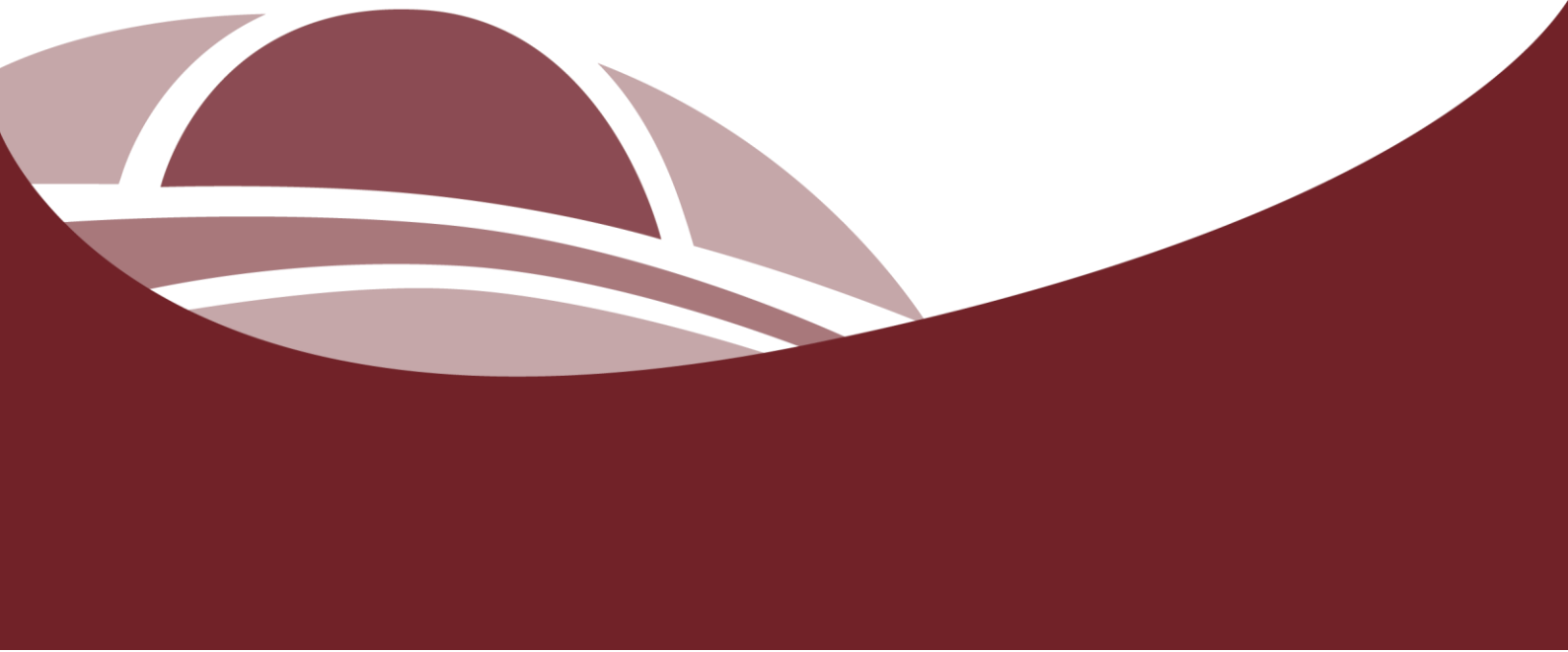




ATTACHMENTS

Ordinary Council Meeting
16 December 2025



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ATTACHMENT 8.1A
Minutes – Ordinary Council Meeting
18 November 2025



MINUTES

Ordinary Council Meeting
18 November 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 November Ordinary Council Meeting has been convened for:

Date: Tuesday 18 November 2025
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 November 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 5.00pm.
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 HA Cusack	President
Cr HJ Bald	Deputy President
Cr CD Bray	
Cr MJ Currie	
Cr AM Hardham	

Staff:

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

Member of Public:

Apologies:

Cr LR Smoker
Cr SW Stirrat

3. Public Question Time

Nil

4. Disclosure of Interest

Cr Bald declared an Impartiality Interest in Item 14.1
Cr Bald declared an Impartiality Interest in Item 20.3

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event
28/10/2025	Westonia Town Tour and Council Visit
10/11/2025	RoeROC Special Meeting
10/11/2025	CEACA Executive Meeting
13/11/2025	GECZ Meeting

7.2 Cr Bald

Date	Meeting/Event
28/10/2025	Westonia Town Tour and Council Visit
11/11/2025	Netball Special Meeting
13/11/2025	GECZ Meeting
18/11/2025	Exit Meeting

7.3 Cr Bray

Date	Meeting/Event
24/10/2025	Rural Water Council
28/10/2025	Westonia Town Tour and Council Visit
	Historical Society Meeting

7.4 Cr Currie

Date	Meeting/Event
28/10/2025	Westonia Town Tour and Council Visit

7.5 Cr Hardham

Date	Meeting/Event
28/10/2025	Westonia Town Tour and Council Visit
12/11/2025	Community Benefit Fund Meeting
17/11/2025	Roe Tourism Meeting

7.6 Cr Smoker

Date	Meeting/Event
14/11/2025	Wheatbelt South Regional Road – Sub Group

7.7 Cr Stirrat

Nil

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 21 October 2025

Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 21 October 2025, as presented, be confirmed as a true and correct record of proceedings.

MIN 8085/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 5 / 0

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

9. Minutes of Committee Meetings to be Received

9.1 RoeROC Special Committee Meeting 10 November 2025 Attachment 9.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That the minutes of the RoeROC Ordinary Meeting held on Monday 10 November 2025, as presented, be received.

MIN 8086/25 **MOTION** - Moved Cr. Bald Seconded Cr. Hardham

CARRIED 5 / 0

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

9.2 Community Benefit Fund Advisory Committee Meeting 12 November 2025 Attachment 9.2A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation Council Resolution – 9.2

That the minutes of the Shire of Narembreen, Ramelius Resources and Go Narembreen Community Benefit Fund Advisory Committee Meeting held on Wednesday 12 November 2025, as presented, be received.

MIN 8087/25 **MOTION** - Moved Cr. Bald Seconded Cr. Currie

CARRIED 5 / 0

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

10. Recommendations from Committee Meetings for Council Consideration

10.1 Recommendation from Community Benefit Fund Advisory Committee Meeting 12 November 2025, Item 6.1 Attachment 9.2A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 10.1

That Council approve the following recommendation from the Community Benefit Fund Advisory Group:

That the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that Council approve the following grant applications:

Club/Group	Project/Event	Amount
Mt Walker Sports Club	The Emu's Nest Playground	\$5,000.00
Mt Walker Sports Club	Mt Walker Tennis Club Hospital Day	\$2,440.00
Narembeen Town Teams	Narembeen Community Christmas Lights Competition	\$909.99
Narembeen Golf Club	Landscaping	\$2,500
TOTAL		\$10,849.99

The acquittal date is to be completed prior to next round or when project/event is completed

MIN 8088/25

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 5 / 0

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

11. Announcements by Presiding Member without Discussion

Nil

12. Officers Reports - Office of the Chief Executive Officer

12.1 Central Eastern Accommodation and Care Alliance – Expansion Project

Date:	3 November 2025
Location:	Nil
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
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

The Shire of Narembeen and the Central East Aged Care Alliance (CEACA) have reached an in-principal agreement for the development of four (4) two-bedroom, two-bathroom residential units on Lot 104 (27) Currall Street, Narembeen.

To progress the project, Council approval is sought to confirm the Shire's requested contribution of 5% toward the total project cost and note the terms of the proposed partnership.

Background

CEACA submitted a funding application for residential development across the Wheatbelt, which was subsequently approved. Initially Narembeen was allocated three units, but following another Shire relinquishing ten units, additional allocations were made to Shires that expressed interest, bringing the total to 54 houses earmarked, with \$27 million approved for construction.

At its Ordinary Council Meeting dated 16 May 2023, Council resolved to:

1. *Make application to the Central East Accommodation and Care Alliance (CEACA), for 'General Membership', from 1 July 2023; and*
2. *Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing on Lot 104 Currall Street, Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.*

MIN 7593/23 MOTION - Moved Cr. Bray Seconded Cr. Hardham

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

Lot 104 (27) Currall Street comprises 2,525m² and is zoned Residential R30, allowing for the development of up to eight residential lots. The site is ready for development, fully compliant with zoning requirements and bushfire regulations. It is serviced for sewer, water, and power connections, and is free from native title restrictions, enabling a timely land transfer and title registration. This readiness ensures that CEACA can commence construction in alignment with Housing Australia and Department of Housing approvals and funding arrangements.



The average budgeted cost per dwelling is \$510,000, not including contingencies and project management costs. The initially expected cash contribution for three units was \$153,000 based on a 10% share in costs for three dwellings

At the CEACA Management Meeting dated 22 September 2025 it was resolved to reduced the CEACA member shires contribution to 5%, with the other 5% to be contributed by CEACA from a combination of its cash reserves and proceeds from the proposed sale of other propties. The timing of the contribtions from member shires will be 2.5% in 2026/2027 and 2.5% in 2027/2028.

Comment

The partnership aligns with the Shire's commitment to enhancing local housing availability and supporting regional accommodation initiatives. The arrangement ensures that additional housing options are available without imposing long-term operational or financial obligations on the Shire.

The proposed terms are as follows:

The Shire of Narembeen will gift Lot 104 (27) Currall Street Narembeen to CEACA for the development of four (4) 2x2 residential units. As Council has resolved to gift the land and funding is now secured, the transfer of land subject to compliance with Section 3.58 of the Local Government Act 1995 will proceed.

Other proposed terms are as follows:

- The Shire will contribute 5% of the total project cost toward the development, as previously noted.
- CEACA will be responsible for all ongoing maintenance, management, and operational costs associated with the development.

- CEACA will manage tenant allocations in accordance with its regional housing framework. Priority will be given to residents of Narembeen who meet CEACA's eligibility criteria, particularly those who are aged, living with a disability, or experiencing housing stress.
- CEACA will oversee all stages of design, construction, compliance, and occupancy.
- Should future funding be obtained for the construction of further dwellings of a similar nature and purpose, the parties will collaborate to apply the same principles and responsibilities outlined in this agreement, unless otherwise mutually agreed.

Formal documentation outlining these terms will be prepared following Council's endorsement, ensuring that the arrangement complies with legislative requirements and clearly defines each party's obligations.

Consultation

CEACA Management Committee

Statutory Implications

Local Government Act 1995

Section 3.58 — Disposing of Property

(1) "A local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender the local government determines to be the most acceptable; unless otherwise exempt under the Local Government (Functions and General) Regulations 1996."

Local Government (Functions and General) Regulations 1996

Regulation 30 — Dispositions that are exempt from section 3.58 of the Act

(2)(b) "A disposition of property is an exempt disposition if the property is disposed of to —

- (i) a body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational or sporting nature."

Policy Implications

Housing Strategy 2024-2034

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 allocated \$200,000 to the Shire of Narembeen's cash contribution toward the CEACA expansion project based on the previous funding model.

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	Short term non-compliance but significant regulatory requirements imposed
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Engagement with CEACA and Department of Communities CEO oversight and agreement preparation
Action / Treatment	Council approval obtained prior to agreement execution Formal contract drafted to ensure legislative compliance
Risk Rating After Treatment	Effective

Financial Implications

The Shire's contribution of 5% to the total project cost will total approximately \$102,000, which will be sourced from municipal funds. This will be paid to CEACA in two instalments as follows:

Year	Percentage	Approximate Contribution
2026/2027	2.5%	\$51,000
2027/2028	2.5%	\$51,000

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.1

That Council:

1. Notes that CEACA will be responsible for all construction, maintenance, and management costs associated with the project;
2. Notes that housing allocation will prioritise eligible Narembreen residents under CEACA's housing framework;
3. Authorises the Chief Executive Officer to prepare and execute a formal agreement with CEACA 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* authorise the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's common seal, to process the transfer of land to CEACA.

MIN 8089/25

MOTION - Moved Cr. Currie

Seconded Cr. Bald

CARRIED 5 / 0

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

12.2 RoeROC Key Worker Housing Project - Regional Housing Support Fund

Date:	10 November 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE SERVICES/ROEROC
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

The State Government has opened applications for the Regional Housing Support Fund (RHSF), providing a timely opportunity for RoeROC member Shires to jointly seek funding for the Key Worker Housing Project. Council's in-principal support and financial contribution is required to enable the submission of a joint RoeROC application before the 19 December 2025 deadline.

Background

At the May 2025 RoeROC Executive and Council meetings, it was resolved to progress the RoeROC Key Worker Housing Project. Following an RFQ process, Whitney Consulting was engaged as the preferred consultant, with each member Shire contributing towards the consultancy fees. The Shire of Narembeen, as lead Shire, coordinated the appointment in collaboration with the RoeROC Executive Officer.

An action plan was endorsed outlining key project milestones, advocacy actions and development of a detailed business case. A lobby group, comprising member Shire representatives and the Executive Officer was established to guide advocacy and engagement with key stakeholders.

At the RoeROC meeting on 10 July 2025, Whitney Consulting presented the Grant Funding Strategy Report, which noted that no active programs were then available for housing construction and recommended a strategy of proactive advocacy and readiness for future opportunities. The report also identified the importance of developing a strong business case, supported by local evidence such as land availability, cost estimates, and testimonials highlighting workforce housing shortages.

The State Government's recent announcement of the Regional Housing Support Fund (RHSF) has provided an unexpected and valuable opportunity to progress the project ahead of schedule. The fund supports the construction of key worker and community housing across regional WA, offering grants of up to \$5 million (ex GST) per application for projects capable of timely delivery.

A meeting with Whitney Consulting is scheduled for 14 November 2025 to discuss key items including letters of support from MPs, Regional Development Australia and the Wheatbelt Development Commission, in-principle Shire co-contributions, combined project costs, potential staging of the project and overall project timelines.

