551	2,109,681	587,870		2,697,551	2,109,681	587,870	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/06/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Infrastructure - Roads, Footpaths and Drainage										
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	103,281	103,331	(50)	0%	103,281	103,331	(50)	0%
LRCI 4 - Road Signage and Safety Audit	2173	50,000	50,000	40,305	9,695	19%	50,000	40,305	9,695	19%
LRCI 3 - Churchill Street improvements (defects)	2092	0	0	28,821	(28,821)	NO BUDGET	0	28,821	(28,821)	NO BUDGET
LRCI 3 - Savage Laneway (defects)	2091	0	0	0	0	NO BUDGET	0	0	0	NO BUDGET
R2R - Dixon Road, gravel resheeting (SLK 22.00 - 25.82)	2203	100,000	100,000	134,012	(34,012)	-34%	100,000	134,012	(34,012)	-34%
R2R - Emu Hill East Road and Cemetery Parking reconstruct and seal	2204	100,000	100,000	98,310	1,690	2%	100,000	98,310	1,690	2%
R2R - Swartz Road - gravel resheeting and vegetation clearing (SLK 8.19 - 13.96)	2205	147,754	147,754	107,146	40,608	27%	147,754	107,146	40,608	27%
R2R - Soldiers Road, reconstruct and seal (SLK 7.80 - 8.90)	2206	150,000	150,000	149,879	121	0%	150,000	149,879	121	0%
RRG - Cramphorne Road, second coat seal (SLK 32.29 - 37.29)	2207	100,000	100,000	118,794	(18,794)	-19%	100,000	118,794	(18,794)	-19%
RRG - Cramphorne Road, reconstruct and primer seal (SLK 37.29 - 42.29)	2208	620,000	620,000	503,179	116,821	19%	620,000	503,179	116,821	19%
Wogarl-Muntadgin Road, reseal (SLK 0.00 - 0.61 & 10.61 - 11.42)	2209	54,000	54,000	47,963	6,037	11%	54,000	47,963	6,037	11%
Mount Walker Road, shoulders and vegetation works (SLK 0.00 - 8.90)	2210	180,000	180,000	160,680	19,320	11%	180,000	160,680	19,320	11%
Mount Walker Road, recondition and reseal sections (between SLK 18.83 - 24.00)	2211	230,000	230,000	230,496	(496)	0%	230,000	230,496	(496)	0%
Townsite kerb replacement	2157	150,000	150,000	0	150,000	100%	150,000	0	150,000	100%
LRCI 4 - Townsite drainage improvements and catchment works	2212	206,842	206,842	255,315	(48,473)	-23%	206,842	255,315	(48,473)	-23%
LRCI 4 - Townsite Drainage, Kerbing, Flood Mitigation & footpaths	2213	145,430	145,430	143,230	2,200	2%	145,430	143,230	2,200	2%
LRCI 4 - Townsite Improvements (Trees and Planter Boxes & Interpretive and Wayfinding Signage)	2150	120,000	120,000	82,255	37,745		120,000	82,255	37,745	
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	50,000	50,000	1,924	48,076	96%	50,000	1,924	48,076	96%
Roadworks jobs with brought forward expenditure										
WSFN - Naremben- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	797,833	238,038		1,035,871	797,833	238,038	
Less: 2024 WIP brought forward		0	0	(3,089)	0		0	(3,089)	0	
2025 CAPEX		1,035,871	1,035,871	794,744	241,127	23%	1,035,871	794,744	241,127	23%
Townsite drainage survey and design	2156	60,000	63,010	72,650	(9,640)		63,010	72,650	(9,640)	
