



AGENDA

Ordinary Council Meeting
16 December 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 December Ordinary Council Meeting has been convened for:

Date: Tuesday 16 December 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

11 December 2025

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Contents

1. Official Opening and Welcome	5
2. Record of Attendance / Apologies / Leave of Absence	5
3. Public Question Time	5
4. Disclosure of Interest	5
5. Application for Leave of Absence	5
6. Deputations/ Petitions/ Presentations/ Submissions	5
7. Delegates' Reports	5
7.1 Cr Cusack	5
7.2 Cr Bald	5
7.3 Cr Bray	5
7.4 Cr Currie	6
7.5 Cr Hardham	6
7.6 Cr Smoker	6
7.7 Cr Stirrat	6
8. Confirmation of Previous Meetings	6
8.1 Ordinary Council Meeting 18 November 2025	6
9. Minutes of Committee Meetings to be Received	6
9.1 CEACA Management Committee Meeting 1 December 2025	6
9.2 RoeROC Ordinary Meeting 4 December 2025	7
9.3 ARIC Meeting 16 December 2025	7
10. Recommendations from Committee Meetings for Council Consideration	7
10.1 ARIC Meeting 16 December 2025, Item 6.2	7
11. Announcements by Presiding Member without Discussion	7
12. Officers Reports - Office of the Chief Executive Officer	8
12.1 Proposed Shire of Narembreen Bush Fire Brigades Local Law	8
12.2 Submission to the Federal Inquiry into Local Government Funding	15
12.3 Compliance with Regulation 10	18
12.4 Consideration of Change of Decision	18
12.5 Central East Accommodation and Care Alliance – Land Transfer	18
12.6 Appointment of Presiding Members to Committees	23
13. Officers Reports - Development and Regulatory Services	26
14. Officers Reports - Corporate Services	27
14.1 Financial Statements for the Month Ended 30 November 2025	27
14.2 Schedule of Accounts for the Month Ended 30 November 2025	29
15. Officers Reports - Community Services	31
16. Officers Reports - Infrastructure Services	32

16.1	Change of Purpose – Crown Reserve 21808 Lot 35 on Deposited Plan 426755	32
17.	Elected Member Motions of which Previous Notice has been Given.....	37
18.	Elected Member Motions Without Notice	37
19.	New Business of an Urgent Nature Approved by the Presiding Person or Decision.....	37
20.	Matters for which the Meeting may be Closed.....	38
20.1	Close the meeting to the Public.	38
20.2	Tender Review RFT2025-07 Design and Construction of One Dwelling Lot 61 Cheetham Way.....	38
20.3	Open the meeting to the Public.....	39
21.	Closure of Meeting.....	39

1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr HA Cusack	President
Cr HJ Bald	Deputy President
Cr CD Bray	
Cr MJ Currie	
Cr AM Hardham	
Cr LR Smoker	
Cr SW Stirrat	

Staff:

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

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event

7.2 Cr Bald

Date	Meeting/Event

7.3 Cr Bray

Date	Meeting/Event

7.4 Cr Currie

Date	Meeting/Event

7.5 Cr Hardham

Date	Meeting/Event

7.6 Cr Smoker

Date	Meeting/Event

7.7 Cr Stirrat

Date	Meeting/Event

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 18 November 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 18 November 2025, as presented, be confirmed as a true and correct record of proceedings.

9. Minutes of Committee Meetings to be Received

9.1 CEACA Management Committee Meeting 1 December 2025 Attachment 9.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.1

That the minutes of the CEACA Management Committee Meeting held on Monday 1 December 2025, as presented, be received.

9.2 RoeROC Ordinary Meeting 4 December 2025 Attachment 9.2A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.2

That the minutes of the RoeROC Ordinary Meeting held on Thursday 4 December 2025, as presented, be received.

9.3 ARIC Meeting 16 December 2025 Attachment 9.3A (late attachment)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.3

That the minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday 16 December 2025, as presented, be received.

10. Recommendations from Committee Meetings for Council Consideration

10.1 ARIC Meeting 16 December 2025, Item 6.2 Attachment 9.3A (late attachment)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 10.1

That Council approve the following recommendation from the Audit, Risk and Improvement Committee:

That the Audit, Risk and Improvement Committee recommend that Council:

1. Receive and endorse the Independent Auditor's Report for the year ended 30 June 2025
2. Receive and endorse the 2025 Annual Report
3. Schedule the Shire of Narembreen Annual Elector's Meeting for 5:00pm on Tuesday 10 February 2026 in Council Chambers.