Comment

The announcement of the Regional Housing Support Fund represents a major opportunity for RoeROC to advance the Key Worker Housing Project through a coordinated, regional approach. The project has already been the subject of significant planning, including completion of the Grant Funding Strategy, endorsement of the project scope, and development of an advocacy plan.

Endorsing an in-principal financial contribution at this stage will not bind Council to a final funding amount but will enable RoeROC to demonstrate collective commitment and project readiness—both critical factors in the State Government’s assessment process. An in-principal motion from each member Shire will also meet the mandatory requirement for evidence of local government support and co-contribution.

The RoeROC collaboration presents a strong regional case, highlighting the shared workforce housing challenges across the RoeROC region and demonstrating an efficient model for pooled resources and regional delivery. The joint application approach ensures consistency, strengthens the business case, and maximises the potential to attract State funding compared to individual Shire applications.

Should the application be successful, RoeROC member Councils will have the opportunity to finalise specific funding arrangements, governance, and delivery structures prior to entering any binding commitments.

In summary, this agenda item seeks Council’s endorsement to participate in the joint RoeROC funding application and provide the necessary in-principal support to allow the business case and grant submission to proceed within the required timeframe.

Consultation

RoeROC CEOs

RoeROC Executive Officer

Whitney Consulting: Preparation of Grant Funding Strategy, business case updates and support for RHSF application.

Statutory Implications

Local Government Act 1995 - Section 5.56 – Planning for the Future

If the project forms part of a strategic or major initiative, Council’s decisions should align with the Strategic Community Plan and Corporate Business Plan.

Local Government Act 1995 - Section 3.59 - Major Land Transaction

A major land transaction is triggered when the total value of the land or works involved is greater than:

- \$10 million, or
- 10% of the local government’s operating expenditure, whichever is lower.

If the project meets the definition of a major land transaction, the Shire must:

- Prepare a business plan.
- Give local public notice allowing at least 6 weeks for public submissions.
- Consider any submissions.
- Adopt the proposal by absolute majority.

Once the RoeROC Key Worker Accommodation Business Case is finalised, the Shire of Narembeen will prepare a Business Plan, in accordance with Section 3.59 of the *Local Government Act 1995*, detailing the component of the project that impacts the Shire of Narembeen and its community.

Policy Implications

Housing Strategy 2024-2034

Strategic Implications

Strategic Community Plan

Strategic Priority:	3. Economy
Objective:	Retain and grow existing businesses, employment and attract new industry
Strategy:	2.4 Retain and grow our local skills base
Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.1 Forward planning and implementation of plans to achieve strategic outcomes

Asset Management Plan

Nil

Long Term Financial Plan

The cost of Council's contribution to the project has been modelled in various alternatives to the long-term financial plan to evidence the basic viability of the quantity of debt, but it is not currently included in the working model to the contingencies involved in the project being realised.

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	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Business Case, Financial Management Framework and Legislation, Risk Management Framework, Project Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

If the grant submission is successful, the Shire of Narembeen's financial contribution is outlined below. A significant portion of this contribution would need to be sourced through borrowings.

Total Project	\$5,240,000
Funding Request	\$3,930,000

Shire Coordination (25%)	\$1,310,000
--------------------------	-------------

Shire Co-Contribution Breakdown		
Cash	Approvals and development	\$1,224,000
Land Value	Lot 16 & Lot 17 Currall Street Narembreen (4,304m ²)	\$86,000
		\$1,310,000

Updated figures were made available to councillors prior to the meeting and are included below.

	Ex-GST	GST	Inc-GST
Total Project	\$5,025,693	\$493,969	\$5,519,662

Shire Co-Contribution Breakdown		
Cash	Approvals and development	\$1,095,532
Land Value	Lot 16 & Lot 17 Currall Street Narembreen (4,304m ²)	\$86,000
		\$1,181,532

Voting Requirements

- ☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 12.2

That Council:

1. Agrees to support RoeROC progressing with the preparation and submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the RoeROC Key Worker Housing Project.
2. Endorses, in-principal, a financial contribution of approximately \$1,310,000 towards the RoeROC Key Worker Housing Project, should the project obtain funding

Council Resolution – Item 12.2

That Council:

1. Agrees to support RoeROC progressing with the preparation and submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the RoeROC Key Worker Housing Project.
2. Endorses, in-principal, a financial contribution of approximately \$1,181,532 towards the RoeROC Key Worker Housing Project, should the project obtain funding.

MIN 8090/25

MOTION - Moved Cr. Bald

Seconded Cr. Bray

CARRIED 5 / 0

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

Reason for Change: Council based their decision on the most up to date cost estimates.

13. Officers Reports - Development and Regulatory Services

Nil

UNCONFIRMED

14. Officers Reports - Corporate Services

14.1 Amended Fees and Charges

Date:	14 October 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall – Chief Executive Officer
Author:	Ben Forbes – Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\BUDGETS\Amendments
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to endorse an extended stay discount fees for caravan park chalet bookings and the removal of the gym group classes fee.

Background

These two amendments to Council's adopted fees and charges are recommended as low-impact changes that fit into Council's broader objectives of encouraging tourism and supporting local businesses.

Comment

It is fairly common practice to offer discounts for an extended stay at a caravan park. Council offers a discounted rate for powered and unpowered sites but historically has not done so for their chalets. Following several inquiries and internal discussions, it has been determined as a viable and low-cost option that adds an additional degree of attractiveness for visitors.

The adopted fee for the use of the gym to hold classes has only been charged to a single local business in recent history. Given that the fee offers very little to the payee (i.e. they do not get exclusive use of the facility) and accounts for a negligible amount of revenue to Council, it will have next to no impact to Council but will decrease the overheads to the local business and/or encourage additional use of the facility.

Consultation

Chief Executive Officer
Council – October Discussion Forum

Statutory Implications

Local Government Act 1995

6.19. Local Government to give notice of 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

Nil

Risk Implications

Risk Profiling Theme	Ineffective Management of Events / Facilities / Venues
Risk Category	Reputational
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	N/A
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Estimated financial implications of the proposed recommendations are as follows:

- caravan park chalet extended booking discount - <\$2,000 a year
- gym hire for classes - <\$500 a year.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.1

That Council approve the following amendments to the adopted 2026 fees and charges to be effective from 8 December 2025 following the prescribed public notice period:

Fees and charges to be added:

Fees and Charges – Caravan Park

1322100	Chalet bookings for 6 nights or more	10% discount
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Fees and charges to be removed:

Fees and Charges – Gym

1132150	Hire of Gym for Group Classes (per session)	\$15.00
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MIN 8091/25

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

CARRIED 5 / 0

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

14.2 Financial Statements for the Month Ended 31 October 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 Shire of Narembreen - Financial statements for month ended 31 October 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 October 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 October 2025 is \$3,452,015 with cash on hand of \$9,091,340 including \$5,941,389 of restricted reserves.

Consultation

Nil

Statutory Implications

Local Government Act 1995

Section 6.4 – Financial Reports

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 – Financial activity statement required each month (Act s6.4)

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail....

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 14.2

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

MIN 8092/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 5 / 0

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

14.3 Schedule of Accounts for the Month Ended 31 October 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:	14.3A Schedule of Accounts paid for the month ended 31 October 2025 14.3B Credit card payments, October 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 31 October 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 October 2025 total \$885,261.05 including \$9,268.02 of expenditure on Council credit cards that were debited from Council's municipal account.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Regulation 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 14.3

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

MIN 8093/25

MOTION - Moved Cr. Hardham

Seconded Cr. Bald

CARRIED 5 / 0

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

15. Officers Reports - Community Services

Nil

UNCONFIRMED

16. Officers Reports - Infrastructure Services

16.1 GPS Fleet Tracking – Council Policy

Date:	12 November 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	CORPORATE MANAGEMENT\ Policies\Infrastructure
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	16.1A Council Policy - GPS Fleet Tracking (Draft)

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to review and adopt a new GPS Fleet Tracking Policy.

Background

Shortcomings have been identified within the Infrastructure Services area relating to fleet operation and employee safety.

The Shire's fleet operates over the entire district and at times in areas with limited communications. Employees currently rely on mobile phone reception or UHF radio for communication. To strengthen the Shire's Work Health and Safety (WHS) precautions, a vehicle tracking system has been determined to be an optimal and inexpensive way of improving employee safety.

Further benefits of a GPS system include its ability to monitor vehicle performance and driver behaviour, protect Council assets from misuse, loss or theft, and assist with maintenance planning. The system operates through Telstra's mobile network which can store up to 30 hours of data when out of range, uploading automatically once a signal is regained.

It is a legal requirement to have a policy in place to ensure that the purpose and use of GPS vehicle tracking is clear, so that employees may be informed of its implementation.

Comment

The GPS tracking devices have been purchased; however, before they can be installed, a policy must be adopted, and employees must be formally notified.

The use of GPS tracking across the Shire's fleet will enhance employee safety, improve asset utilisation and maintenance planning, and protect Council assets.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Mechanic
Plant Infrastructure Officer

Statutory Implications

Privacy Act 1988 (Cth)
Surveillance Devices Act 1998 (WA)
Local Government Act 1995 S.41

Policy Implications

Work Health and Safety Policy
Shire Code of Conduct
Information and Communications Technology (ICT) Policy
Records Management 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

GPS tracking will improve asset data accuracy, support proactive maintenance, extend vehicle useful life, and strengthen risk management and service level monitoring.

Long Term Financial Plan

The system will provide more accurate renewal forecasting, reduce operating and maintenance costs, improve financial risk management, and has only minor upfront and ongoing costs.

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	Plant Replacement Program; Risk Management Framework
Action / Treatment	Development of GPS Tracking Procedure
Risk Rating After Treatment	Adequate

Financial Implications

The annual subscription for the GPS Tracking software is approximately \$3,300 per annum for the entire fleet.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 16.1

That Council adopt the GPS Fleet Tracking Policy.

MIN 8094/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 5 / 0

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

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

Nil

18. Elected Member Motions Without Notice

Nil

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

Nil

UNCONFIRMED

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 / Council Resolution – 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.

MIN 8095/25

MOTION - Moved Cr. Bald

Seconded Cr. Currie

CARRIED 5 / 0

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

The meeting was closed at 5.17 pm

The public recording was ceased

The Confidential recording was commenced

20.2 CEO Performance Review 2025 - Report

Date:	7 November 2025
Location:	Not Applicable
Responsible Officer:	President Cusack
Author:	CEO Review Panel
File Reference	Personnel / Employee Files
Previous Meeting Reference	Nil
Disclosure of Interest:	The CEO declares a direct Financial Interest in this Item
Attachments:	20.2A CEO Performance Review Report – 2025 20.2B CEO Key Performance Indicators Report - 2025

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

This Item presents the CEO's Performance Review and Key Performance Indicators (KPIs) for consideration and, if satisfactory, adoption.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 20.2

That Council:

1. Receives the Chief Executive Officer's Performance Review Report - 2025, as presented in Confidential Attachment 20.2A.
2. Endorses the Key Performance Indicators for 2025/2026, as presented in Attachment 20.2B;
3. Schedules the next performance and remuneration review to be completed by November 2026;
4. Authorises the Chief Executive Officer's total reward package to be in accordance with Proposed Remuneration as detailed in Item 2.6 of the Performance Review Report – 2025, as attached effective from 11 September 2025.

MIN 8096/25

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 5 / 0

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

20.3 Proposed Disposal of Lot 64 (43) Cheetham Way, Narembeen

Date:	28 October 2025
Location:	Lot 64 (43) Cheetham Way, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	LAND USE AND PLANNING\SUBDIVISION\Cheetham Way - Land Sales
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	20.3A Expression of Interest – Lot 64 (43) Cheetham Way

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

Council to consider an offer for sale of Shire owned land, Lot 64 (43) Cheetham Way, Narembeen.

Voting Requirements

- ☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – 20.3

That Council:

1. Per section 3.58 (4)(c)(ii) of the *Local Government Act 1995*, declare its affirmation that the fair market value of Lot 64 (43) Cheetham Way is \$16,800.00.
2. In accordance with section 3.58(3) of the *Local Government Act 1995*, give local public notice of its intention to dispose of Lot 64 (43) Cheetham Way, Narembeen to the purchaser for \$20,000.00 (including GST).
3. Pending receiving no materially negative feedback to the public notice noted in resolution #2, accept the offer to dispose of Lot 64 (43) Cheetham Way for \$20,000.00 (including GST) to the purchaser.
4. Pending receiving no materially negative feedback to the public notice noted in resolution #2, per section 9.49(2) of the *Local Government Act 1995* authorise the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's common seal, to process the transfer of land to the purchaser.

Cr Hardham proposed and Amendment to the motion

Council Resolution – 20.3

That Council:

1. Per section 3.58 (4)(c)(ii) of the *Local Government Act 1995*, declare its affirmation that the fair market value of Lot 64 (43) Cheetham Way is \$16,800.00.
2. In accordance with section 3.58(3) of the *Local Government Act 1995*, give local public notice of its intention to dispose of Lot 64 (43) Cheetham Way, Narembene to the purchaser for \$20,000.00 (including GST).
3. Pending receiving no materially negative feedback to the public notice noted in resolution #2, accept the offer to dispose of Lot 64 (43) Cheetham Way for \$20,000.00 (including GST) to the purchaser.
4. Pending receiving no materially negative feedback to the public notice noted in resolution #2, per section 9.49(2) of the *Local Government Act 1995* authorise the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's common seal, to process the transfer of land to the purchaser.
5. Council requires that construction commences within 2 years from the date of settlement.

MIN 8097/25

MOTION - Moved Cr. Hardham

Seconded Cr. Bald

CARRIED 5 / 0

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

Reason for change: Council wanted to ensure that the block was developed within a specific timeframe.

Cr Bray left meeting and returned to the meeting at 5.25pm

20.4 Tender Review – RFT 2025-06 – AFL Club Night Light Project

Date:	10 November 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE PLANNING/TENDERING
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	20.4A RFT 2025-06 – Review Report

Purpose of Report

- ☒ Executive Decision ☒ Legislative Requirement

Summary

To consider the award of tender for 'RFT 2025/06 AFL Club Night Light Project.'

Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 20.4

That Council:

1. Award RFT 2025-06 AFL Club Night Light Project to PEAP Contracting Pty Ltd for their nominated price of \$366,014 exclusive of GST.
2. Authorises the Chief Executive Officer to enter into a contract with PEAP Contracting Pty Ltd and negotiate any minor amendments to the tender specifications that do not materially alter the terms and conditions as outlined in the tender specifications.

MIN 8098/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 5 / 0

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

20.5 Open the meeting to the Public.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 20.5

That Council re-open the meeting to public.

MIN 8099/25

MOTION - Moved Cr. Bald

Seconded Cr. Bray

CARRIED 5 / 0

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

The meeting was reopened at 5.30pm

The Confidential recording was ceased

The public recording was recommenced

The Presiding Person read the Council Resolution's for Items 20.2, 20.3 and 20.4 aloud.

21. Closure of Meeting

The next meeting will be held on Tuesday 16 December 2025 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.33pm

ATTACHMENT 9.1A
Minutes –CEACA Management Committee
Meeting 1 December 2025

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.30AM ON MONDAY, 1 DECEMBER 2025 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN

1. MEETING OPENING & DECLARATION OF QUORUM

The Chairperson opened the meeting at 10.30am and welcomed those attending for the first time.

2. MATTERS

2.1 Attendance

Terry Waldron – CEACA Chairperson, Richard Marshall – CEACA Executive Officer (EO) Jo Trachy – CEACA Operations Manager (OM) & Minute Taker, Mark Furr & Stephen Strange – Shire of Bruce Rock, Manisha Barthakur and Robert Trepp – Shire of Dowerin, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Craig Watts & Peter Madigan – Shire of Merredin, Rebecca McCall & Holly Cusack - Shire of Narembreen, John Merrick, Trevor Stacey, Jo Hayes & Becky Cowcill – Shire of Quairading, Bill Price & Ross Della-Bosca – Shire of Westonia, Mischa Stratford & Ian McCabe - Shire of Wyalkatchem, Bianca Bradford & Cameron Watson – Shire of Yilgarn.

2.1 Apologies

Gary Shadbolt & Tanika McLennan – Shire of Mukinbudin, Nic Warren – Shire of Yilgarn, Monica Gardiner – Shire of Kellerberrin and Ben McKay – Shire of Mt Marshall.

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no conflicts of interest noted.

2.4 Draft Management Committee Meeting Minutes – 13 October 2025 (for approval)

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on 13 October 2025 be accepted as a true and accurate record of proceedings.

2.5 Draft Minutes of the Executive Committee meeting held on 10 November 2025 (for noting)

The minutes of the Executive Committee meeting held on 10 November 2025 were noted.

2.6 Action Points

The action points will be covered in the Agenda.

3. MATTERS FOR DECISION

3.1 Election of Chairperson

Stephen Strange asked for nominations for Chairperson until the 2026 Annual General Meeting. Mischa Stratford nominated Terry Waldron and this was seconded by Tony Sachse.

RESOLUTION

The Management Committee agreed to elect Terry Waldron as the CEACA Independent Chairperson until the 2026 Annual General Meeting.

3.2 Executive Committee Members Appointment (Defer to after AGM)

This item was deferred until after the AGM. Refer to the end of these minutes.

3.3 CEACA Expansion Project – Approval of Building Tender

The EO spoke to Item 1 of the EO report and added the following comments:

Building Tender

- The Tender (RFQ) has been drafted and will be a Design and Construct contract. The WALGA Vendor Panel will be used and have flexibility built in as we are asking for pricing for ten shires. This will give CEACA the option of splitting the project between different builders.
- RFQ will be placed in the Modular Home Builders category.
- We will ask for payment schedules so there will be negotiations in February and March.
- If approved today, the RFQ will go live in next 2-3 days with mid-February 2026 return date.
- A RFQ Tender Evaluation Panel will be required.

Further discussion ensued.

RECOMMENDATIONS

- The Management Committee approve the draft tender documents and the proposed tender process.
- A Tender Evaluation Panel be appointed comprising the Chairperson, Deputy Chairperson, EO, Operations Manager, Project Manager (Randal Wells) and at least two other representatives.

RESOLUTIONS

- The Management Committee approved the draft tender documents and the proposed tender process on the understanding that the EO would discuss the non-conforming tender option with the Procurement Manager to ensure the tender process does not exclude builders due to wording.
- The Management Committee resolved for the Tender Evaluation Panel to consist of the CEACA Chairperson, Deputy Chairperson, EO and OM, Project Manager (Randal Wells) and Raymond Griffiths (Shire of Kellerberrin) and Nic Warren (Shire of Yilgarn).

3.4 Special Purpose Vehicle (“SPV”)

The EO spoke to Item 2 of the EO report and added the following comments:

- Jackson McDonald Lawyers have been engaged to establish the SPV, apply to ACNC for charitable status and draft a service agreement between CEACA Inc. and the SPV.
- The proposed SPV name will be CEACA Limited. The company is limited by guarantee and needs one member (CEACA Inc) and at least three Directors. The Management Committee can appoint or remove Directors at any time.

General discussion ensued.

RECOMMENDATION

That the Management Committee approve:

- The proposed Constitution of the SPV.
- The Sole Member of the SPV be CEACA Inc.
- The appointment of Gary Shadbolt, Terry Waldron and Richard Marshall as the initial Directors of CEACA Limited, to be amended as agreed by the Management Committee prior to the signing of any grant agreements with Housing Australia (“HA”) and Department of Housing and Works (“DOHW”).
- The appointment of Richard Marshall as the Company Secretary and Public Officer.
- The name of the SPV is CEACA Limited.
- The registered address of CEACA Limited is Garden Office Park, Level 2, Building C, 355 Scarborough Beach Road, Osborne Park, WA 6017 (the same as CEACA Inc).
- The opening of bank accounts in the name of “CEACA Limited in trust for the Housing Authority” (as required by the draft DOHW grant agreement).
- The application to ACNC for charitable status of CEACA Limited and application to the ATO for Deductible Gift Recipient (“DGR”) status.

RESOLUTIONS

The Management Committee resolved to approve all the above recommendations.

Transfer of Land

Avon Legal (Midland) has provided a plan for transferring the seventeen land parcels included in the expansion project. There are some shires that will be transferring from State Government to CEACA. There are also parcels of land that are already in the name of CEACA Inc that will need to be transferred into the SPV. If all shires aim to have transfers

complete by 1 March 2026, it would work well as Housing Australia must place Memorials on the parcels prior to the grant agreement being signed (approx. April 2026).

Geotech Reports, Site Classification Reports and Feature Surveys are complete for all sites including Quairading, who has since withdrawn the original parcel of land. When the new parcel is identified, the reports will need to be conducted.

To date \$137k has been spent on the project. The EO has been advised that this is project funds and CEACA are entitled to claim it back.

RECOMMENDATION

- The Management committee agree that Member shires will work with CEACA to effect the transfer of relevant land to the SPV (CEACA Limited) by 1 March 2026.

RESOLUTION

- The Management Committee resolved that the Member shires will work with CEACA to effect the transfer of relevant land to the SPV.
- CEACA to obtain confirmation in writing from Housing Australia that the project funds spent will be recoverable.

3.5 Koorda and Nungarin

The EO commented as follows:

CEACA has given the shires two months to submit an offer for the Koorda or Nungarin properties. Nungarin property was priced at offers over \$400k and Koorda offers over \$700k. The Shire of Nungarin are keen, subject to finance and the Shire of Koorda has offered \$700k to settle on the 15 January 2026.

Further discussion ensued.

RECOMMENDATION

- The Management Committee accept the offer from the Shire of Koorda of \$700k with settlement on 15 January 2026 for the property in Koorda.
- Tenants have been given up to 6 months in addition to their current lease expiry to source alternative accommodation if the new owners do not wish to retain them as Lessee.

RESOLUTION

The Management Committee resolved to accept the Shire of Koorda offer of \$700k with a settlement of 15 January 2026 subject to the existing tenant's tenancy agreements being honoured and an additional 6 months if required to source alternative accommodation. The Management Committee also resolved to support the Shire of Nungarin and give them sufficient time to obtain finance.

3.6 CEACA Policies & Guidelines Updates

The EO referred to the covering report, updated policies and new guidelines and added the following comments:

- It is a condition of funding that CEACA Ltd ("SPV") be a registered CHP.
- The SPV, CEACA Ltd, must be created prior to funding approval.
- CEACA must ensure that all policies are compliant with the DOHW Final Determination Report recommendations and the requirements for social housing.

General discussion ensued.

RECOMMENDATION

The Management Committee approve amendments to existing CEACA policies and introduction of new guidelines.

RESOLUTION

The Management Committee approved amendments to existing CEACA policies and introduction of new guidelines.

3.7 New Term Deposit Account

The EO advised that CEACA currently has \$920k in an interest-bearing account which is not attracting interest. Funds could be moved to a term deposit to attract interest.

RECOMMENDATION

The Management Committee approve for \$500k to be placed on term deposit for 5-6 months depending on the rate.

RESOLUTION

The Management Committee approved of the establishment of a Term Deposit account with Westpac Bank in the amount of \$500,000 for a period of 6 months, with the signatories to be the Executive Officer, Richard Marshall, and the Operations Manager, Jo Trachy.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

The EO referred to his report and added the following comments:

Accounting, Audit and Budget

- Accounts for the 3 months to 30 September 2025 have been prepared.
- \$139k profit for the first 3 months which is higher than budget.
- The annual audit of the FY25 Financial Statements was completed and the accounts were signed on 13 October 2025.
- In earlier meetings, CEACA was advised that insurance would increase by 25% in the 2024-5 year and a further 25% in the 2025-6 year. Following recent renewal meeting discussions, CEACA has been advised that the premiums are now likely to come down and that will therefore result in a positive variance.

Management Structure

- A 'Future Organisation Chart' and financial analysis has been prepared to show the estimated impact on the net profit over the next few years.
- The Expansion Project preparation has resulted in a significant increase in workload for the EO and OM. CEACA will need to consider a full-time CEO given the size of the project. Depending on the skillset of the future CEO, there is the option for the current EO to move into the Finance Manager role to provide ongoing financial management support and conduct a handover.
- The OM position, currently full-time, should remain unchanged and the workload will be monitored.
- There is the option of utilising availability payments in the SPV to cover the cost of additional staff. CEACA Inc can charge the SPV for costs.

General discussion ensued.

RECOMMENDATION

The Management Committee approve the change of the EO position from part-time to a full-time and a recruitment process be planned.

RESOLUTION

- The Management Committee approved for the EO position to take the necessary steps to source a full-time CEO by July 2026 and for a recruitment process to be planned to include advertising of the position.
- CEACA Executive Committee to work on the costs associated with these changes and will table draft Position Descriptions at the CEACA February 2026 meeting for review and approval.

4.2 Operations Report

The OM referred to their report and added the following comments:

- Applications received for Koorda unit and are currently being reviewed.
- Applications received for the Kellerberrin unit are currently being reviewed.
- The focus for OM over the next few months will be CHP registration for the SPV and the CEACA expansion project. Work is underway to ensure that the policies, processes and forms will work for the SPV.
- As a registered CHP, CEACA must show evidence of ongoing Staff training and development. The OM has booked *Behaviour Support Training Level One* training for March 2026 via Team Tech. The OM will also enrol in the TAFE *Supporting Tenancies Skill Set* Course commencing 2026 which is for Housing Officers/Property Officers/Property Managers working in the Community Housing Sector.
- Another CHP assessment item relates to Tenant Satisfaction Surveys. CEACA record ongoing complaints and compliments but must also conduct formal feedback surveys. The OM will aim to have another completed by the end of 2025/early 2026 so that we can include it in our assessments.

General business

Tony Sachse asked if the Management Committee can put general members on the SPV as Directors. The Chairperson and EO confirmed that CEACA Inc can change Directors at any time.

5. MEETING CLOSURE

There being no further business, the Management Committee meeting adjourned at 12 noon.

The Management Committee meeting was re-opened at 12.10pm after the Annual General Meeting.

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

Nominations for the Executive Committee Members until the 2026 Annual General Meeting were as follows:

Terry Waldron – Chairperson, Richard Marshall – Executive Officer, Gary Shadbolt – Shire of Mukinbudin, Raymond Griffiths – Shire of Kellerberrin, Holly Cusack (Treasurer) – Shire of Narembeen, Mischa Stratford (Secretary) – Shire of Wyalkatchem and Nic Warren – Shire of Yilgarn.

RESOLUTION

It was resolved by the Management Committee that the that the members of the CEACA Executive Committee until the 2026 Annual General Meeting will be Terry Waldron – Chairperson, Richard Marshall - CEACA Executive Officer, Gary Shadbolt - Shire of Mukinbudin, Raymond Griffiths - Shire of Kellerberrin, Holly Cusack (Treasurer) - Shire of Narembeen, Mischa Stratford (Secretary) - Shire of Wyalkatchem and Nic Warren – Shire of Yilgarn.

GENERAL BUSINESS

Rebecca McCall and Holly Cusack (Shire of Narembeen) attended the ALGA 2025 National Roads, Transport and Infrastructure Congress in Victoria and provided information relating to the success of CEACA. Information can be downloaded directly from the ALGA website.

NEXT MEETING

To be determined.

MEETING CLOSURE

There being no further business, the meeting closed at 12.15pm.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee

Meeting held on _____.

Signed _____ (Person presiding at the meeting at which these minutes were confirmed).

ATTACHMENT 9.2A
Minutes – RoeROC Committee Meeting 4
December 2025

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen | Wickepin

MINUTES

RoeROC Ordinary Meeting

Thursday 4th December 2025

Shire of Narembeen Council Chambers



CONDUCT OF MEETINGS

Membership:

The RoeROC Committee includes:

- The Shire President of each Member Council
- One elected member (Deputy Delegate)
- The Chief Executive Officer of each Member Council
- One senior officer (Deputy Officer)

Deputy CEOs and observers may attend at the discretion of their Council.