Less: 2024 WIP brought forward		0	0	(9,640)	0			(9,640)		
2025 CAPEX		60,000	63,010	63,010	-	0%	63,010	63,010	-	0%
Total Roads, Footpaths and Drainage		3,619,897	3,606,188	3,063,394	542,794		3,606,188	3,063,394	542,794	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/06/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Other Infrastructure										
LRCI 4 - Swimming Pool Heating	2149	100,000	110,000	110,658	(658)	-1%	110,000	110,658	(658)	-1%
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	25,000	26,359	(1,359)	-5%	25,000	26,359	(1,359)	-5%
Town Dam - Compliance and Safety works	2214	10,000	10,000	0	10,000	100%	10,000	0	10,000	100%
Caravan Park, drain, sewerage and electrical line rerouting and	2215	25,000	0	0	0		0	0	0	
Naremben swimming pool, chlorination system improvements	2216	50,000	25,000	0	25,000	100%	25,000	0	25,000	100%
Community Directory website development	2161	5,000	0	0	0		0	0	0	
Administration Office - Generator installation	2217	50,000	50,000	41,124	8,876	18%	50,000	41,124	8,876	18%
CRC Precinct - Generator Installation	2218	60,000	0	0	0		0	0	0	
Depot - New fuel tank	2219	59,000	59,000	73,314	(14,314)	-24%	59,000	73,314	(14,314)	-24%
Community LED display	2220	65,000	0	0	0		0	0	0	
BMX track, survey and design	2162	25,000	25,000	150	24,850	99%	25,000	150	24,850	99%
Ski Lake planning and development	2163	85,000	95,000	85,404	9,596	10%	95,000	85,404	9,596	10%
Naremben oval, switchboard	2223	44,000	44,000	0	44,000	100%	44,000	0	44,000	100%
Town Oval, New reticulation system survey and design	2226	0	15,000	11,650	3,350	22%	15,000	11,650	3,350	22%
<u>Other infrastructure jobs with brought forward expenditure</u>										
Naremben & Mt Walker tennis lights (Club Night Lights)	2221	186,700	186,700	147,749	38,951		186,700	147,749	38,951	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		186,700	186,700	146,749	39,951	21%	186,700	146,749	39,951	21%
Naremben hockey field lights (Club Night Lights)	2222	299,300	299,300	44,803	254,497		299,300	44,803	254,497	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		299,300	299,300	43,803	255,497	85%	299,300	43,803	255,497	85%
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and gardening	2177	10,000	26,000	4,821	21,179		26,000	4,821	21,179	
Less: 2024 WIP brought forward		0	0	(520)	0			(520)		
2025 CAPEX		10,000	26,000	4,301	21,699	83%	26,000	4,301	21,699	83%
Total Other Infrastructure		1,099,000	970,000	543,511	426,489		970,000	543,511	426,489	
Total Infrastructure		4,718,897	4,576,188	3,606,906	969,282		4,576,188	3,606,906	969,282	
Net 2025 Capital Expenses		7,553,507	7,273,739	5,716,587	1,557,152		7,273,739	5,716,587	1,557,152	
Add: 2024 Work In Progress brought forward		0	0	689,713	0		0	689,713	0	
Total 2025 Capital Acquisitions		7,553,507	7,273,739	6,406,300	1,557,152		7,273,739	6,406,300	1,557,152	

**NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 30 JUNE 2025**

**NOTE 6
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

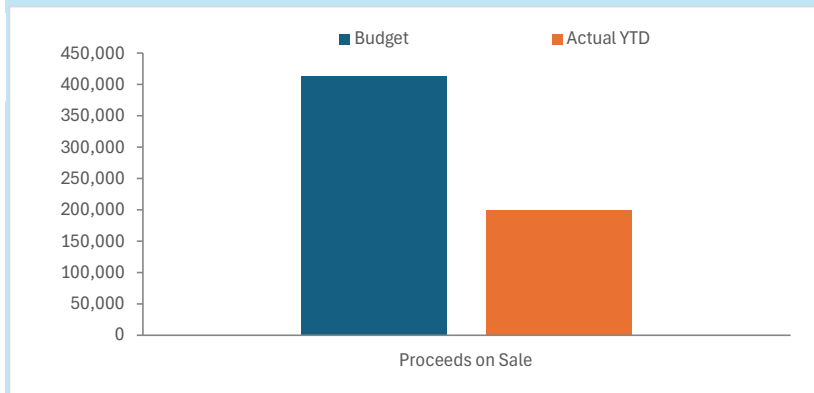
	Current				
	Annual Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	119,896	119,896	119,896	1,055,834	935,938
Financial Assistance Grant - Roads portion	85,044	85,044	85,044	707,973	622,929
	204,940	204,940	204,940	1,763,807	1,558,867
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	14,720	3,000	3,000	5,240	2,240
	14,720	3,000	3,000	5,240	2,240
Housing					
Other housing, reimbursements received	38,400	40,500	40,500	32,823	(7,677)
	38,400	40,500	40,500	32,823	(7,677)
Community Amenities					
CRC, SOCK Week grant funding	25,455	25,455	25,455	48,500	23,045
CRC, Annual operating grants	121,000	121,000	121,000	130,927	9,927
CRC, Event grant funding	31,000	31,000	31,000	37,249	6,249
CRC, Event grant funding	38,000	38,000	38,000	44,490	6,490
	215,455	215,455	215,455	261,165	45,710
Recreation and Culture					
Reimbursements from sporting groups	0	0	0	0	0
	10,000	5,000	5,000	0	(5,000)
Transport					
Main Roads Direct Grant	305,245	305,245	305,245	305,245	0
	305,245	305,245	305,245	305,245	0
Operating grants, subsidies and contributions Total	788,760	774,140	774,140	2,368,280	1,594,140
Non-operating grants, subsidies and contributions					
Recreation and Culture					
LRCI grant funding	767,272	767,272	767,272	831,993	64,721
Club Night Lights grant funding	264,649	205,647	205,647	201,627	(4,020)
Local sporting group contributions	160,000	110,977	110,977	80,548	(30,429)
	1,191,921	1,083,896	1,083,896	1,114,168	30,272
Transport					
Regional Road Group (RRG) Grant Funding	480,000	480,000	480,000	414,648	(65,352)
Roads to Recovery (R2R) Grant Funding	497,754	497,754	497,754	489,347	(8,407)
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	966,814	966,814	966,814	793,984	(172,830)
Heavy Vehicle Road Maintenance Contributions	225,000	973,371	973,371	1,013,326	39,955
	2,169,568	2,917,939	2,917,939	2,711,304	(206,635)
Non-operating grants, subsidies and contributions Total	3,361,489	4,001,835	4,001,835	3,825,472	(176,363)
Grand Total	4,150,249	4,775,975	4,775,975	6,193,752	1,417,777

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Description	Amended budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$
Toyota Prado (CEO's car)	41,681	37,273	0	(4,408)	41,681	37,272	0	(4,409)
Toyota Kluger (EMCS's car)	49,379	40,727	0	(8,652)	49,379	40,727	0	(8,652)
Toyota Kluger (Dr's car)	40,000	38,000	0	(2,000)	0	0	0	0
Toyota Prado (EMIS's car)	45,000	45,000	0	0	55,200	44,545	0	(10,655)
Howard Porter - Side Tipper (NB 5708)	0	42,688	42,688	0	0	42,688	42,688	0
Howard Porter - Side Tipper (NB 3937)	0	28,000	28,000	0	0	0	0	0
Dolly (NB15003)	13,000	24,000	11,000	0	0	0	0	0
Ford Ranger (NB 7399)	4,000	3,500	0	(500)	0	0	0	0
Nissan Navara (1HAQ076)	11,000	15,000	4,000	0	0	0	0	0
Nissan Navara (1HAQ077)	11,000	15,000	4,000	0	0	0	0	0
CAT 12M Grader (NB7000)	92,500	90,000	0	(2,500)	0	0	0	0
Holden Rodeo (surplus to requirements)	0	273	273	0	0	272	272	0
Land, 41 Cheetham Way	46,864	33,648	0	(13,216)	46,864	33,648	0	(13,216)
Laptop (surplus to requirements)	0	200	200	0	0	200	200	0
Mentay Cricket Wicket Roller (gifted)					3,651	0	0	(3,651)
	354,424	413,309	90,161	(31,276)	196,775	199,352	43,160	(40,583)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$413,309	\$199,352	48%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Information on Borrowings Particulars	30 Jun 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	87,574	0	0	27,296	27,296	60,278	60,278	5,402	5,402
Loan 128 - Recreation Centre	501,085	0	0	39,268	39,268	461,817	461,817	25,873	25,873
	588,659	0	0	66,564	66,564	522,095	522,095	31,274	31,275
Self supporting loans									
Housing									
Loan 127 - Aged Homes	15,952	0	0	6,552	6,552	9,400	9,400	876	876
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	3,840	0	0	3,840	3,840	-0	0	31	31
Loan 131 - Narembeen Bowling Club	56,811	0	0	7,881	7,881	48,930	48,930	534	534
	76,603	0	0	18,273	18,273	58,330	58,330	1,441	1,441
Total	665,262	0	0	84,837	84,837	580,425	580,425	32,715	32,716