11. Announcements by Presiding Member without Discussion

12. Officers Reports - Office of the Chief Executive Officer

12.1 Proposed Shire of Narembeen Bush Fire Brigades Local Law

Date:	2 December 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Darren Mollenoyux, 150 Square
File Reference	Law and Enforcement\Local Laws
Previous Meeting Reference	MIN 8074/25 - 21 October 2025
Disclosure of Interest:	Nil
Attachments:	12.1A Updated Shire of Narembeen Bush Fire Brigades Local Law (with markup comments) 12.1B Late Response - Department of Local Government, Industry Regulation and Safety

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Council is requested to consider late submission response from the Department of Local Government, Industry Regulation and Safety and adopt the Shire of Narembeen Bush Fire Brigades Local Law 2025 (Attachment 12.1A). The draft local law, required under section 43 of the Bush Fires Act 1954, was advertised for public comment and reviewed by DLGSC and DFES. Subject to minor amendments, it may now be made in accordance with section 3.12(5) of the Local Government Act 1995 and will take effect 14 days after publication in the Government Gazette.

Background

The Shire of Narembeen has established volunteer bush fire brigades but currently does not have a corresponding local law in place.

Section 43 of the Bush Fires Act 1954 (the Act) provides that a local government which establishes a bush fire brigade shall, by its local laws:

“provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.”

The Act also contains several other provisions enabling local governments to make local laws relating to bush fire brigades. These provisions were outlined in the report presented to Council at its meeting held on 19 August 2025.

At that meeting, Council resolved to adopt a draft Shire of Narembeen Bush Fire Brigades Local Law, which was based on a model developed by the WALGA.

In accordance with statutory requirements, copies of the draft local law was provided to the Director General of the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Commissioner of the Department of Fire and Emergency Services (DFES). The draft local law was also advertised for public comment.

Following the public comment period and responses from the Director General of the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Commissioner of the Department of Fire and Emergency Services (DFES) the Local Laws were updated with minor edits and presented for consideration at the Ordinary Meeting of Council on the 21st October 2025. The following resolution was made:

That Council:

1. *In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Narembeen Bush Fire Brigades Local Law copy attached to the agenda of the meeting, deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.*
2. *In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Ministers for Local Government and Emergency Services.*
3. *In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:*
 - a) *Stating the title of the local law;*
 - b) *Summarising the purpose and effect of the local law and specifying the day on which it comes into operation; and*
 - c) *Advising that copies of the local law may be inspected or obtained from the Shire office.*
4. *Authorise the affixing of the Common Seal of the Shire to the original copy of the Shire Bush Fire Brigade Local Law 2025; and*
5. *In accordance with section 3.12 of the Local Government Act 1995, authorise the CEO to submit a copy of the gazetted local law, together with a duly completed Explanatory Memorandum signed by the Shire President and Chief Executive Officer, be forwarded to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation for review within 10 working days of gazettal.*

MIN 8074/25 MOTION - Moved Cr. Bray, Seconded Cr. Bald

CARRIED 5 / 0

In accordance with Council's resolution, all preparatory work was completed, and Gazettal was scheduled for the week of the 1st December 2025.

Although the submission period closed on 10 October 2025, on 25 November 2025 the CEO received a late response from the Department of Local Government, Industry Regulation and Safety, providing comment and minor feedback on the proposed Shire of Narembeen Bush Fire Brigades Local Law 2025.

Comment

The CEO and the consultant have reviewed the late submission from the Department of Local Government, Industry Regulation and Safety. While the matters raised are minor in nature and do not have any direct legal impact on the proposed local law, it is considered appropriate that the late feedback be presented to Council for consideration.

As the comments result in minor wording and formatting adjustments to the version endorsed by Council in October 2025, it was agreed that the proposed Shire of Narembeen Bush Fire Brigades Local Law 2025 be resubmitted to Council incorporating the Department's feedback.

Process

Subject to several minor amendments from the Department of Local Government, Industry Regulation and Safety shown as marked on the attached copy, the Shire of Narembeen Bush Fire Brigades Local Law 2025 may now be made under **section 3.12(5)** of the *Local Government Act 1995* (the Act).

In accordance with the Act, if the local law to be adopted is **significantly different** from the version originally proposed, the process must recommence. However, it is the opinion of the reporting officer that, while amendments have been made to the proposed local law, these changes are **not significantly different** from what was previously advertised and do not alter the overall intent or effect of the law.

Pursuant to section 3.12 of the Act, the Shire must follow the prescribed procedure for making a local law in the sequence set out in the legislation. It is therefore recommended that Council resolve to adopt and make the *Shire of Narembeen Bush Fire Brigades Local Law 2025*.

Once adopted, the local law will be published in the Government Gazette in accordance with section 3.12(5) of the Act.

In accordance with section 3.12 of the Local Government Act 1995 and the National Competition Policy (NCP) Review requirements, a copy of the local law, together with a duly completed Explanatory Memorandum signed by the Shire President and Chief Executive Officer, is to be forwarded to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation for review **within 10 working days of gazettal**.

Section 3.12(2) of the Local Government Act 1995 further provides that:

"At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner."