Presiding Member:

The Chairperson and Deputy Chairperson are elected every two years in line with the Host Shire rotation. If the Chairperson is unavailable, the Deputy or a nominated member will preside.

Voting:

- Each Member Council has **one vote**, regardless of the number of representatives present.
- All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

Role of the Committee

The role of the RoeROC Committee is to:

- Facilitate collaboration among Member Councils on matters of mutual interest;
- Provide a forum for regional leadership, shared decision-making, and advocacy;
- Oversee the development, coordination, and delivery of joint projects, services, and initiatives;
- Consider strategic regional issues affecting the Member Councils and propose coordinated responses; and
- Provide guidance and direction to working groups and the RoeROC Executive Officer.

Objectives of RoeROC

The objectives of RoeROC are to:

- Provide strong regional leadership and strategic direction;
- Advocate on regional priorities identified and supported by Member Councils;
- Form a collaborative alliance to improve infrastructure, community services, and economic resilience across the region;
- Promote cooperation and resource sharing for greater efficiency and cost-effectiveness;
- Pursue joint initiatives that enhance environmental management, tourism, health services, and local government capability; and
- Support sustainable population retention and regional development without diminishing the autonomy or relationships of individual Member Councils with their communities or external stakeholders.

Arrangements for Projects and Non-Ongoing Agreements

Projects may only proceed where participating Member Councils have agreed. Each participating Council must make necessary budget provisions for their share. A formal Project Plan must be prepared outlining scope, timeline, financial commitments, and governance arrangements.

All RoeROC projects are managed by a Lead Council and supported by the Executive Officer, with reporting provided to participating Councils. Councils that commit to a project are financially responsible until its completion, regardless of later changes to membership.

No Delegated Powers

RoeROC is an advisory and collaborative body and does **not** hold any delegated authority under the *Local Government Act 1995* or any other legislation. All decisions and recommendations made by RoeROC must be referred to the respective Member Councils for formal resolution, endorsement, or implementation unless otherwise provided for in a specific agreement or project.

Working Group Protocols and Structure

RoeROC may establish Working Groups to support its strategic or operational objectives. These groups report to the RoeROC Executive and Committee through the Executive Officer.

ROE REGIONAL ORGANISATION OF COUNCILS

Minutes of the RoeROC Ordinary Meeting held at the
Shire of Narembeen on
Thursday 4th December 2025

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ROE REGIONAL ORGANISATION OF COUNCILS

Minutes of the RoeROC Ordinary Meeting held at the
Shire of Narembeen on
Thursday 4th December 2025

AGENDA

1. Opening And Announcements

The Chairperson, Cr Holly Cusack welcomed attendees and declared the meeting open at 1.00pm

2. Attendance

Cr Sharon Jacobs	President, Shire of Corrigin
Cr Heather Talbot	Councillor, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr Holy Cusack	President, Shire of Narembeen (Chairperson)
Cr Hannah Bald	Deputy President, Shire of Narembeen
Rebecca McCall	CEO, Shire of Narembeen
Cr Robbie Bowey	Councillor, Shire of Kulin
Alan Leeson	CEO, Shire of Kulin
Cr Bruce Browning	Councillor, Shire of Kondinin
Bruce Wright	CEO, Shire of Kondinin
Cr Julie Russell	President, Shire of Wickepin
D Burton	CEO, Shire of Wickepin
Darren Mollenoyux	Executive Officer, RoeROC
Brendon Gerrard	Principal Roe EHO (<i>via Microsoft Teams</i>)

3. Apologies

Cr Brad Smoker	Deputy President, Shire of Kulin
Cr Beverley Gangell	Deputy President, Shire of Kondinin
Cr Tyron Miller	Deputy President, Shire of Wickepin

4. Guests

Myra Henry	DCEO Shire of Corrigin
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5. Declarations of Interest

Nil

6. Presentations

Nil

7. RoeROC Delegates

REPORTING OFFICER:	Darren Mollenoyux
DATE:	21 st November 2025
DISCLOSURE OF INTEREST:	Nil
ATTACHMENT NUMBER:	Nil
CONSULTATION	RoeROC CEOs

SUMMARY

RoeROC Committee is asked to endorse RoeROC delegates as provided by member Councils.

BACKGROUND

Following the October 2025 Local Government Elections, member Shires were requested to nominate their representatives to RoeROC. In accordance with Section 4.1 of the RoeROC Memorandum of Understanding, each member Council is required to appoint delegates to participate in RoeROC activities and meetings.

4.1 Appointment of members

- a) *The RoeROC Committee shall consist of the following;*
 - *Shire President of member Council*
 - *Deputy Delegate – one elected member from each member Council*
 - *Chief Executive Officer of the member Shire*
 - *Proxy Officer – one officer from each member Council*
- b) *A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 4.1(a).*

COMMENT

Member Councils have nominated the following RoeROC delegates:

Shire	Delegate	Deputy Delegate	Proxy Delegate
Corrigin	Cr Sharon Jacobs	Cr Heather Talbot	Cr Megan Leach
Kondinin	Cr Bruce Browning	Cr Bev Gangell	
Kulin	Cr Brad Smoker	Cr Robbie Bowey	
Narembeen	Cr Holy Cusack	Cr Hannah Bald	Cr Michael Currie
Wickepin	Cr Julie Russell	Cr Tyron Miller	

New Delegate Induction Pack

The Executive Officer has developed a **RoeROC New Delegate Induction Pack** to support current and future delegates in understanding RoeROC's purpose, functions, and operations. The pack provides an overview of RoeROC's background, objectives, strategic priorities, collaboration framework, governance structure, and current projects. It is also intended as a reference resource for all Councillors and new staff. A copy of the Induction Pack has been provided to CEOs for distribution to Councillors.

STATUTORY ENVIRONMENT

RoeROC Memorandum of Understanding (2025–2029)

POLICY IMPLICATIONS

RoeROC Operational Guidelines 2025

COMMUNITY AND STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realize opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENT

Simple Majority

Officer Recommendation and Resolution

Moved: Cr S Jacobs

Seconded: Cr R Bowey

That the RoeROC Committee receives the RoeROC delegates as presented.

Carried

8. Election of Chairperson

REPORTING OFFICER:	Darren Mollenoyux
DATE:	13 th November 2025
DISCLOSURE OF INTEREST:	Nil
ATTACHMENT NUMBER:	Nil
CONSULTATION	Nil

SUMMARY

The meeting is to elect the Chairperson and Deputy Chairperson of RoeROC for the upcoming two-year term.

BACKGROUND

The RoeROC Memorandum of Understanding (MOU) 2025 -2029 states:

4.4 Election of Chairperson and Deputy Chairperson

- (1) *The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat for a two year term on a rotational basis as decided by Member Councils following the bi-annual local government elections.*
- (2) *The Chair shall be rotated accordingly;*

<i>March 2023 – March 2025</i>	<i>Shire of Corrigin</i>
<i>March 2025 – October 2027</i>	<i>Shire of Narembeen</i>
<i>November 2027 – October 2029</i>	<i>Shire of Kulin</i>
<i>November 2029 – October 2031</i>	<i>Shire of Kondinin</i>
<i>November 2031 – October 2033</i>	<i>Shire of Wickepin</i>

COMMENT

The election for the position of Chairperson and Deputy Chairperson will be undertaken at the meeting.

STATUTORY ENVIRONMENT

RoeROC Memorandum of Understanding (2025 – 2029)

POLICY IMPLICATIONS

RoeROC Operational Guidelines 2025

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That _____ is appointed as the Chairperson of RoeROC until the October 2027 Ordinary Local Government Elections.

That _____ is appointed as the Deputy Chairperson of the RoeROC until the October 2027 Ordinary Local Government Elections.

Resolution

Moved: Cr B Browning

Seconded: Cr R Bowey

That Holy Cusack is appointed as the Chairperson of RoeROC until the October 2027 Ordinary Local Government Elections.

That Hannah Bald is appointed as the Deputy Chairperson of the RoeROC until the October 2027 Ordinary Local Government Elections.

Carried

9. Minutes of Meetings

- Minutes of the RoeROC Ordinary Meeting held on the 4th September 2025, included at **Attachment 9.1.**
- Minutes of the RoeROC Special Meeting held on the 10th November 2025, included at **Attachment 9.2.**
- Minutes of the RoeROC Executive Meeting held on the 17th November 2025, included at **Attachment 9.3.**
- Minutes of the RoeROC Shared Services Working Group Meeting held on the 27th October 2025, included at **Attachment 9.4.**

OFFICER RECOMMENDATION AND RESOLUTION

Moved: Cr S Jacobs

Seconded: Cr J Russell

The following minutes endorsed en bloc;

That the following minutes are received as a true and correct record of proceedings;

- RoeROC Ordinary Meeting held on the 4th September 2025
- RoeROC Special Meeting held on the 10th November 2025

The following minutes are received;

- RoeROC Executive Meeting held on the 17th November 2025
- RoeROC Shared Services Working Group Meeting held on the 27th October 2025

Carried

10. RoeROC Meeting Outcomes Status Report

The following provides a status report as of 25th November 2025

MINUTES REFERENCE/DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate \$5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bendering Tip fees after expenses distributed to shires and can be used for reserves. Bendering Waste Site Management Plan identified a need for each shire to have a reserve of approx.. \$83,000 by 2026 to cap stage 1.	
15 June 2023	Roe EHO to identify the highest priority tasks within each shire's Public Health Plan. This initial assessment will help establish specific areas of focus that can be addressed through collaborative efforts. Roe EHO will discuss who will form a working group that will collectively plan and execute strategies to address the identified priority tasks.	B Gerard	The following was agreed at the RoeROC Executive Meeting 28 July 2025 As the lead council for RoeHealth, Natalie Manton is to inform Brendon Gerrard that the RoeROC Executive discussed the Public Health Plans and agreed to defer further action until the release of the 2025 Census data.	
7 March 2025	Evacuation Centre Enhancement Project That RoeROC strongly support the development of a business case and submit a joint grant application for the installation of generators and power connection requirements at each of the 5 primary evacuation centres within RoeROC Shires, in line with Disaster Resilience Fund Category 7 projects.	RoeROC EO	Project scope changed due to request for joint project approach from NEWROC, providing a stronger application. In November 2025 received advise that the grant was unsuccessful.	Grant submitted 16 April 2025.
5 June 2025	Key Workforce Housing Project 1. Accept Whitney Consulting as the preferred consultant based on the evaluation of price, relevant experience, and resource availability, as the successful quotation for the development of funding submissions and guidance on the RoeROC Key Worker Housing Project. 2. That each RoeROC member Council make budget provision of \$9,000 in their 2025/2026 budget for grant consultancy for the Key Worker Accommodation project. 3. That RoeROC endorsed the RoeROC Key Worker Accommodation Project Action Plan, as presented.	RoeROC EO RoeROC CEOs		

28 July 2025	<ol style="list-style-type: none"> 1. That RoeROC proceed with Recommendation 1 from Whitney Consulting — to update the existing RoeROC Key Worker Housing Business Case — with the aim of completing the update by the end of October 2025. 2. That the RoeROC Executive Officer confirm with Whitney Consulting that RoeROC has agreed to proceed with the enhancement of the business case and arrange a project start-up meeting. 3. That RoeROC continue to undertake initial advocacy for Key Worker Housing funding through its internal lobbying group. 	RoeROC EO	Joint start up meeting held with Whitney Consulting with EO, CEOs and key staff. Individual meetings held between Whitney Consulting and CEOs.	Individual Shires to provide all details by October 2025
17 November 2025	<p>That the RoeROC Executive:</p> <ol style="list-style-type: none"> 1. Agrees to support progressing with the preparation and submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the RoeROC Key Worker Housing Project. 2. Ratifies the email approval to engage Whitney Consulting to prepare the application to the RHSF for the RoeROC Key Worker Housing Project at a cost of \$5,980 (plus GST), to be shared equally among the member Shires. 3. Finalises its approach and position on the inclusion of project costs, co-contributions and letters of support to enable submission within the program timeframe. 	RoeROC EO RoeROC CEOs	Update provided in the December 2025 Agenda outlining status and agreement to apply for RHSF grant.	Revised Business Case to be completed by December 2025
28 July 2025	<p>Joint Renewable Energy Policy</p> <ol style="list-style-type: none"> 1. It was agreed to develop a shared Council Planning Policy framework to guide renewable energy developments across RoeROC Shires, using WALGA's guidance document and templates. 2. A working group of Tory Young, Natalie Manton and Alan Leeson lead the development of a draft Council Planning Policy framework and templates to for use by member Councils. 3. The working group to report progress of the draft RoeROC policy and engagement framework for the RoeROC CEOs at the Executive Meeting by 30/11/25 	RoeROC EO & Working Group	<p>First meeting of the working group held on the 2nd September 2025.</p> <p>At the Committee Meeting 4 November 2025 it was agreed "The Committee requested the RoeROC Executive Officer to obtain quotations for a consultant or temporary employee to assist member Councils in formalising a suite of policies and frameworks to support the management and development of renewable energy projects and related initiatives."</p>	November 2025
17 November 2025	<p>That the RoeROC Executive Officer:</p> <ol style="list-style-type: none"> 1. Invite Steve Thompson, Edge Planning and Property to the December RoeROC Meeting and seek an itemised quote. 2. Seek additional quotations from Shire of Kalamunda and Joe Douglas from Exurban. 		Update provided in the December 2025 Committee Meeting.	