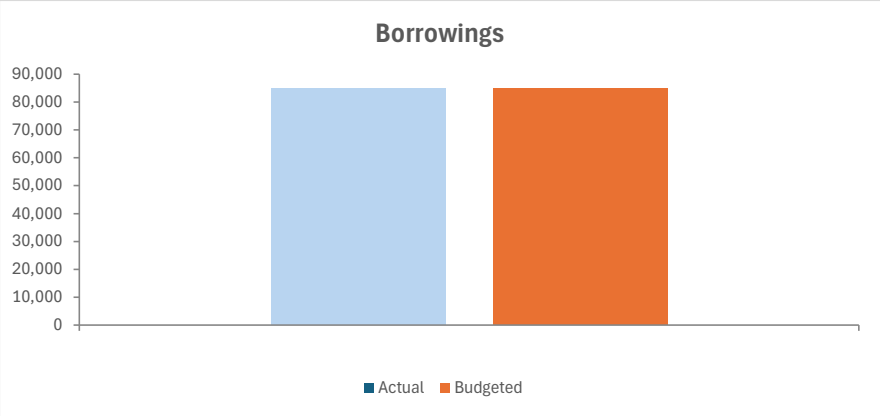
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
\$84,837	
Interest Earned	Interest Expense
\$431,071	\$32,715
Reserves Bal	Loans Due
#REF!	\$.58 M

**NOTES TO THE STATEMENT OF
FOR THE PERIOD ENDED 30 JUNE 2025**

**NOTE 9
CASH BACKED RESERVES**

	Amended Budget Opening Balance	Amended Budget Transfer to	Amended Budget Transfer (from)	Amended Budget Closing Balance	Actual Opening Balance	Actual Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Restricted								
Leave reserve	309,132	14,418	0	323,550	309,132	14,930	0	324,062
Plant reserve	567,015	26,446	(256,040)	337,421	567,015	27,384	(256,040)	338,359
Infrastructure reserve	2,465,448	292,131	(1,323,082)	1,434,497	2,465,448	296,212	(1,323,082)	1,438,579
HVRIC reserve	0	2,278,453	0	2,278,453	0	2,278,453	0	2,278,453
Land Development reserve	342,573	15,978	0	358,551	342,573	16,545	0	359,118
Avoca Farm reserve	84,199	3,927	0	88,126	84,199	4,066	0	88,265
Recreation reserve	758,939	35,397	(110,000)	684,336	758,939	36,653	(110,000)	685,592
Housing reserve	587,297	27,392	(600,000)	14,689	587,297	28,364	(600,000)	15,661
Heritage reserve	21,760	1,015	0	22,775	21,760	1,051	0	22,811
Medical reserve	98,770	4,607	0	103,377	98,770	4,770	0	103,540
Server reserve	0	15,000	0	15,000	0	15,000	0	15,000
ERP reserve	0	40,000	0	40,000	0	40,000	0	40,000
Bendering landfill reserve	125,059	35,833	0	160,892	125,059	36,040	0	161,099
Bendering rehabilitation reserve	0	5,000	0	5,000	0	5,000	0	5,000
RoeROC reserve	0	5,000	0	5,000	0	5,000	0	5,000
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	2,809,467	(2,289,122)	5,880,538
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	2,809,467	(2,289,122)	5,880,538