It is recommended that the Presiding Person read out the following:

Bush Fire Brigades Local Law

1. Pursuant to section 3.12 of the Local Government Act 1995 and Section 62 of the Bush Fires Act 1954, the Shire of Narembeen resolves its intent to adopt the Shire of Narembeen Bush Fire Brigades Local Law 2025:
 - a) The **purpose** of this local law is to provide for the establishment, organisation and maintenance, administration, and funding of bush fire brigades in the Shire of Narembeen.
 - b) The **effect** of the local law is to ensure the bush fire brigades are established and managed in accordance with the Bush Fires Act 1954.
 - c) The **justification** of which is that it will provide rules to a bush fire brigade governing the operation of a bush fire brigade pursuant to the Bush Fires Act 1954 and the provisions of its subsidiary legislation.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Darren Mollenoyux, 150Square
WALGA Governance Team

Legislative Requirements for Consultation

Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws using the process set out in section 3.12 of the *Local Government Act 1995*. Amongst other things this requires a local government to give local public notice stating that it proposes to make a local law, the purpose and effect of which is summarised in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the proposed Shire of Narembeen Bush Fire Brigades Local Law is:

Purpose

The purpose of this local law is to provide for the establishment, organisation and maintenance, administration, and funding of bush fire brigades in the Shire of Narembeen.

Effect

The effect of the local law is to ensure the bush fire brigades are established and managed in accordance with the *Bush Fires Act 1954*.

The draft local law was therefore advertised in the West Australian, placed on public notice board, via the Shire website and copies sent to the Director General for the Department of Local Government and the DFES Commissioner. The comment period closed on the 10th October 2025.

The Director General, Lannie Chopping from the WA Department of Local Government, Industry Regulation and Safety made the following comments on the 26th August 2025:

Comment	Response
<p>Response provided</p> <p><i>Thank you for your letter dated 26 August 2025 regarding the Shire of Narembeen's (Shire's) proposed Bush Fire Brigades Amendment Local Law 2025.</i></p> <p><i>Copies of the draft local law have been provided to the Department of Local Government, Industry Regulations and Safety (LGIRS) local government legislation team. If there are any concerns in relation to the local law, LGIRS will provide these comments to the Shire prior to the closure of the public submission period on 10 October 2025.</i></p> <p><i>If you have any further questions regarding this process, please contact Ms Jadranka Strbac, Legislation Officer via the contact details above.</i></p>	<p>The Department of Local Government, Industry Regulation and Safety provided no further comments or submissions by the close of submissions on 10 October 2025.</p>

The Legislation Team at the WA Department of Local Government, Industry Regulation and Safety provided the late response on the 25th November 2025:

Comment from Department	Response
<p>These comments are minor and do not have any direct legal effect in themselves.</p> <p>The following minor edits are suggested:</p>	
<p>Clause 1.2</p> <ul style="list-style-type: none"> ○ Defined terms should be bold and italics without quote marks. ○ <i>bushfire control officer</i> should be defined, either specifically or by reference to legislation as appropriate. ○ <i>Chief Bush Fire Control Officer</i> should be defined by reference to the <i>Bushfires Act 1954</i> ○ Insert a definition for <i>Bush Fire Advisory Committee</i>. ○ Insert a definition for District – provide definition of District. Suggested wording : "<i>District</i> means the district of the Shire of Narembeen;" 	<p><i>Noted and amended</i></p> <p><i>Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws</i></p> <p><i>Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws</i></p> <p><i>Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws</i></p> <p><i>Noted and amended, as per previous feedback from DFES</i></p>
<p>Spacing: Make sure spacing between paragraphs and headings of the paragraphs is consistent throughout the document.</p>	<p><i>Noted – will be reviewed again prior to document being provided for Gazettal</i></p>