4 September 2025	RoeROC Governance Review – MOU 2. Adopt the RoeROC Memorandum of Understanding (2024–2029) as presented in Attachment 10.2a (noting that clause 4.2a Voting - be amended to reflect that voting is applied only to members participating in referred item or project); 3. Adopt the RoeROC Operational Guidelines as presented in Attachment 10.2b, noting these replace the previous RoeROC Terms of Reference (2024); 4. Request member Councils formally ratify the adopted documents at their September 2025 Council meetings.	RoeROC EO RoeROC CEOs	Decision Special Committee Meeting 4th November 2025 Confirmed final adoption of RoeROC MOU (2025–2029) and Operational Guidelines 2025, including the Shire of Wickepin as a new Member. Record the completion of the RoeROC governance reform process and endorse the framework as the basis for RoeROC's operations through to 2029.	Completed November 2025
17 November 2025	RoeROC SSWG Community Development Workshop 1. The RoeROC Executive Officer is to update the RoeROC Shared Services and Collaboration Plan to incorporate the outcomes of the SSWG Community Development Workshop. 2. The RoeROC Executive Officer is to provide an update to the SSWG and Community Development staff, commence coordination on the agreed focus areas, including opportunities for events, regional campaigns, grant support, and community education.	RoeROC EO RoeROC SSWG	Will be progressed at the next SSWG meeting and updates will be provided to community development staff	February 2026
17 November 2025	Bendering Landfill - Independent Accounting Advice 2. A follow up workshop be held with the Shared Services Working Group, Site Working Group and CEOs in February 2026 to progress the matter. 3. The Shire of Corrigin, as the lead Shire for the Bendering Landfill Facility, obtain independent legal advice regarding the ownership of shared assets and preparation of a legal agreement between the Shires of Corrigin, Kondinin, Kulin and Narembeen.	Corrigin CEO RoeROC EO Corrigin CEO	The joint meeting has been scheduled for 19th February 2026	March 2026
17 November 2025	Inquiry into Local Government Funding and Fiscal Sustainability 1. Member Shires are to make individual submissions and provide a copy to the RoeROC Executive Officer to prepare a joint submission. 2. Discussion held regarding future consideration for an independent, suitably skilled person, be engaged to undertake an in-depth review of member Shires Annual Information Returns to identify any areas where additional funds could be obtained.	RoeROC CEOs RoeROC EO	Awaiting individual Council submissions	3 February 2026 Ongoing

11. RoeROC Executive Officer KPIs – Status Report

The following provides a status report as of 26th November 2025

ACTION	TIMELINE		STATUS
Retain a RoeROC Executive Officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	Ongoing		
KPI #1a	Timeline		
Effectively manage the process of improving the RoeROC governance structure, to be retained as a VROC, amending the current MOU and Terms of Reference to create a single document, ensuring a smooth transition and successful implementation.	July 2025	<ul style="list-style-type: none"> • Presented in the July 2025 Executive Meeting. • Updates made by Executive in August 2025. • RoeROC Committee endorsed September 2026. • Endorsed at RoeROC Special Meeting on 10th November 2025 • MOU to be signed at the December 2025 Meeting 	
KPI #1b	Timeline		
Ensure an effective and transparent process is undertaken for evaluating and implementing the inclusion of the Shire of Wickepin as a member of RoeROC.	August 2025	<ul style="list-style-type: none"> • Presented for discussion and direction at the July 2025 Executive Meeting Agenda. • Discussion Paper presented to RoeROC Executive Meeting in August 2026. • Presented at September 2025 Committee Meeting with recommendation made to present to individual Member Councils. • Endorsed at RoeROC Special Meeting on 10th November 2025 • Wickepin has formally resolved to join RoeROC on 19 November 2025 	
Review the Bendering Landfill Site Working Group Terms of Reference.	March 2026		
ACTION	TIMELINE		STATUS
Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26		
KPI #2	Draft	Adoption	
Develop a shared policy framework for renewable energy and carbon offsets among the Shires for the betterment of the region. Potential planning policy to be drafted.	Sept 2025		<ul style="list-style-type: none"> • Walga released the guide and templates in early July 2025, this will be discussed in this agenda. • Working group formed and met in August 2026. • Update provided at September 2025 Committee meeting where delegates voted to seek external consultant to support process.

ACTION	TIMELINE	STATUS
Progress the RoeROC Key Worker Housing Project through the engagement of a consultant to finalise the business case and identify and pursue appropriate grant funding opportunities.	2025 - 2027	Whitney Consulting has been engaged to undertake finalization of business case and make application for funding under RHSF grant.
KPI #3a	TIMELINE	
Establish and support RoeROC Key Worker Housing Lobby Group to implement targeted advocacy and lobbying activities aligned with the approved Action Plan.	Ongoing 25/26	Update provided at the July 2025 Executive Meeting. Awaiting finalization of business case and next steps to commence lobbying and advocacy.
KPI #3b	Lodgement	
In conjunction with Whitney Consulting to identify funding sources and prepare applications with supporting documentation to secure external funding for the implementation of the strategies outlined in the investment plan.	Prior to closing date of funding program.	Individual member Councils are progressing with compilation of additional information for Tara Whitney, which is due by end of October 2025. Grant being prepared for RHSF grant, due on the 19 December 2025.
ACTION	TIMELINE	STATUS
Support the implementation of the Eastern Wheatbelt Power Resilience Project by progressing initiatives to enhance evacuation centre infrastructure across RoeROC Shires.	2025/26	Grant application unsuccessful
KPI #4a	Timeline	
Pending funding outcomes, coordinate the delivery of the project at identified RoeROC evacuation centres.	Dependent on success of funding application	Received notification in November 2025 that grant was unsuccessful.
KPI #4b	Lodgment	
Continue to identify funding opportunities for additional projects that align with local emergency arrangements and community resilience objectives.	Prior to closing date of funding program.	Monitoring
ACTION	TIMELINE	STATUS
Maintain functioning shared services working groups.	2025/26	
KPI #5a	Timeline	
Provide executive support to the Shared Services Working Group to ensure alignment with RoeROC objectives and identified shared projects.	Ongoing	Ongoing
KPI #5b	Timeline	
Deliver effective executive support to the Bendering Landfill Site Working Group to ensure timely progression of initiatives and actions as directed by RoeROC, and in line with the Bendering Landfill Site Working Group MOU.	Ongoing	Continuing Workshop with Talis being held on 29 th July 2025 On site works undertaken in September 2025

KPI #5c	Timeline	
Finalise and implement the Shared Services and Collaboration Plan that identifies key areas for inter-council collaboration, resource sharing, and efficiency improvements across RoeROC member shires.	Endorsed by Executive July 2025 Adopted by Committee by Sept 25 Ongoing delivery	Plan adopted at the June 2025 RoeROC Committee Meeting, will be reviewed regularly by the SSWG and Executive, including any impacts from the request by Shire of Wickepin to become a member. SSWG met with Community Development staff to review potential collaboration points from the RoeROC Plan.
ACTION	TIMELINE	STATUS
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	
KPI #6a	Implement	
Populate the platform with expert contacts and initial resources.	July 2025	

12. Bendering Landfill Site & RoeHealth – Matters for Information / Update

12.1 Bendering Waste Site

The Bendering Landfill Site Compliance Audit Report as at 25th November 2025 has been prepared by Brendon Gerrard and is provided at **Attachment 12.1**.

12.2 Bendering Landfill Site – Independent Accounting Advice

The RoeROC Executive has reviewed independent accounting advice from Moore Australia regarding the Bendering Landfill site, along with the response from the Office of the Auditor General (OAG). The advice clarifies the accounting treatment of the landfill facility, including ownership, recognition of assets, and provisions for capping and rehabilitation.

Moore Australia concluded that no joint control exists and that no investment in associate applies, while the OAG recommended maintaining the prior accounting treatment, recognising each Shire's 25% share in the landfill as an investment in associate. For consistency, the Shires have elected to continue using previous disclosure notes and provision calculations.

The matter has highlighted the need for a more robust legal agreement detailing the ownership and management of shared assets at the landfill. The Executive resolved as follows:

That:

1. *The Moore Australia Position Paper Bendering Landfill Facility and response from the Office of the Auditor General be received.*
2. *A follow-up workshop be held with the Shared Services Working Group, Site Working Group, and CEOs in February 2026 to progress the matter.*
3. *The Shire of Corrigin, as the lead Shire for the Bendering Landfill Facility, obtain independent legal advice regarding the ownership of shared assets and preparation of a legal agreement between the Shires of Corrigin, Kondinin, Kulin, and Narembeen.*

13. Matters for Decision

13.1 Financial Report

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	19 th November 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	13.1 RoeHealth Statements Bendering Landfill Waste Statements

COMMENT

Financial reports for RoeHealth Scheme and Bendering Waste Site are attached for consideration.

RECOMMENDATION

That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended October 2025 be received.

Recommendation and Resolution

Moved: Cr S Jacobs

Seconded: Cr R Bowey

That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the October and November 2025 be received.

Carried

13.2 RoeROC Meeting Schedule 2026

REPORTING OFFICER:	Darren Mollenoyux
DATE:	13 th November 2025
DISCLOSURE OF INTEREST:	Nil
ATTACHMENT NUMBER:	Nil
CONSULTATION	RoeROC CEOs

SUMMARY

Delegates are asked to consider and endorse the RoeROC meeting schedule for 2026.

BACKGROUND

At the RoeROC Committee Meeting on 21 November 2025, it was resolved:

“That RoeROC agree to amend the Terms of Reference to reflect that future Meetings be held on the first Thursday of the March, June, September and December each year.”

Following the success of the 2025 RoeROC Dinner hosted by the Shire of Corrigin in March (outside harvest period), it is proposed that the 2026 Annual RoeROC Dinner be held following the Committee Meeting on Thursday, 5 March 2026. In line with the hosting rotation, the Shire of Narembeen will host the event.

COMMENT

In line with the MOU the 2026 RoeROC **Committee** Meeting schedule would be as follows;

Thursday 5th March 2026 at 4.00pm – Annual RoeROC Dinner to follow

Thursday 4th June 2026 at 1.00pm

Thursday 3rd September 2026 at 1.00pm

Thursday 3rd December 2026 at 1.00pm

RoeROC CEOs will hold the **Executive** Meetings the month prior to each Committee Meeting, and have agreed to the following dates;

Thursday 5th February 2026

Thursday 7th May 2026

Thursday 6th August 2026

Thursday 5th November 2026

Feedback is sought on any potential conflicts or suitability.

STATUTORY ENVIRONMENT

RoeROC Memorandum of Understanding (2025 – 2029)

POLICY IMPLICATIONS

RoeROC Operational Guidelines 2025

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

Recommendation and Resolution

Moved: Cr B Browning

Seconded: Cr H Talbot

That RoeROC Committee endorse the following meeting dates for 2026;

Thursday 5th March 2026 at 4.00pm

Thursday 4th June 2026 at 1.00pm

Thursday 3rd September 2026 at 1.00pm

Thursday 3rd December 2026 at 1.00pm

Carried

13.3 RoeROC Renewables Energy Framework

REPORTING OFFICER:	Darren Mollenoyux
DATE:	23 rd November 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	13.3 - EOI for Consultant Renewable Energy Framework
CONSULTATION	Rebecca McCall – RoeROC Lead CEO – Host Shire Renewables Working Group RoeROC CEOs

SUMMARY

The RoeROC Committee is asked to consider consultant quotations to support the development of a regional Renewable Energy Policy Framework, including associated policies, procedures, and guidance tools. The framework will provide a coordinated, consistent approach to renewable energy development across RoeROC member Shires, improve clarity for developers, and ensure equitable delivery of community benefits.

BACKGROUND

At the July 2025 Executive Meeting, the release of WALGA's Renewable Energy Community Benefits and Engagement Guide was noted. The Guide provides practical resources to assist Local Governments in planning, engagement, and community benefit arrangements for renewable energy projects. The Executive resolved to develop a shared Council Planning Policy framework leveraging WALGA guidance and established a working group comprising Tory Young, Natalie Manton, and Alan Leeson to lead the process.

The working group met in September 2025 to review WALGA resources and determine priorities including community engagement, infrastructure planning, and agreements relating to water access, road use, housing requirements, and local resource management. The focus was on identifying direction and next steps rather than drafting policy content.

Following direction from the September 2025 Committee meeting, quotations were sought from three consultants deemed suitable to support the development of the framework. Two consultants declined to submit a quotation. Edge Planning and Property, led by Steve Thompson, submitted a formal Expression of Interest (EOI). Edge Planning's experience includes drafting renewable energy policies for Kojonup, Wickpin, and Pingelly, and providing planning advice to multiple regional local governments.

At the 17 November 2025 Executive Meeting, the Executive resolved to invite Steve Thompson, Edge Planning and Property to the December RoeROC Committee Meeting to provide a detailed itemised quote and seek further clarification. Additional quotations were also to be sought from the Shire of Kalamunda and Joe Douglas from Exurban to allow the Executive to assess value for money, suitability, and capacity.

COMMENT

The Committee is asked to consider the quotations received and determine whether to proceed with Edge Planning, seek additional submissions, or explore alternative options. The engagement will support development of a coordinated, sustainable framework compatible with each member Council's policies and statutory obligations, ensuring clarity for developers and consistency in community benefit arrangements.

Expression of Interest Requests:

Julian Goldacre – declined due to ability to commit and workload

Peter Zenni – declined as this work would impact his time to commit to other consultancy work

Steve Thompson, Edge Planning and Property – submission provided below

Joe Douglas Exurban Planning - declined due to workload

Joe Douglas also provided the following comments:

"I also note DPLH is working on a new Planning Code for renewable energy facilities that will have some big implications for how these types of developments are planned for and assessed."

Edge Planning & Property EOI

Initial Comment:

- *I have over 30 years planning experience with details in my CV;*
- *I have extensive local government experience and currently assist a number of regional local governments;*
- *I've recently drafted renewable energy policies for Kojonup, Wickpin and Pingelly (references Grant Thompson Kojonup CEO and David Burton Wickpin CEO);*
- *With sufficient lead time, we have capacity/availability to assist RoeROC; and*
- *We work collaboratively with local governments and other stakeholders.*

As a guide, the fee to review the planning framework, initial discussions with key Shire staff and draft a local planning policy is around \$3000 + GST. As a guide, preparing an item seeking Council support to publicly release the draft policy for comment is around \$1500 + GST.