ATTACHMENT 13.3A

Shire of Narembeen - Schedule of accounts paid for the month ended 30 June 2025



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 June 2025

Chq/EFT	Date	Name	Description	Amount
EFT18751	12/06/2025	150 Square Pty Ltd	ROE ROC Executive Officer for June 2025	3,645.70
EFT18752	12/06/2025	ATeam Printing	NDHS School Magnets	279.40
EFT18753	12/06/2025	ASIT (WA) Ltd	Speaking Fees Youth Leadership Forum	2,750.00
EFT18754	12/06/2025	Australia Post	Postage for the month	131.10
EFT18755	12/06/2025	Australian Services Union	Australian Services Union	79.50
EFT18756	12/06/2025	Boc Gases	Workshop consumables	8.72
EFT18757	12/06/2025	Connelly Images	Signage for Cheetham Way Subdivision	1,079.10
EFT18758	12/06/2025	Brian Cummins	Supply and install high chainmesh fencing	5,252.81
EFT18759	12/06/2025	Chris Bray Electrics Pty Ltd	10 Hilton Way, repair damage from water to metre box	294.25
EFT18760	12/06/2025	Combined Pest Control WA	Annual termite inspection for Council buildings and properties	8,076.00
EFT18761	12/06/2025	Complete Fuel Solutions Pty Ltd	Works Depot, self bunded fuel tank, and bowser	80,560.92
EFT18762	12/06/2025	Eastern District Panel Beaters	111NB, excess on Dr's vehicle	610.01
EFT18763	12/06/2025	Great Eastern Freightliners	Dixon Road and Swartz Road hire of side tipper road trains	35,337.50
EFT18764	12/06/2025	150 Square Pty Ltd	ROE ROC Executive Officer May	3,645.70
EFT18765	12/06/2025	Haddeo Infrastructure Agriculture Pty Ltd	Club Night Lights, Hockey	550.00
EFT18766	12/06/2025	Hurt to Help Limited	Donation for presenting at our Youth Leadership Forum	250.00
EFT18767	12/06/2025	LG Best Practices Pty Ltd	General accounting assistance	616.00
EFT18768	12/06/2025	Landgate	Mining Tenements Schedule	54.30
EFT18769	12/06/2025	Liberty Oil Rural Pty Ltd	Works, delivery of diesel fuel	44,545.20
EFT18770	12/06/2025	Livingston Medical Pty Ltd	Livingston Medical, service fees for the month	26,205.66
EFT18771	12/06/2025	Narembreen Cafe	RoeROC Meeting, catering	100.00
EFT18772	12/06/2025	Narembreen Club Inc	Council Catering	900.00
EFT18773	12/06/2025	Narembreen Golf Club	RRSNCBF Round 8 (March 25) Recipient	1,750.00
EFT18774	12/06/2025	Narembreen Hardware And Ag Supplies Pty Ltd	Supply and installation of Rhino water tanks	38,468.96
EFT18775	12/06/2025	Narembreen P & C Association	Anzac Day Catering	1,562.50
EFT18776	12/06/2025	Officeworks	CRC, stationery	585.26
EFT18777	12/06/2025	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18778	12/06/2025	PC & JE Kennedy	Museum Precinct and Clock Garden, concrete pads	16,242.70
EFT18779	12/06/2025	Shire of Toodyay	SOCK Week Grant	1,227.27
EFT18780	12/06/2025	Team Global Express Pty Ltd	Freight	151.29
EFT18781	12/06/2025	The Trustee for The Moorcroft Family Trust	Wilfred and Brown St supply and install semi-mountable kerbing	39,054.40
EFT18782	12/06/2025	Town Planning Innovations	General Planning Services	495.00
EFT18783	12/06/2025	WA Contract Ranger Services	WA Contract Ranger Services Weekly	693.00
EFT18784	12/06/2025	Wren Oil	Disposal of oil waste	253.00
EFT18785	27/06/2025	AMAC Mechanical	Annual Service of Fire Truck and installation of CelFi unit	3,056.22
EFT18786	27/06/2025	Alltype Engraving	Interpretative signs	110.00
EFT18787	27/06/2025	Cr Christopher Bray	Councillor Remuneration, second instalment for 2025	2,700.00
EFT18788	27/06/2025	Cr Amy Hardham	Councillor Remuneration, second instalment for 2025	2,700.00
EFT18789	27/06/2025	Cr Hannah Bald	Councillor Remuneration, second instalment for 2025	2,700.00
EFT18790	27/06/2025	Goldpoint Holdings Pty Ltd as Trustee for the Goldpoint Trust	Direction and Information Signage	9,659.87
EFT18791	27/06/2025	Cr Holly Cusack	Councillor Remuneration, second instalment for 2025	3,675.00
EFT18792	27/06/2025	Cr Michael Currie	Councillor Remuneration, second instalment for 2025	2,700.00
EFT18793	27/06/2025	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Bush Fire Brigade pump trailer, skid mount fabrication	2,250.00