<p>Clause 2.3(1) - This clause contains multiple statements. It is suggested that statements be moved into its own subclauses for clarity.</p>	<p><i>No real requirement to change. However, have amended in line with feedback for ease of reading.</i></p>
<p>Clause 4.2 – after paragraph separate statements in 2 subclauses. Subclause (1) to list members and subclause (2) to deal with eligibility. When referring to regulation 159C – make sure it states “regulation 159C of the Fire Brigades Regulation 1943...”</p>	<p><i>Noted and amendment made to include the regulation reference.</i></p>
<p>In Clause 4.4 (d) – It is suggested to replace wording : “as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act” with: “as defined in s 35A (c), (d), (e), (f) and (g) of the Act.”</p> <p>Suggested wording: “ (d) to be supervised by a firefighting member when undertaking normal brigade activities as defined in section 35A (c), (d), (e), (f) and (g) of the Act.”</p>	<p><i>Noted and moved “35A” to align with suggested rewording.</i></p>
<p>Clause 6.3 – suggested to maybe separate to 2 subclauses for clarity. It may be simpler to redraft as follows:</p> <p>(1) To be considered in the subsequent local government budget, any request from a bush fire brigade for funding related to protective clothing, equipment, or appliances must be received by the local government no later than 31 May.</p> <p>(2) Each request must be accompanied by:</p> <p>(a) the brigade’s most recent audited financial statement, and</p> <p>(b) current statement of assets and liabilities.</p>	<p><i>No real requirement to change and is in line with WALGA Prof Forma – have left as original.</i></p>
<p>In the First Schedule:</p> <ul style="list-style-type: none"> • Clause 2.4 - add space under the main heading • In Interpretation clause 1.1 (2) - definition of the “Committee” – maybe include reference to Part 4 (Clause 4.1 and 4.2 - if that is intended Committee) Suggested wording: “Committee – means Committee of the bush fire brigade appointed under Part 4 • Clause 8.2(1) and (6) – suggested to rewrite for clarity. Instead of having long sentence break it up to a few shorter sentences. 	<p><i>Noted and amended</i></p> <p><i>Noted and amended</i></p> <p><i>No real requirement to change and is in line with the WALGA Pro Foma – have left as original.</i></p>
<p>The Shire should also ensure that all references and cross references are checked for accuracy, particularly if any further changes are made to the draft.</p>	<p><i>This was previously undertaken from feedback from DFES and reviewing by staff and consultant.</i></p>
<p>Please note that my comments:</p> <ul style="list-style-type: none"> • have been provided to assist the Shire with drafting matters in relation to the local law; • do not constitute legal advice; • have been provided in good faith for the Shire’s consideration; and • should not be taken as an approval of content. <p>The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire’s policies and objectives.</p>	<p><i>Noted</i></p>

Statutory Implications

Section 3.12 Procedure for making local laws of the Local Government Act 1995.
Section 62. Local government may make local laws of the Bush Fires Act 1954.

Policy Implications

- Shire of Narembeen Bush Fire Advisory Committee – Terms of Reference September 2024
- Shire of Narembeen DRAFT Bushfire Framework 2025
- Shire of Narembeen Management of Bushfire Brigades Policy

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 Framework, Legislative Compliance Check
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Gazettal of the proposed local law will incur drafting and advertising expenses, which are accommodated within the 2026 budget.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 12.1

That Council:

1. Resolves to receive the late response and feedback on the Shire of Narembeen Bush Fire Brigades Local Law 2025 provided by the Department of Department of Local Government, Industry Regulation and Safety.
2. In accordance with section 3.12(4) of the *Local Government Act 1995*, adopts the *Shire of Narembeen Bush Fire Brigades Local Law*, subject to minor amendments shown 'marked' on the copy attached to the agenda of the meeting, deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.
3. In accordance with s3.12(5) of the *Local Government Act 1995*, authorise the local law to be published in the Government Gazette and a copy sent to the Ministers for Local Government and Emergency Services.
4. In accordance with s3.12(6) of the *Local Government Act 1995*, after formal Gazettal, give local public notice:
 - a) Stating the title of the local law
 - b) Summarising the purpose and effect of the local law and specifying the day on which it comes into operation, and
 - c) Advising that copies of the local law may be inspected or obtained from the Shire office.
5. Authorise the affixing of the Common Seal of the Shire to the original copy of the Shire Bush Fire Brigade Local Law 2025; and
6. In accordance with section 3.12 of the *Local Government Act 1995*, authorise the CEO to submit a copy of the Gazetted local law, together with a duly completed Explanatory Memorandum signed by the Shire President and Chief Executive Officer, to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation for review within 10 working days of Gazettal.

12.2 Submission to the Federal Inquiry into Local Government Funding

Date:	9 December 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNMENT RELATIONS/ADVOCACY/
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	12.2A Draft Submission

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

Council is asked to approve the lodgement of a second submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Funding. The submission builds on Council's May 2024 sustainability submission and specifically addresses Commonwealth funding structures, Financial Assistance Grants, cost-shifting, rate exemptions, emergency management funding and workforce pressures.

Background

In May 2024, Council lodged a formal submission to the Standing Committee's Inquiry into Local Government Sustainability. That submission outlined the Shire's growing financial pressures, including:

- Heavy reliance on inter-governmental grants due to a limited local rate base
- Rising construction, wage, and compliance costs
- Service creep into healthcare, childcare, housing and telecommunications
- Increasing emergency management responsibilities driven by climate change
- Workforce shortages in key statutory and technical professional roles

The Commonwealth inquiry has since adopted new Terms of Reference focused specifically on local government funding arrangements and financial sustainability, with an emphasis on Commonwealth mechanisms and structural drivers.

This provides an opportunity for Council to make a targeted second submission addressing how current federal funding structures are directly impacting the Shire's long-term financial sustainability.

Comment

The proposed second submission reframes the Shire's existing evidence through the lens of Commonwealth funding responsibility and structural system design.