Where the scope of work is not known, or where additional work is required, my hourly rate is \$200 + GST per hour as per the WALGA preferred supplier agreement. Rates are adjusted on 1 July to reflect CPI.

If I needed to be in Corrigin, Kondinin, Kulin or Narembeen, travelling time and vehicle operating expenses apply as per the WALGA agreement. A copy of Steve Thompson's CV and Business Profile are attached.

Follow Up Comment from Edge Consulting:

"If the same policy applies for all 4 Shires, then the RoeRoC group fee applies. If different Shires want different requirements, then perhaps this addressed through hourly rates.

I'm guessing each Shire has different planning frameworks and different agenda reporting requirements. The \$1500 + GST is to prepare one agenda report which could be used by the different Shires. While I expect much of the report could be used for all local governments, if a Shire has specific/additional requirements, I suggest this is addressed through hourly rates.

With sufficient notice, we have capacity to assist with other components.

There are a number of unknowns with the scope of work for the other components. This includes it is expected there are different local government planning (including local planning schemes and strategies), corporate and asset management (including road upgrading) frameworks. As you know, on some aspects, there is contemporary material that could be adapted to suit RoeROC requirements. On other matters, after understanding information gaps, more work is expected to be required. Until these and other matters were better understood, I expect pricing at this stage would be very rubbry.

Should Edge Planning & Property be appointed to assist RoeROC, I'm available to meet via Teams on 4 December in the afternoon. Should this occur, it would be good to initially understand some of the background through chatting with you both in the coming days.

Due to unclear information from the consultants, and mixed comments as to progressing this project, advice and direction are requested on the next steps.

STATUTORY ENVIRONMENT

The framework and associated policies will comply with the Local Government Act 1995, planning regulations, and member Council statutory requirements.

RoeROC Memorandum of Understanding (2025 – 2029)

POLICY IMPLICATIONS

RoeROC Operational Guidelines 2025

The framework will establish a consistent regional approach to renewable energy developments while remaining compatible with individual Shire policies and procedures. It will provide guidance for local planning, developer engagement, and community benefit arrangements across RoeROC Shires.

CONSULTATION

Consultation has been undertaken with relevant Shire staff through the working group, and will continue with the appointed consultant if engaged. Ongoing liaison will ensure that the framework and associated policies reflect sector best practice and local governance requirements.

FINANCIAL IMPLICATIONS

Engagement of consultant support is subject to quotation and subsequent Executive approval. No financial commitment has been made to date.

STRATEGIC OBJECTIVES

RoeROC MOU

2.d To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources

Strategic Priorities 2025 – 2027

Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.

RoeROC Executive Officer KPI 2

Develop a shared policy framework for renewable energy and carbon offsets among the Shires for the betterment of the region. Potential planning policy to be drafted.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC Committee considers the information received, including further clarification from Edge Planning, and determine whether to proceed with a consultant, seek additional submissions, or explore alternative options.

RESOLUTION

Moved: Cr S Jacobs

Seconded: Cr J Russell

That RoeROC defers progressing the renewables framework until further details become available, with further updates to be provided at the March 2026 RoeROC Committee Meeting.

Carried

14. Matters for Information / Update

14.1 Key Workforce Housing Project – Grant Application

The CEOs continue to progress the Key Worker Housing Project, with Whitney Consulting developing the business case and project planning. Member Shire has allocated \$9,000 in the 2025/2026 budget to support this work.

The State Government's Regional Housing Support Fund (RHSF) presents a timely opportunity, offering grants of up to \$5 million (total pool of \$25 million) for key worker and community housing projects in regional WA. Applications close on 19 December 2025. Whitney Consulting has quoted \$5,980 to prepare the funding application and customize the business case on behalf of RoeROC, building on existing project work to ensure a coordinated submission across all member Shires.

At a recent progress update via Microsoft Teams, Whitney Consulting provided an overview of the Key Worker Housing Business Case and proposed RHSF application. Discussion focused on project components, budget requirements, co-contribution expectations, and the merits of submitting an application exceeding the \$5 million project cap.

At the Executive Meeting on 17 November 2025, CEOs agreed to submit a joint RHSF application, confirming contribution levels, budget inclusions, project costs and co-contributions. They also endorsed applying for the full project amount—exceeding the \$5 million cap - to demonstrate that the funding pool is inadequate.

14.2 RoeROC SSWG Community Development Workshop – Update

Following the RoeROC SSWG Community Development Collaboration Workshop held on 27 October 2025, the Executive considered opportunities to strengthen regional collaboration across Community and Economic Development activities. The workshop brought together staff from all member Shires to share initiatives, explore coordination, and identify potential joint projects, regional campaigns, and funding opportunities.

Key focus areas included aligning event calendars, enhancing the Community Development staff network, collaborative initiatives such as regional roadshows and cultural events, coordinated promotion and awareness campaigns, tourism support, grant collaboration, and improved information sharing across Shires.

The Executive resolved to incorporate the workshop outcomes into the RoeROC Shared Services and Collaboration Plan and to progress coordination on the agreed focus areas. The SSWG and Executive Officer will commence implementation of opportunities for events, regional campaigns, grant support, and community education initiatives.

A copy of the Workshop agenda and discussion outcomes is provided at **Attachment 14.2**.

14.3 Joint ROC Event: MADE in the Eastern Wheatbelt

Arrangements for the Made in the Eastern Wheatbelt Forum are progressing well. The event is confirmed for **Monday, 16 February 2026 at Beaumonde on the Point, East Perth**, and will be hosted by the Member for Central Wheatbelt, Lachlan Hunter MLA.

A flyer and draft agenda are provided in **Attachment 14.3**.

Delivered jointly by NEWROC, WEROC and RoeROC, the forum will showcase the region's economic contribution, outline barriers to growth, and highlight diversification opportunities to Ministers and senior government leaders. The event aims to lift the profile of the Eastern Wheatbelt, advocate for targeted infrastructure investment, and demonstrate alignment with key State Government strategies, including Living Well in the Wheatbelt and Made in WA.

The program features ROC presentations on workforce housing, workforce attraction and retention, and industry diversification, followed by facilitated roundtable discussions with government representatives. A ROC-only working session will follow to identify shared priorities. A discussion paper will be circulated before the event, with presentations coordinated by ROC Executive Officers.

14.4 Joint ROC Works and Services Development Day

At the RoeROC Executive Meeting in November CEOs considered a proposal from 150Square to coordinate a Joint ROC Works and Services Development Day for works and services staff across RoeROC, NEWROC and WEROC.

The proposed event—scheduled for 15 April 2026 in Bruce Rock—will focus on building practical skills, leadership capability, workforce development, and regional collaboration. The program includes keynote presentations, safety and wellbeing sessions, competency-based training, leadership workshops for Leading Hands and Supervisors, and a facilitated Works Managers' session to develop a regional workforce strategy.

Discussions have been held with the President of the WA Works Managers Association, who has indicated support for the event, including seeking some sponsorship.

The event will be delivered on a cost-recovery basis, with the potential to seek funding support from the Wheatbelt Business Network.

The RoeROC Executive has expressed support for the proposal.

14.5 ERP Project Update

At its meeting on 27 October 2025 the Shared Services Working Group noted the release of WALGA's final ERP Scoping Template and Assessment Resources, including procurement and evaluation tools. These resources provide a sector-aligned framework to support RoeROC member Shires in planning, assessing, and procuring ERP systems collaboratively.

The SSWG resolved to meet on 15 December 2025 in Narembreen to review and adapt the WALGA resources, with the objective of developing a RoeROC-aligned ERP procurement framework. Member Shires will also discuss and consider implementation timeframes to support the joint procurement proposal.

14.6 Regional Education Strategy

The Department of Education has recently released its Regional Education Strategy – A vision for strengthening public education in the regions (email circulated 6 November 2025).

RoeROC previously provided input into the draft document; however, no changes appear to have been made following consultation. Key areas of concern that remain unaddressed included teacher accommodation and recruitment / retention and the unique needs of smaller communities. Housing remains a particularly pressing issue across all regional communities, yet it receives minimal attention in the final strategy.

At the RoeROC Executive Meeting on the 17th November 2025 resolved to write to the Minister for Education, Early Childhood, Preventative Health and Wheatbelt, Hon. Sabine Winton MLA, expressing disappointment with the lack of consideration given to issues raised during the consultation period — particularly housing - and send a copy the Shadow Minister, Liam Staltari MLA, and Central Wheatbelt representative, Lachlan Hunter MLA, and Hon Steve Martin MLC and Peter Rundle MLA. A copy of the letter is included in **Attachment 14.6**.

14.7 Disaster Ready Fund Application

RoeROC and WEROC made a joint grant application to the 2025-26 Disaster Ready Fund (DRF) for provision of power upgrades and installation of backup generators at each evacuation centre. The following response was received on the 18th November 2025.

"I regret to inform you that the 'Eastern Wheatbelt Power Resilience' project was not recommended for funding by the National Emergency Management Agency. Unfortunately, due to the high number of applications and the limited funding available, not all deserving projects could be supported in this round."

A copy of successful applicants can be found on the link [Disaster Ready Fund | NEMA](#)

The RoeROC Executive Officer will monitor future funding opportunities for this project.

15. General Business / Late Items

This section provides an opportunity for delegates to raise any additional matters, late business or emerging issues relevant to RoeROC.

Delegates are encouraged to highlight topics that may warrant future consideration, collaboration or further exploration, as well as any matters they wish to bring to the meeting's attention for awareness.

- **Government Housing**

The Shire of Corrigin raised concerns with the State Governments approach to demolishing existing old properties and not being replaced, and that its resulting in land banking by the State Government. To be included on the agenda for the joint ROC Meeting in Perth.

- **IT Systems and Centralized Portal**

Shire of Kulin requested that there be discussion on IT and establishment of a secure shared portal at next meeting. The SSWG will discuss this and report back to the Executive meeting prior to the March 2026 Committee Meeting.

- **Rural Health & GP**

Shire of Narembeen asked if updates and awareness on current initiatives, issues and reports on Health matters and GP Alliance be provided at future meetings.

16. Next Meeting

CEO meeting Schedule 2026

Thursday 5 th February 2026 at 1.00pm	Shire of Narembeen
Thursday 7 th May 2026 at 1.00pm	Shire of Narembeen
Thursday 6 th August 2026 at 1.00pm	Shire of Narembeen
Thursday 5 th November 2026 at 1.00pm	Shire of Narembeen

RoeROC Meeting Schedule 2026 (to be confirmed)

Thursday 5 th March 2026 at 4.00pm	Shire of Narembeen
Thursday 4 th June 2026 at 1.00pm	Shire of Narembeen
Thursday 3 rd September 2026 at 1.00pm	Shire of Narembeen
Thursday 3 rd December 2026 at 1.00pm	Shire of Narembeen

The next RoeROC meeting will be held on the 5th March 2026 at the Shire of Narembeen, **commencing at 4.00pm**, followed by Annual RoeROC Dinner.

17. Meeting Closure

The Chair, Cr Holly Cusack thanked delegates for their attendance and declared the meeting closed at 2.07pm.

ATTACHMENT 12.1A
Updated Shire of Narembeen Bush Fire
Brigades Local Law (with markup comments)

SHIRE OF NAREMBEEN

BUSH FIRE BRIGADES LOCAL LAW 2025

BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

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APPENDIX I – APPLICATION FOR MEMBERSHIP – FIRE FIGHTING MEMBER

BUSH FIRES ACT 1954
SHIRE OF NAREMBEEN
BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Narembreen resolved on 21st October 2025 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narembreen Bush Fire Brigades Local Law 2025*.

1.2 Definitions

- (1) In this local law unless the context otherwise requires—

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, associate member or a cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

CEO means the chief executive officer of the Shire of Narembreen;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the ~~local government~~ Shire of Narembreen;

fire fighting member is defined in clause 4.2;

local government means the Shire of Narembreen;

normal brigade activities is defined by section 35A of the *Bush Fires Act 1954*;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

Schedule means a Schedule to this local law.

Commented [DM1]: Department Comment

Clause 1.2 - bushfire control officer should be defined, either specifically or by reference to legislation as appropriate.

RESPONSE:

Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws.
Recommended to leave in line with WALGA Pro Forma.

Commented [DM2]: Department Comment

Clause 1.2 - *Chief Bush Fire Control Officer* should be defined by reference to the Bushfires Act 1954.

RESPONSE:

Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws.
Recommended to leave in line with WALGA Pro Forma.

Commented [DM3]: Department Comment

Clause 1.2 - Insert a definition for *Bush Fire Advisory Committee*.

RESPONSE:

Noted, however not included in WALGA Pro Forma or other recent Gazetted Shire Local Laws.
Recommended to leave in line with WALGA Pro Forma.

Commented [DM4]: Department Comment

Clause 1.2 - Insert a definition for District – provide definition of District. Suggested wording : *"District means the district of the Shire of Narembreen;"*

RESPONSE:

Noted, and same feedback as DFES, however will include the wording of "Shire of Narembreen"

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Application

This local law applies throughout the district.

1.4 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to–
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
 - (ix) Any other position (s) deemed necessary for the effective management of brigade activities (eg: a Training Officer).
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- ~~(+)(2)~~ In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- ~~(2)(3)~~ Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

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Commented [DM5]: Department Comment
Clause 2.3(1) - This clause contains multiple statements. It is suggested that statements be moved into its own subclauses for clarity.

RESPONSE
Amended as per Department's recommendation and split into 2 subclauses.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

2.5 Variation of Rules

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause (1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

Division 4 – Transitional

2.6 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day–
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause–

“commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.7 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.8 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include–

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer and the local government within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons—

- (a) being at least 16 years of age; and
- (b) are eligible to join; and
- (c) have met the relevant criteria contained within the *Fire Brigades Regulations 1943*; and
- (d) who undertake all normal bush fire brigade activities.