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 June 2025

Chq/EFT	Date	Name	Description	Amount
EFT18794	27/06/2025	Narembreen Hardware And Ag Supplies Pty Ltd	Bush Fire Brigade, hose, pump and fittings	6,224.45
EFT18795	27/06/2025	PJ Madigan & TG Madigan T/A Merredin Flowers and Gifts	Staff gifts	120.00
EFT18796	27/06/2025	Cr Scott Stirrat	Councillor Remuneration, second instalment for 2025	7,764.95
EFT18797	27/06/2025	Shire Of Corrigin	Shared Environmental Health Services	3,619.00
EFT18798	27/06/2025	Cr Trevor Cole	Councillor Remuneration, second instalment for 2025	2,700.00
EFT18799	27/06/2025	Abbeynauld Farms	Cramphorne Road, supply of gravel	25,300.00
EFT18800	27/06/2025	Australasian Performing Right Association	Annual Licence Fee	387.64
EFT18801	27/06/2025	Avon Valley Nissan and Mitsubishi	NB7298, air cleaner housings	798.97
EFT18802	27/06/2025	Bartco Traffic Equipment Pty Ltd	Portable traffic lights	37,708.00
EFT18803	27/06/2025	Bruce Rock Community Resource Centre	Advertising, CRC Coordinator (from December, not invoiced until June)	96.00
EFT18804	27/06/2025	Chris Bray Electrics Pty Ltd	Recreation Centre, maintenance and repairs	2,404.60
EFT18805	27/06/2025	Copier Support	Admin, service of printer	508.90
EFT18806	27/06/2025	Drag Family Trust	A1 & A3 Canvas Framing	330.00
EFT18807	27/06/2025	Dynamic Outdoors Pty Ltd	Controller and charger for canteen roller door	138.93
EFT18808	27/06/2025	Narembreen IGA	Purchases made from IGA	455.43
EFT18809	27/06/2025	The Defib Shop Pty Ltd	Replacement paediatric defibrillation pads	279.95
EFT18810	27/06/2025	The Trustee for The Gonser Trust T/A GSR Laser Tools	Clegg impact tester	11,605.00
EFT18811	27/06/2025	Industrial Automation Group Pty Ltd	Narembreen and Mt Walker Roads, standpipe controller upgrades	6,077.50
EFT18812	27/06/2025	Instant Weighting Pty Ltd	NB7108, printer rolls	125.80
EFT18813	27/06/2025	Livingston Medical Pty Ltd	Employee vaccines	330.00
EFT18814	27/06/2025	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18815	27/06/2025	PC & JE Kennedy	Supply and install concrete footpath along Wilfred street	30,025.00
EFT18816	27/06/2025	Petchell Mechanical	Heavy vehicle servicing kits	496.66
EFT18817	27/06/2025	Qbit Trading Company Pty Ltd	Managed IT Services	9,249.89
EFT18818	27/06/2025	Repco a division of GPC Asia Pacific Pty Ltd	Heavy vehicle servicing kits	359.07
EFT18819	27/06/2025	Team Global Express Pty Ltd	Freight	90.94
EFT18820	27/06/2025	WA Contract Ranger Services	WA Contract Ranger Services Weekly	808.50
EFT18821	27/06/2025	Westrac Equipment Pty Ltd	NB371, secondary air cleaner	600.62
EFT18822	27/06/2025	Willway Plumbing and Gas	Various properties, minor plumbing maintenance	997.72
EFT18823	27/06/2025	Narembreen Roadhouse	Fuel Purchases for the month	2,094.24
EFT18824	27/06/2025	Merredin Refrigeration & Air Conditioning	26 Hilton Way, air conditioning repairs	90.75
EFT18825	27/06/2025	Merredin Monumental Works	Bronze Cast Plaque	851.10
EFT18826	27/06/2025	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Pump Station, new shed	10,255.00
EFT18827	27/06/2025	Narembreen Hardware And Ag Supplies Pty Ltd	Limestone, crushed limestone, fertiliser and rapid set cement	14,164.09
EFT18828	27/06/2025	PC & JE Kennedy	Savage Street, supply and install concrete footpath to old RSL building	5,352.60
EFT18829	27/06/2025	Paul Turley T/A What 4 Services	SOCK Week, Guest speaker fees	2,530.00
EFT18830	27/06/2025	RNG Industries Pty Ltd	Bush Fire Brigade Meeting, refreshments	70.00
EFT18831	27/06/2025	Team Global Express Pty Ltd	Freight	1,360.00
EFT18832	27/06/2025	The Trustee for Palmer Earthmoving Unit Trust TA/ Palmer Civil Construction	Mount Walker Road, roadside vegetation clearing and pruning	45,847.45
EFT18833	27/06/2025	Trustee for J & S Baldwin Trust	Tyres for water tanker, grader, side tipper and light vehicles	13,042.00
EFT18834	27/06/2025	AFGRI Equipment Australia Pty Ltd	Minor parts for plant repairs	255.49
EFT18835	27/06/2025	Australian Services Union	Payroll Deductions	26.50
EFT18836	27/06/2025	Brian Cummins / TA B & K Fencing	Materials for fencing	2,887.50