Key matters addressed in the proposed submission include:

- Structural cost-shifting arising from the Shire's increasing role in funding healthcare, childcare, housing and telecommunications in the absence of adequate Commonwealth support.
- Inadequacy of Financial Assistance Grants indexation, particularly in the context of permanently elevated construction and workforce costs.
- Revenue leakage created by mandatory rate exemptions, particularly for charitable and government trading entities, without Commonwealth compensation.
- Unfunded emergency management and climate adaptation responsibilities now being borne by local government.
- Rural workforce market failure, driven by national migration, training and private sector wage pressures.

Collectively, these issues represent structural (rather than cyclical) financial stress that requires coordinated Commonwealth, State and Local reform. Lodging a second submission ensures the Shire's position is formally captured within the funding-focused inquiry and strengthens the advocacy position of rural local government.

Consultation

Executive Manager Corporate Services

Statutory Implications

There are no direct statutory implications arising from Council considering or endorsing this submission.

Policy Implications

Endorsing the submission aligns with Council's advocacy role and governance responsibilities and supports the representation of community priorities at a national level.

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	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Unsubstantiated, low impact, low profile or 'no news' item
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)

Risk Matrix Rating	Low (1)
Key Controls in Place	Communication and Engagement Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no material direct financial costs associated with preparing or submitting this document.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 12.2

That Council:

1. Endorses the submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Funding as presented; and
2. Authorises the Chief Executive Officer to make any minor administrative amendments required prior to lodgement and to submit the document on behalf of Council.

12.3 Compliance with Regulation 10

Attachment 12.3A

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation– 12.3

That Council confirms the required support for the change of decision has been received in accordance with Regulation 10 of the Local Government (Administration) Regulations.

12.4 Consideration of Change of Decision

Attachment 12.4A

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation / Council Resolution – 12.4

That Council agrees to consider changing an earlier decision endorsed at the Ordinary Council Meeting in November 2025 (MIN 8089/25) by accepting the written statement of legal and financial consequences of carrying the motion as attached, per 16.2(2) Standing Orders Local Law 2020.

12.5 Central East Accommodation and Care Alliance – Land Transfer

Date:	9 December 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT/CEACA/EXPANSION PROJECT
Previous Meeting Reference	MIN 7593/23 and MIN 8089/25
Disclosure of Interest:	Nil
Attachments:	12.5A Minute Reference 8089/25

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Council is requested to amend resolution MIN 8089/25 to reflect the restructure undertaken by the Central East Accommodation and Care Alliance, whereby new project assets will now be held by a newly established special purpose vehicle, being CEACA Limited (ACN 693 494 638), a company limited by guarantee.

The original resolution referenced “CEACA” as the recipient of the gifted land and party to the agreement, this being the existing entity and not the special purpose vehicle. To ensure compliance and enable the correctly proposed transfer of Lot 104 (27) Currall Street, Narembeen, an amendment to the original resolution is required which must be done in accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996* and the *Standing Orders Local Law 2020* (Standing Orders).

Background

At the Ordinary Council Meeting held in November 2025, Council passed resolution MIN 8089/25, which authorised:

- The preparation and execution of a formal agreement with CEACA; and
- The transfer of Lot 104 (27) Currall Street, Narembeen, to CEACA for the purpose of constructing four (4) two-bedroom, two-bathroom residential units.

Subsequent to this resolution, CEACA advised that it is undertaking a governance restructure for its expansion project. As part of this restructure, all project assets will be held by a newly created special purpose vehicle, being CEACA Limited (ACN 693 494 638).

CEACA has formally requested that participating Local Governments transfer project land to the new entity instead of the existing CEACA entity to save on administration and transfer costs.

As the original resolution has already been acted upon administratively, the proposal to change the resolution must be endorsed via a Flying Minute in accordance with:

- the Standing Orders, and
- Regulation 10 of the *Local Government (Administration) Regulations 1996*.

The Flying Minute must be supported by at least one third of Councillors including the mover of the original motion (Cr Currie). Further, as the original resolution has been acted upon a statement of legal and financial consequences must be formally endorsed by Council prior to considering the motion to change a resolution.

Comment

This amendment is administrative in nature only and does not alter:

- Council's financial contribution to the project;
- The number, type, or purpose of the residential dwellings; or
- The responsibilities of the operator for construction, maintenance, and management.

The amendment ensures that:

- The land is transferred to the correct legal entity capable of holding title;
- The formal agreement is legally enforceable; and
- Council remains fully compliant with the *Local Government Act 1995*.

Failing to amend the resolution presents a risk that the land transfer and contractual documents could be invalid or unenforceable due to reference to an incorrect legal entity.

Consultation

Executive Manager Corporate Services
CEACA

Local Government (Administration) Regulations 1996

Regulation 10 – Revoking or changing decisions

1. If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - a. in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - b. in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
2. Notice of a motion to revoke or change a decision referred to in sub-regulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
3. If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.
4. This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Shire of Narembreen Standing Orders Local Law 2020

Part 16 – Revoking or Changing Decisions

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in Regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

1. Subject to clause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
 - a. Where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - b. Where the decision is procedural in its form or effect.
2. The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

1. In this clause:
 - a. Authorisation means a license, permit, approval or other means of authorising a person to do anything;
 - b. Implement, in relation to a decision, includes:
 - i. Communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - ii. Take any other action to give effect to the decision; and
 - c. Valid notice of revocation motion means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the council or a committee as the case may be.