Regulation 159C of the *Fire Brigades Regulation 1943* provides for eligibility of probationary members from 16 years if they have parental/guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (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~~ to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

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Commented [DM6]: Department Comment
When referring to regulation 159C – make sure it states "regulation 159C of the Fire Brigades Regulation 1943..."

RESPONSE
Updated and included.

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Commented [DM7]: Department Comment
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."

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."

RESPONSE
Updated to align with comment from Department

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 May in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

Commented [DM8]: Department Comment

Clause 6.3 – suggested to maybe separate to 2 subclauses for clarity. It may be simpler to redraft as follows:

- (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.
- (2) Each request must be accompanied by:
 - (a) the brigade's most recent audited financial statement, and
 - (b) current statement of assets and liabilities.

RESPONSE

No real requirement to change and is in line with WALGA Prof Forma – have left as original.

FIRST SCHEDULE
RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES
PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires—
“**absolute majority**” means a majority of more than 50% of the number of—
(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.
“**Committee**” ~~means Committee of the bush fire brigade appointed under Part 4; means the Committee of the bush fire brigade;~~
“**local law**” means the *Shire of Narembeen Bush Fire Brigades Local Law 2025*; and
“**normal brigade activities**” is defined by section 35A of the *Bush Fires Act 1954*.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out—

- (a) the normal brigade activities; and
(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to—

- (a) the qualifications required;

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Commented [DM9]: Department Comment
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.

RESPONSE
Noted and amended

- (b) fees payable, if any;
 - (c) a requirement to serve a probationary period;
 - (d) procedures to be employed by the Committee prior to approval of an application for membership,
- and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of-

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix I.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix I.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Local Government within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member–
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.

- (3) Upon the expiry of the period of suspension the Committee may–
- (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose–

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a).

has the right of objection to the local government which may dispose of the objection by–

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without–
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government’s Bush Fire Operating Procedures.

3.2 Duties Of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

- (1) The Secretary is to–
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;

- (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership; and
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to—

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions–
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to–
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of–
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.

- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to–
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post and by electronic means if available, to the registered address or to the electronic address as nominated by each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be—
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post;
 - (iii) Short Message Service (SMS); or
 - (iv) Email
 - (d) taken to have been received, as the case may be—
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below—

Commented [DM10]: Department Comment
Clause 8.2(1) and (6) – suggested to rewrite for clarity. Instead of having long sentence break it up to a few shorter sentences.

RESPONSE

No real requirement to change and is in line with WALGA Pro Forma – have left as original.

“PROXY”

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,
Being a brigade member appoint _____ to be my proxy and vote on my
behalf at the meeting of the bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or
his discretion as to how to vote or whether to vote at all. In respect of any vote taken at
the meeting on a matter which does not appear on the agenda, the proxy shall exercise her
or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the
bush fire brigade (or the presiding member) prior to the commencement of the meeting
for which the proxy is valid.

Dated this day of 20.....

APPENDIX 1

Emergency Services Volunteer Membership Application



Volunteer
Fire &
Rescue
Services
☐ (VFRS)



Volunteer
Fire &
Emergency
Services
☐ (VFES)



Marine
Rescue WA
☐ (MR)



State
Emergency
Service
☐ (SES)



Bush Fire
Service
☐ (BFS)



Youth in
Emergency
Services
☐ (YES)

Role details

Brigade, Group or Unit Local government (if applicable)

Membership type:

☐ Probationary (excluding BFS/MR) ☐ Active ☐ Support/Auxiliary ☐ Junior/Cadet

Role

Applicant details

Current/previous volunteer number

Title First name (legal name) Middle name Last name

Occupation

Date of Birth Gender ☐ Male ☐ Female ☐ Non-Binary ☐ Different Term
☐ Prefer not to answer

Residential address

Street Suburb/Town Postcode

Postal address ☐ Same as above

Street Suburb/Town Postcode

Business Hours Phone After Hours phone (if applicable) Mobile Phone

Email address

Emergency contact details

First name Last name

Phone Relationship

Street Address (optional) ☐ Same as applicant
Street Suburb/Town Postcode

Ethnicity (optional):

First Nation Status: ☐ Aboriginal ☐ Torres Strait Islander ☐ Both ATSI ☐ Neither

Licence and Check Details

Driver's License Number Category Expiry Date

Working with Children Check Number

Expiry Date

[Working with Children Check Policy](#)

Medical Questionnaire

Your responses to the following questions will not exclude you from emergency service volunteering. This information will be used to help determine your suitability for the volunteer role you have applied for.

Within the last five years have you experienced any of the below conditions?

	Yes	No
High blood pressure, stroke or blood disorder	<input type="checkbox"/>	<input type="checkbox"/>
Heart vein or circulatory disorder (chest pain, heart attack, raised cholesterol and rheumatic fever)	<input type="checkbox"/>	<input type="checkbox"/>
Mental or nervous disorder (stress, depression, Fainting, Seizures/Fit, Epilepsy, blackouts, paralysis, brain disorder, chronic fatigue syndrome)	<input type="checkbox"/>	<input type="checkbox"/>
Gout, arthritis, rheumatism, cartilage or ligament injuries (knees, elbow, wrist, shoulder), bone fracture	<input type="checkbox"/>	<input type="checkbox"/>
Head injury or neurological disorder (concussion, acquired brain injury, narcolepsy)	<input type="checkbox"/>	<input type="checkbox"/>
Persistent headaches (tension migraine cluster)	<input type="checkbox"/>	<input type="checkbox"/>
Back pain, sciatica or other disorder of the back or spine including the neck (whiplash injury)	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, bronchitis or other respiratory disorder	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes, thyroid or prostate disorder	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive strain injury or overuse syndrome	<input type="checkbox"/>	<input type="checkbox"/>
Vision or hearing impairment (prescription glasses, color blindness, hearing aids)	<input type="checkbox"/>	<input type="checkbox"/>
Had a medical condition advice or treatment from any doctor or health professional or been in hospital (not including minor cold, the flu, or contraceptive treatment)	<input type="checkbox"/>	<input type="checkbox"/>
Been advised to have an operation or had an operation	<input type="checkbox"/>	<input type="checkbox"/>
Been instructed not to drive for medical reasons	<input type="checkbox"/>	<input type="checkbox"/>
Sustained an injury from a motor vehicle accident	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are you currently taking any prescribed or non-prescribed medication for a health condition?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any known allergies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to or believe you may need to seek advice to treatment for a current health problem	<input type="checkbox"/>	<input type="checkbox"/>
Any other conditions not listed above (please provide information below?)	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above, please provide further detail. Should you have any relevant medical documentation please attach (this may be requested).

Operational roles only. Please complete the below physical capacity questionnaire

Do you have difficulty with the following:

	Yes	No
Walking more than 200m	<input type="checkbox"/>	<input type="checkbox"/>
Walking on high or uneven ground	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>
Standing for more than one hour	<input type="checkbox"/>	<input type="checkbox"/>
Using hand tools	<input type="checkbox"/>	<input type="checkbox"/>
Climbing a ladder	<input type="checkbox"/>	<input type="checkbox"/>
Crouching or squatting	<input type="checkbox"/>	<input type="checkbox"/>
Lifting or bending	<input type="checkbox"/>	<input type="checkbox"/>
Gripping with both hands	<input type="checkbox"/>	<input type="checkbox"/>

Declaration and Privacy**Medical Declaration**

I declare the above answers are true and correct to the best of my knowledge and that I will, if required, provide further information concerning my health and fitness that are relevant to this application.

Acknowledgement

If, after my acceptance as a volunteer, there are any changes to my personal details, including in regard to my health or fitness, I am required to complete and submit a Change of Personal Details Form.

Declaration: I agree to comply with the legislation that regulates the operations of emergency services in Western Australia. This includes the *Fire and Emergency Services Act 1998*, the *Fire Brigades Act 1942*, and the *Bush Fires Act 1954*, as is applicable to the volunteer emergency service of which I will be a member. In addition, I agree to comply with the DFES and/or Local Government policies and procedures that relate to the volunteer emergency service of which I will be a member.

Privacy and Consent

I acknowledge that personal information may be disclosed to third parties (including other State institutions or authorities outside the Department of Fire and Emergency Services) with your consent; for purposes that would be reasonably expected; or where required, authorised or permitted by law.

Applicant

Applicant signature Date

Parent/Guardian approval signature Date

Brigade, Group or Unit Endorsement

Brigade, Group or Unit leader name

Brigade, Group or Unit signature Date

Type of photo identification sighted

Application endorsed ☐ Yes ☐ No with comments:

DFES Office Processed in RMS by:

Name Role

Date

Link sent for application for National Criminal History Check: ☐ Yes ☐ No Date

Working with Children Check card verified ☐ Yes ☐ No ☐ Not Applicable

District Officer, Area Officer, Local Government or Youth Programs Coordinator approval

DO/AO/LG/YPC name

DO/AO/LG/YPC signature Date

Application approved ☐ Yes ☐ No with comments:

If guidance is required about Medical Questionnaire responses contact injury.management@dfes.wa.gov.au

Volunteer applicant advised ☐ Yes Date

Page 4 of 4 Application continued for (name)

ATTACHMENT 12.1B
Late response – Department of Local
Government, Industry Regulation and Safety

Subject: FW: Shire of Narembeen Proposed Bush Fire Brigades Local Law 2025
Attachments: Shire of Narembeen Bushfire Brigade Local Laws - Agenda Item for December 2025 OCM.docx; Shire of Narembeen Bush Fire Brigade Local Law 2025 - Feedback from Department of Local Government 2 December 2025.docx

From: Legislation <legislation@lgirs.wa.gov.au>
Sent: Tuesday, 25 November 2025 4:11 PM
To: Rebecca McCall <rmccall@narembeen.wa.gov.au>
Subject: Shire of Narembeen Proposed Bush Fire Brigades Local Law 2025

You don't often get email from legislation@lgirs.wa.gov.au. [Learn why this is important](#)

Good afternoon,

This email is regarding the Shire's proposed *Bushfire Brigades Local Law 2025*. The Department's comments are provided below:

Shire of Narembeen Bush Fire Brigades Local Law 2025

1. Local law made under *Bush Fire Act 1954*

The Department is aware that this local law is partially made using the Bush Fires Act. Accordingly, a copy of the draft local law will need to be provided to the Minister for Emergency Services, presuming the Shire has not already done this. A failure to provide the Minister with a copy may impact the local law's validity.

2. Public Notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist. However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for "local public notice" to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.

3. Minor edits

These comments are minor and do not have any direct legal effect in themselves.

The following minor edits are suggested:

- Clause 1.2
 - Defined terms should be bold and italics without quote marks.
 - ***bushfire control officer*** should be defined, either specifically or by reference to legislation as appropriate.
 - ***Chief Bush Fire Control Officer*** should be defined by reference to the *Bushfires Act 1954*
 - Insert a definition for ***Bush Fire Advisory Committee***.
 - Insert a definition for District – provide definition of District. Suggested wording : "*District* means the district of the Shire of Narembeen;"
- Spacing: Make sure spacing between paragraphs and headings of the paragraphs is consistent throughout the document.

- Clause 2.3(1) - This clause contains multiple statements. It is suggested that statements be moved into its own subclauses for clarity.
- 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...*”
- 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.”
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.”
- Clause 6.3 – suggested to maybe separate to 2 subclauses for clarity. It may be simpler to redraft as follows:
 - (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.
 - (2) Each request must be accompanied by:
 - (a) the brigade’s most recent audited financial statement, and
 - (b) current statement of assets and liabilities.
- In the First Schedule:
 - 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.
- 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.

Minister’s Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister’s Local Laws Explanatory Memoranda Directions 2010. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk

Joint Standing Committee on Delegated Legislation

Legislative Council Committee Office

GPO Box A11

PERTH WA 6837

Email: delleg@parliament.wa.gov.au

Tel: 9222 7404

Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee’s webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- 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.

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.

Kind regards,

Jadranka

Legislation Officer

Local Government

Department of Local Government, Industry Regulation and Safety

140 William Street, Perth WA 6000

Locked Bag 14, Cloisters Square, Perth WA 6850

Phone: +61 8 6552 1530

legislation@lgirs.wa.gov.au | www.lgirs.wa.gov.au



**Department of Local Government,
Industry Regulation and Safety**

We respectfully acknowledge Aboriginal peoples as being the traditional custodians of Western Australia.

We acknowledge the enduring connection Aboriginal people continue to share with the land, sea and sky through both their ancestral ties and custodianship to Country.

We pay our respect to Elders both past and present, and acknowledge the value brought through the collective contribution of Aboriginal and Torres Strait Islander peoples across Western Australia.

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In this case, please let me know by return email, delete the message permanently from your system and destroy any copies.

Before you take any action based upon advice and/or information contained in this email you should carefully consider the advice and information and consider obtaining relevant independent advice.

ATTACHMENT 12.2A
Draft Submission – Federal Inquiry into Local
Government Funding

To be presented on letterhead

To:

Committee Secretary
House of Representatives Standing Committee on Regional Development, Infrastructure and Transport
Parliament House
Canberra ACT 2600

1. Introduction

The Shire of Narembeen welcomes the opportunity to provide a second submission to the Committee's inquiry under its revised Terms of Reference focused on Commonwealth funding arrangements for local government.

This submission builds upon the Shire's May 2024 submission to the Committee's sustainability inquiry and specifically addresses how Commonwealth funding structures, indexation mechanisms, cost-shifting, and revenue constraints are now directly driving financial unsustainability in small rural local governments.

As a small rural local government with a limited rate base and high per-capita service costs, the Shire of Narembeen is increasingly exposed to structural funding failure rather than short-term financial pressure.

2. Structural Mismatch Between Responsibilities and Commonwealth Funding Design

While local governments are constitutionally creatures of the States, the Shire of Narembeen is now routinely required to fund or co-fund services that are fundamentally Commonwealth or State responsibilities, including:

- Primary healthcare (doctor housing, vehicle, surgery, and retainer)
- Childcare facilities (rent-free provision, utilities, and maintenance)
- Telecommunications infrastructure
- Housing for essential workers

These contributions are no longer discretionary community investments. They are direct service substitutions driven by market failure and intergovernmental withdrawal, yet they attract no corresponding uplift in Financial Assistance Grants or tied federal program funding.