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 June 2025

Chq/EFT	Date	Name	Description	Amount
EFT18837	27/06/2025	Bruce Rock Engineering	NB15003, brake shoes and drums for tri dolly	1,468.34
EFT18838	27/06/2025	Corsign WA PTY LTD	Assorted signage	31,708.60
EFT18839	27/06/2025	It Vision Australia Pty Ltd Trading as Ready Tech	Synergysoft annual software subscription fees	53,888.26
EFT18840	27/06/2025	Livingston Medical Pty Ltd	Employee medical	150.00
EFT18841	27/06/2025	Repco a division of GPC Asia Pacific Pty Ltd	Floor mats for light vehicle	20.00
EFT18842	27/06/2025	Team Global Express Pty Ltd	Freight	338.57
EFT18843	27/06/2025	Trustee for J & S Baldwin Trust	NB15003, new tyres for tri axle dolly	2,026.00
EFT18844	27/06/2025	Western Power Networks	33 and 35 Thomas Street, power connection	12,952.00
EFT18845	27/06/2025	Wurth Australia Pty Ltd	Workshop consumables	389.56
DD12791.1	3/06/2025	Telstra	Telephone usage for Council properties and facilities	217.18
DD12794.1	6/06/2025	Beam Precision Superannuation	Superannuation Payments for pay run # 99	16,003.47
DD12796.1	4/06/2025	Water Corporation	Water usage for Council properties and facilities	824.40
DD12797.1	5/06/2025	Western Power	Electricity usage for Council properties and facilities	230.53
DD12800.1	9/06/2025	Water Corporation	Water usage for Council buildings and facilities	4,334.74
DD12800.2	9/06/2025	Water Corporation	Water usage for Council buildings and facilities	315.98
DD12800.3	29/06/2025	Water Corporation	Water usage for Council buildings and facilities	267.93
DD12801.1	6/06/2025	Western Power	Electricity usage for Council properties and facilities	3,667.72
DD12814.1	20/06/2025	Beam Precision Superannuation	Superannuation Payments for pay run # 100	16,205.77
DD12836.1	11/06/2025	Commander Australia Pty Ltd	Admin, telephone hands charges	68.51
DD12836.2	11/06/2025	Western Power	Electricity usage for Council properties and facilities	10,947.55
DD12836.3	11/06/2025	Water Corporation	Water usage for Council properties and facilities	2,759.71
DD12837.1	13/06/2025	Western Power	Electricity usage for Council properties and facilities	3,973.11
DD12837.2	13/06/2025	Water Corporation	Water usage for Council properties and facilities	7,562.13
DD12840.1	30/06/2025	Telstra	Telephone charges for Council properties and facilities	217.00
DD12840.2	30/06/2025	Western Australian Treasury Corporation	Loan 127E Narembeen Homes for the Aged Inc.	2,475.70
DD12842.1	17/06/2025	Water Corporation	Water usage for Council properties and facilities	1,161.81
DD12843.1	18/06/2025	Water Corporation	Water usage for Council properties and facilities	211.61
DD12843.2	18/06/2025	Power ICT Pty Ltd	Admin, messages on hold service	75.90
DD12844.1	19/06/2025	Water Corporation	Water usage for Council properties and facilities	223.38
DD12845.1	20/06/2025	Water Corporation	Water usage for Council properties and facilities	257.17
DD12846.1	23/06/2025	Western Power	Electricity usage for street lighting	287.61
DD12847.1	24/06/2025	Western Power	Electricity usage for street lighting	1,221.39
DD12848.1	25/06/2025	Western Power	Electricity usage for Council properties and facilities	12.72
DD12849.1	16/06/2025	Telstra	Telstra Account for Council facilities and mobiles	1,366.04
DD12849.2	16/06/2025	Water Corporation	Water usage for Council properties and facilities	6,828.31
DD12849.3	16/06/2025	Western Power	Electricity usage for street lighting	1,262.11
	5/06/2025	Altus Payroll	Payroll run # 99	80,904.84
	19/06/2025	Altus Payroll	Payroll run #100	69,687.42
				\$ 935,633.65