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	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls in Place	Governance controls and review and application of appropriate legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There is no change to Council's approved financial contribution of 5% (approximately \$102,000) payable over two financial years (2027 and 2028). The amendment does not increase Council's financial exposure and simply redirects the land asset and contractual obligations to the new special purpose vehicle.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.5

That Council:

1. Notes that CEACA Limited (ACN 693 494 638) will be responsible for all construction, maintenance, and management costs associated with the project;
2. Notes that housing allocation will prioritise eligible Narembeen residents under CEACA Limited's regional housing framework;
3. Authorises the Chief Executive Officer to prepare and execute a formal agreement with CEACA Limited (ACN 693 494 638) to give effect to the above; and
4. Pending receiving no materially negative feedback to the public notice as per Section 9.49(2) of the Local Government Act 1995, authorises the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's Common Seal, to process the transfer Lot 104 927) Currall Street Narembeen to CEACA Limited (ACN 693 494 638).

12.6 Appointment of Presiding Members to Committees

Date:	11 December 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNANCE\COUNCIL MEETINGS
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Amendments under Tranche 2 of the Local Government Reform require Council to appoint presiding members by absolute majority

Background

Under the previous provisions of the Local Government Act 1995, committees established by Council elected their own presiding members. Tranche 2 of the Local Government Reform introduces a change under Schedule 9.3 Division 7 Clause 67(2), which now requires that a local government appoint, by absolute majority, a person to preside at meetings of each committee.

In addition to this governance change, the reform mandates that presiding members of committees be remunerated through prescribed sitting fees.

Comment

Council is required to appoint presiding members to all current committees. The below table outlines presiding members endorsed at a previous Ordinary Meeting of Council:

Committee	Members	Chair	Deputy Chair	Endorsed
ARIC	All Councillors	Ms Cole	Ms De Luis	MIN 8065/25
Bushfire Advisory	CFCO & CEO	Mr Dixon	No Deputy	Min 7994/25

Following the October 2025 local government swearing-in of newly elected Councillors and election of committee representations there is a need to formally endorse the presiding member. This ensures the appointment process accurately reflects the composition of the newly formed Council.

In accordance with the reform, presiding members—whether elected members or independent persons endorsed by Council—are eligible to receive sitting fees as determined by Council, in line with the provisions outlined in the Salaries and Allowances Tribunal Determination.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Schedule 9.3 Division 7 Clause 67(2)

67. Presiding members

- (1) In this clause —

amendment day means the day on which section 39 of the 2024 amendment Act comes into operation;

existing committee means a committee of the council of a local government that is in place immediately before amendment day;

new section 5.12(1) means section 5.12(1) as inserted by section 39 of the 2024 amendment Act.

- (2) For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025.
- (3) Until the first appointment is made, the person who, immediately before amendment day, is the presiding member of the existing committee may continue to be the presiding member.
- (4) If that person goes out of office before the first appointment is made, the person's replacement as presiding member must be appointed by the local government under new section 5.12(1) as soon as practicable (but no later than 1 July 2025).

68. Deputy presiding members

- (1) In this clause —

amendment day means the day on which section 39 of the 2024 amendment Act comes into operation;

existing deputy presiding member means a person who, immediately before amendment day, is the deputy presiding member of a committee of the council of a local government;

new section 5.12(2) means section 5.12(2) as inserted by section 39 of the 2024 amendment Act.

- (2) An existing deputy presiding member may continue to be the deputy presiding member of their committee until the end of 30 June 2025.
- (3) Subclause (2) ceases to apply if the existing deputy presiding member, or another person, is appointed by the local government as the deputy presiding member of the committee under new section 5.12(2).

Salaries and Allowances Act 1975

Policy Implications

Fees and Charges

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

Presiding member remuneration is a relatively immaterial cost to Council. Presiding member fees have been factored into the long-term financial plan.

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

There are no additional sitting fees arising from this item.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation – Item 12.6

That Council:

1. Notes the requirement under Schedule 9.3 Division 7 Clause 67(2) of the *Local Government Act 1995*, introduced as part of Tranche 2 of the Local Government Reform, for the local government to appoint, by absolute majority, a presiding member for each committee;
2. Notes that presiding members of committees are entitled to receive the set sitting fees as determined by Council in accordance with the provisions outlined in the Salaries and Allowances Tribunal Determination;
3. Endorses the current composition and presiding members of the Shire of Narembeen's committees as detailed in the table below:

Committee	Chair	Deputy Chair
Roe Regional Organisation of Council	Cr Cusack	Cr Bald
Local Emergency Management Committee	Cr Currie	Cr Stirrat
Plant and Works Committee	Cr Currie	Cr Stirrat

13. Officers Reports - Development and Regulatory Services

14. Officers Reports - Corporate Services

14.1 Financial Statements for the Month Ended 30 November 2025

Date:	11 November 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:	14.1A Shire of Narembreen - Financial statements for month ended 30 November 2025

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

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

Background

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

Comment

Council's closing funding surplus as at 30 November 2025 is \$3,251,194 with cash on hand of \$9,220,612 including \$5,941,389 of restricted reserves.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 14.1

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

14.2 Schedule of Accounts for the Month Ended 30 November 2025

Date:	11 November 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:	14.2A Schedule of Accounts paid for the month ended 30 November 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 30 November 2025 total \$683,300.49.

It should be noted that this does not include credit card expenditure which was debited from Council's municipal funds in December 2025. These expenses will be presented in February 2026 as part of December 2025's financial reporting/.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 14.2

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

15. Officers Reports - Community Services

16. Officers Reports - Infrastructure Services

16.1 Change of Purpose – Crown Reserve 21808 Lot 35 on Deposited Plan 426755

Date:	8 December 2025
Location:	Crown Reserve 21808 Lot 35 on Deposited Plan 426755
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	LANDUSE
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	16.1A Notification of Application Granted 16.1B Area Permit with Plans and Decision Report

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

Council is requested to endorse a change of purpose for Lot 35 on Deposited Plan 426755 (Crown Reserve 21808) from “Recreation Tennis Court” to “Conservation”. This change is required to allow the land to be used as a formal environmental offset and revegetation site for the approved vegetation clearing associated with the Kondinin–Narembreen / South Kumminin East / Cheetham Road intersection upgrade.

Background

As part of the proposed intersection upgrade works, the Shire was required to submit a vegetation clearing application to facilitate the removal of a small number of trees within the road reserve.

Following detailed flora and fauna assessments and extensive consultation with environmental regulators, the project design was amended to reduce the impact on native vegetation and protect potential black cockatoo habitats. This redesign successfully reduced the original clearing footprint from 0.199 hectares to 0.02 hectares, involving the removal of only two trees.

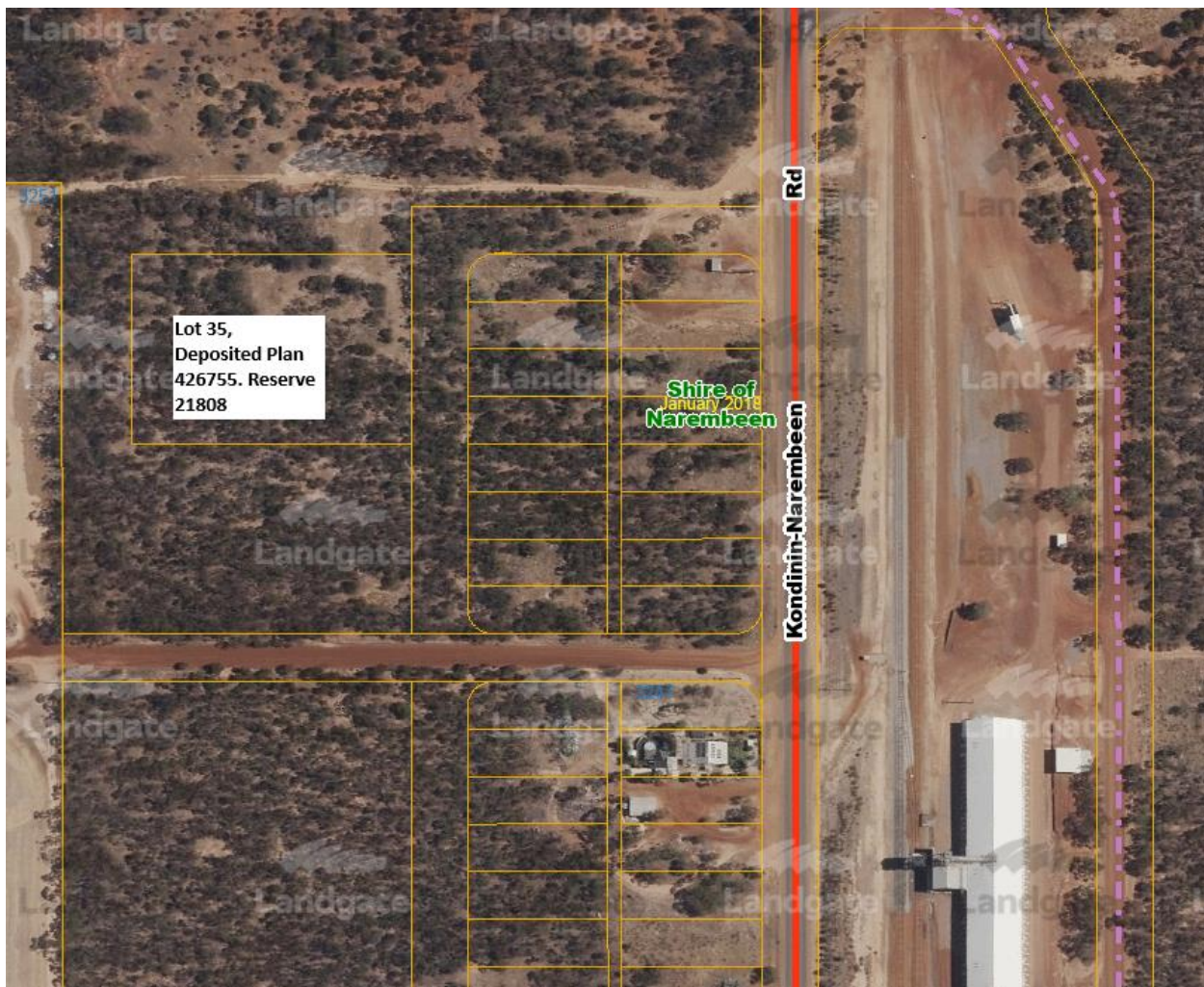
A mandatory condition of the approved clearing permit requires the Shire to provide a suitable environmental offset.