ATTACHMENT 13.3B

Shire of Narembeen - Card Payment List - June 2025

Shire of Narembeen
Credit Card Purchases
27 May 2025 - 26 June 2025
Direct Debited 01 July 2025

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
24/06/2025	CHATGPT	International transaction fee	\$ 0.78
24/06/2025	CHATGPT	CHATGPT subscription	\$ 31.01
20/06/2025	Australia Post	Gift for Employee farewell	\$ 55.95
16/06/2025	Chartered Accountants Australia and New Zealand	CAANZ membership (EMCS)	\$ 899.00
TOTAL CEO CREDIT CARD PAYMENTS			\$ 986.74

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
25/06/2025	Moore Australia	Annual budget template and resources	\$ 1,210.00
23/06/2025	Kmart	Kmart - pool noodles - SOCK Week	\$ 44.00
23/06/2025	RNG Industries	Refreshments for employee farewell	\$ 353.43
19/06/2025	Buffer	International transaction fee (double-up, to be refunded)	\$ 2.31
19/06/2025	Buffer	Annual Plan subscription (double-up, to be refunded)	\$ 92.31
19/06/2025	Buffer	International transaction fee	\$ 2.31
19/06/2025	Buffer	Buffer Plan subscription	\$ 92.31
19/06/2025	Peterkin Paper	Special order paper	\$ 250.78
18/06/2025	Adobe	CRC Adobe Pro	\$ 47.99
17/06/2025	Crema Coffee	Coffee beans for Admin and CRC	\$ 192.00
17/06/2025	Landgate	Rate record enquiry fee	\$ 350.10
16/06/2025	Everything Glows	Candle bags for SOCK memorial night	\$ 76.19
16/06/2025	Remarkable	Remarkable, software subscription	\$ 49.90
16/06/2025	Safety Culture	iAuditor monthly subscription	\$ 31.90
13/06/2025	Play On Sports	Yellow Netball - SOCK sports round	\$ 49.65
13/06/2025	JB HI-FI	Coffee machines and computer peripherals	\$ 1,079.98
13/06/2025	JB HI-FI	Gym, scales	\$ 80.99
12/06/2025	Kookaburra Sports	SOCK sporting equipment	\$ 144.00
12/06/2025	Adobe	Annual subscription	\$ 383.86
11/06/2025	Starlink	Internet for Council properties and facilities	\$ 834.00
11/06/2025	Adobe	Creative Cloud All Apps	\$ 1,055.87
10/06/2025	CHATGPT	International transaction fee	\$ 0.77
10/06/2025	CHATGPT	CHATGPT subscription	\$ 30.88
9/06/2025	Siteminder	Caravan Park booking system	\$ 207.90
6/06/2025	Cookie Cutter	SOCK cookie cutter	\$ 25.00
5/06/2025	Nespresso	Coffee pods	\$ 124.00
28/05/2025	PLE Computers	Monitors for new workstation	\$ 336.00
27/05/2025	Peterkin Paper	Special order paper	\$ 371.35
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 7,519.78

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
9/06/2025	Western Power	Temporary disconnection and reconnection	\$ 625.00
28/05/2025	Shire of Narembeen	DOT, change of plate	\$ 19.40
TOTAL EMIS CREDIT CARD PAYMENTS			\$ 644.40

Date	Supplier	Description of purchase	Amount
	CommBank	Bank fees and interest	\$ -

TOTAL CBA CREDIT CARD PURCHASES FOR THE PERIOD \$ 9,150.92