Lot 35 on Deposited Plan 426755 (Reserve 21808) was jointly identified by Shire officers and the Department of Water and Environmental Regulation as a highly suitable offset site. The site’s suitability is owing to its total area of 0.81 hectares, which allows a balance after the requested 0.43 hectares for this project to be banked for future offset requirements.

The land will require targeted revegetation works to fully achieve its intended conservation function.

The reserve is currently classified for the purpose of “Recreation Tennis Court”, which is not aligned with the proposed environmental offset use, therefore a resolution of Council is required to initiate the statutory process to change the reserve classification to “Conservation.”





Comment

The vegetation clearing approval process has been underway for approximately 18 months, contributing to delays in the delivery of the intersection upgrade works. These works remain a safety and infrastructure project priority and are currently scheduled for construction in the first half of the 2027 financial year.

The project has been incorporated into Wheatbelt Secondary Freight Network's (WSFN) forward works program, and detailed cost estimates have been prepared by Shire staff.

Changing the reserve classification is a critical enabling step to:

- Satisfy the clearing permit conditions,
- Ensure environmental compliance, and
- Allow the road upgrade project to proceed without further statutory delay.

It is therefore recommended that Council approve the change of reserve purpose to support both current and future environmental offset obligations associated with Shire road infrastructure works.

Consultation

Department of Water and Environmental Regulations
Department of Planning, Land and Heritage
Chief Executive Officer

Statutory Implications

Land Administration Act 1997 (WA)

Section 41 - Reserving Crown Land, Minister's powers as to subject to section 45(6), the Minister may by order reserve Crown land to the crown for one or more purposes in the public interest.

Section 46 - Care, control and management of reserves

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	Legislation and regulatory compliance
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There will be a minor administrative cost associated with the reserve purpose change. These costs will be fully absorbed within the approved road project budget and will not create any additional financial burden on Council.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 16.1

That Council:

1. supports the request to the Minister for Lands seeking approval to change the designated purpose of Crown Reserve 21808 (Lot 35 on Deposited Plan 426755) from Recreation Tennis Court to Conservation.
2. Authorises the Chief Executive Officer to prepare and submit the formal application to the Department for Planning, Lands and Heritage to give effect to the change in reserve purpose.

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

18. Elected Member Motions Without Notice

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

20. Matters for which the Meeting may be Closed

20.1 Close the meeting to the Public.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 20.1

That Council close the meeting to public, under Section 5.23 (2) (c) of the Local Government Act 1995, so that it can discuss a potential contract of sale.

20.2 Tender Review RFT2025-07 Design and Construction of One Dwelling Lot 61 Cheetham Way

Date:	4 December 2025
Location:	Lot 61 Cheetham Way Naremben
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Garrick Yandle, Project Officer
File Reference	CORPORATE PLANNING/TENDERING
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to consider the award of tender for RFT 2025/07 Housing - Design and Construction of One (1) 3x2 Dwelling No. 49 Cheetham Way.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 20.2

That Council:

1. Declines to accept any of the tenders received for RFT2025/07 Housing – Design and Construction of One (1) 3x2 Dwelling No. 49 Cheetham Way.
2. Notes that this decision is made in accordance with Regulation 18(5) of the Local Government (Functions and General) Regulations 1996, with the reason for declining all tenders to be recorded in the meeting minutes being that all the tenders received were in excess of Council's budget for the project.

20.3 Open the meeting to the Public.

Voting Requirements

- ☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 20.3

That Council re-open the meeting to public.

21. Closure of Meeting

The next meeting will be held on Tuesday 17 February 2026 commencing at 5.00pm

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