This represents a clear case of systemic cost shifting, where the Shire is absorbing national service delivery failures without structural revenue compensation.

3. Financial Assistance Grants No Longer Reflect Real-World Cost Drivers

Financial Assistance Grants (FAGs) remain the Shire's most critical source of untied funding. However:

- Construction costs have increased permanently due to global supply chains and post-COVID stimulus pressures.
- Wage growth has accelerated due to statewide labour shortages.
- Insurance, plant, materials, and regulatory compliance costs continue to escalate.

The current indexation methodology for FAGs does not reflect real construction or workforce cost movements. As a result:

FAGs now function as a stabilisation subsidy rather than a sustainability mechanism.

For small rural shires, this means:

- Infrastructure backlogs grow each year.
- Maintenance standards are forced downward.
- Financial risk is transferred to future ratepayers.

The Shire submits that:

- The FAG funding pool must be materially increased, and
- Indexation must be tied to local government construction and workforce cost indices, not general CPI.

4. Commonwealth-Created Revenue Leakage Through Rate Exemptions

The Shire experiences significant ongoing revenue leakage due to mandatory rate exemptions, particularly for:

- Charitable organisations
- State and Commonwealth government trading entities

These exemptions are:

- Imposed externally,
- Not locally determined, and
- Not offset by any Commonwealth compensation mechanism.

For small rural local governments with narrow rate bases, these exemptions materially undermine revenue adequacy and distort equity between ratepayers.

The Shire submits that:

- A national, independent review of local government rate exemption impacts is required, and
- Compensation mechanisms must be introduced where exemptions serve Commonwealth policy objectives.

5. Emergency Management as an Unfunded Climate Adaptation Burden

Local governments are now the frontline delivery agents for climate adaptation, particularly through:

- Bushfire response
- Flood recovery
- Heatwave and infrastructure resilience

- Community preparedness and recovery coordination

While emergency management is primarily a State responsibility, the operational burden now rests heavily with local government, and disaster funding frameworks remain:

- Reactive rather than capacity-building
- Focused on recovery rather than preparedness
- Project-based rather than recurrent
-

The Shire submits that rural local governments now perform a national climate adaptation function without a national funding stream to support:

- Equipment
- Training
- Local disaster resilience infrastructure
- Community readiness programs

6. Workforce Market Failure and National Policy Impacts

The Shire continues to experience severe recruitment challenges in:

- Building surveying
- Environmental health
- Town planning
- Technical and infrastructure oversight roles
-

These shortages are not local anomalies. They reflect:

- National migration and training pipeline gaps
- Private sector wage competition driven by mining and infrastructure programs
- Housing shortages in regional Australia

Local government is now competing in a distorted labour market without the fiscal capacity to match national private sector drivers. This has direct implications for:

- Statutory compliance
- Development approvals
- Environmental protection
- Community safety

Dedicated Commonwealth-supported workforce development pipelines for rural local government are now essential.

7. Future Infrastructure and Service Demand Pressures

The Shire is simultaneously facing:

- Climate-driven infrastructure stress
- An ageing population requiring greater health and access services
- Expectations arising from the low-carbon transition
- Increasing regulatory and community service standards

Each of these factors increases capital and operating expenditure without increasing local revenue capacity. This places rural shires into a position of managing ever-increasing national policy expectations with static and structurally constrained revenue tools.

8. Conclusion

The Shire of Narembeen submits that local government funding stress is no longer cyclical or efficiency-based. It is now structural and system-driven, caused by:

- Long-term indexation failure of Financial Assistance Grants
- Uncompensated rate exemptions
- Systemic cost-shifting from health, childcare, housing, telecommunications and disaster resilience
- Workforce failures driven by national policy settings

Without structural reform to Commonwealth funding arrangements, small rural local governments will continue to:

- Defer essential infrastructure renewal
- Carry increasing financial risk
- Subsidise national service failures from limited local rate bases

The Shire urges the Committee to treat rural local government not as a minor service tier, but as an essential national delivery partner whose financial sustainability now requires jurisdictionally coordinated reform.

ATTACHMENT 12.3A
Support for Change of Decisions – Councillor
Responses

Urgent Attention – Officer Recommendation to Change Original Decision
OCM December 2025
Email Extracts

Ben Forbers, EMCS

Email 2

RE: Shire of Narembreen - Flying agenda re change of previous resolution

BF

Ben Forbers

To

Cr Holly Cusack; Cr Bald; Cr Amy Hardham; Cr Chris Bray; Cr Scott Stirrat; crsmoker; Cr Michael Currie

Cc

Rebecca McCall; Kathryn Conopo

Follow up.

Start by Tuesday, 9 December 2025.

Due by Tuesday, 9 December 2025.

Reply

Reply All

Forward

Tue 9/12/2025 7:44 AM

Good morning, Councillors

Endorsement to change the previous resolution of Council has been received from 3 Councillors, including Cr Currie as the mover of the original motion, allowing us to present the item for consideration in the upcoming OCM.

Thank you kindly for your assistance.

Should you have any questions about the proposed change, please feel free to contact me or otherwise raise them when the item is tabled for discussion.

Kind Regards

Ben Forbers, CA
Executive Manager Corporate Services
Shire of Narembreen
T: (08) 9064 7308 M: 0457 667 579 F: (08) 9064 7037
1 Longhurst Street, Narembreen WA 6369

Email 1

Shire of Narembreen - Flying agenda re change of previous resolution

BF

Ben Forbers

To

Cr Holly Cusack; Cr Bald; Cr Amy Hardham; Cr Chris Bray; Cr Scott Stirrat; crsmoker; Cr Michael Currie

Cc

Rebecca McCall; Kathryn Conopo

PDF

OCM Minutes 18 November 2025 (Public) (unconfirmed).pdf

1 MB

Hello Councillors

As you will be aware, CEACA is undertaking a restructure for their expansion project whereby the assets will be held by a new 'special purpose vehicle' AKA: a company limited by guarantee.

As part of this restructure, it is CEACA's preference that participating local government's transfer their land for the project to the new entity instead of the existing CEACA entity.

Unfortunately, Council resolution 8089/25 (see item 12.1 per unconfirmed minutes as attached) from November defines "CEACA" as the old entity.

Therefore, the resolution just needs to be changed so that "CEACA" refers to CEACA Limited (ACN 693 494 638), for the sake of compliance.

To change the previous resolution, per the Standing Orders and Regulation 10 of the *Local Government (Administration) Regulations 1996*:

1. response via reply email must be provided by at least one third (3) of Councillors supporting the original resolution being changed, **which must include Councillor Currie as the mover of the original motion**
2. a statement outlining the "legal and financial consequences" must be provided and endorsed as an item in the upcoming ordinary meeting, because the original resolution has been acted upon by the administration.

If Councillors could please reply with their vote regarding supporting the change of resolution at their earliest convenience so we can finalise the agenda preparation it would be most appreciated.

If you have any questions, please let me know.

Kind Regards

Ben Forbers, CA
Executive Manager Corporate Services
Shire of Narembreen
T: (08) 9064 7308 M: 0457 667 579 F: (08) 9064 7037
1 Longhurst Street, Narembreen WA 6369

Councillor Responses

Cr Michael Currie

FW: Shire of Narembreen - Flying agenda re change of previous resolution

BF

Ben Forbers

To

Kathryn Conopo; Rebecca McCall

Follow up.

Start by Wednesday, 10 December 2025.

Due by Wednesday, 10 December 2025.

Reply

Reply All

Forward

Tue 9/12/2025 7:30 AM

From: Cr Michael Currie <ccurrie@narembreen.wa.gov.au>
Sent: Monday, 8 December 2025 8:27 PM
To: Ben Forbers <bforbers@narembreen.wa.gov.au>
Subject: RE: Shire of Narembreen - Flying agenda re change of previous resolution

I support the motion.

Kind Regards

Michael Currie
Councillor
Shire of Narembreen
M: 0428 238 276
1 Longhurst Street, Narembreen WA 6369



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From: Ben Forbers <bforbers@narembreen.wa.gov.au>
Sent: Monday, 8 December 2025 14:19
To: Cr Amy Hardham <ahardham@narembreen.wa.gov.au>; Cr Holly Cusack <rcusack@narembreen.wa.gov.au>; Cr Bald <rbald@narembreen.wa.gov.au>; Cr Chris Bray <crbray@narembreen.wa.gov.au>; Cr Scott Stirrat <scstirrat@narembreen.wa.gov.au>; crsmoker <crsmoker@narembreen.wa.gov.au>; Cr Michael Currie <ccurrie@narembreen.wa.gov.au>
Cc: Rebecca McCall <rmccall@narembreen.wa.gov.au>; Kathryn Conopo <kconopo@narembreen.wa.gov.au>
Subject: RE: Shire of Narembreen - Flying agenda re change of previous resolution

Cr Holly Cusack

FW: Shire of Narembeen - Flying agenda re change of previous resolution



Ben Forbes

To: Rebecca McCall

From: Cr Holly Cusack <hcusack@narembeen.wa.gov.au>

Sent: Monday, 8 December 2025 12:56 PM

To: Ben Forbes <bforbes@narembeen.wa.gov.au>

Subject: Re: Shire of Narembeen - Flying agenda re change of previous resolution

I support the change.

Holly Cusack

Cr Amy Hardham

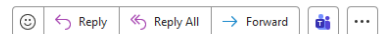
Re: Shire of Narembeen - Flying agenda re change of previous resolution



Cr Amy Hardham

To: Ben Forbes; Cr Holly Cusack; Cr Bald; Cr Chris Bray; Cr Scott Stirrat; crsmoker; Cr Michael Currie

Cc: Rebecca McCall; Kathryn Conopo



Mon 8/12/2025 1:08 PM

I move the motion.

Get [Outlook for iOS](#)

From: Ben Forbes <bforbes@narembeen.wa.gov.au>

Sent: Monday, December 8, 2025 10:16:35 AM

To: Cr Holly Cusack <hcusack@narembeen.wa.gov.au>; Cr Bald <crbald@narembeen.wa.gov.au>; Cr Amy Hardham <crhardham@narembeen.wa.gov.au>; Cr Chris Bray <crbray@narembeen.wa.gov.au>; Cr Scott Stirrat <crstirrat@narembeen.wa.gov.au>; crsmoker <crsmoker@narembeen.wa.gov.au>; Cr Michael Currie <ccurrie@narembeen.wa.gov.au>

Cc: Rebecca McCall <rmccall@narembeen.wa.gov.au>; Kathryn Conopo <kconopo@narembeen.wa.gov.au>

Subject: Shire of Narembeen - Flying agenda re change of previous resolution

Hello Councillors

As you will be aware, CEACA is undertaking a restructure for their expansion project whereby the assets will be held by a new 'special purpose vehicle' AKA: a company limited by guarantee.

As part of this restructure, it is CEACA's preference that participating local government's transfer their land for the project to the new entity instead of the existing CEACA entity.

Unfortunately, Council resolution 8089/25 (see item 12.1 per unconfirmed minutes as attached) from November defines "CEACA" as the old entity.

Therefore, the resolution just needs to be changed so that "CEACA" refers to CEACA Limited (ACN 693 494 638), for the sake of compliance.

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1. response via reply email must be provided by at least one third (3) of Councillors supporting the original resolution being changed, **which must include Councillor Currie as the mover of the original motion**
2. a statement outlining the "legal and financial consequences" must be provided and endorsed as an item in the upcoming ordinary meeting, because the original resolution has been acted upon by the administration.

If Councillors could please reply with their vote regarding supporting the change of resolution at their earliest convenience so we can finalise the agenda preparation it would be most appreciated.

If you have any questions, please let me know.

Kind Regards

Ben Forbes, CA

Executive Manager Corporate Services

Shire of Narembeen

T: (08) 9064 7308 M: 0457 667 579 F: (08) 9064 7037

1 Longhurst Street, Narembeen WA 6369

ATTACHMENT 12.4A
Statement of Legal and Financial
Consequences



STATEMENT OF LEGAL AND FINANCIAL CONSEQUENCES TO CHANGE A MOTION

Details	
Minute Reference for Proposed Revocation: 8089/25	Date: 9 December 2025
Author: Rebecca McCall	Subject: Central East Accommodation and Care Alliance – Expansion Project
Note	

Legal Consequences

This amendment ensures the land transfer and formal agreement are executed with the correct legal entity following CEACA's restructure into a company limited by guarantee. Amending the resolution removes any risk of invalid transfer, contractual defect, or non-compliance with the *Local Government Act 1995*, ensuring enforceability of the agreement and proper registration of land title to the correct entity.

Financial Consequences

There is no change to Council's approved financial contribution of 5% (approximately \$102,000) payable over two financial years (2026/27 and 2027/28). The amendment does not increase Council's financial exposure and simply redirects the land asset and contractual obligations to the new special purpose vehicle.

ATTACHMENT 12.5A
Minute Reference 8089/25

12. Officers Reports - Office of the Chief Executive Officer

12.1 Central Eastern Accommodation and Care Alliance – Expansion Project

Date:	3 November 2025
Location:	Nil
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
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

The Shire of Narembeen and the Central East Aged Care Alliance (CEACA) have reached an in-principal agreement for the development of four (4) two-bedroom, two-bathroom residential units on Lot 104 (27) Currall Street, Narembeen.

To progress the project, Council approval is sought to confirm the Shire's requested contribution of 5% toward the total project cost and note the terms of the proposed partnership.

Background

CEACA submitted a funding application for residential development across the Wheatbelt, which was subsequently approved. Initially Narembeen was allocated three units, but following another Shire relinquishing ten units, additional allocations were made to Shires that expressed interest, bringing the total to 54 houses earmarked, with \$27 million approved for construction.

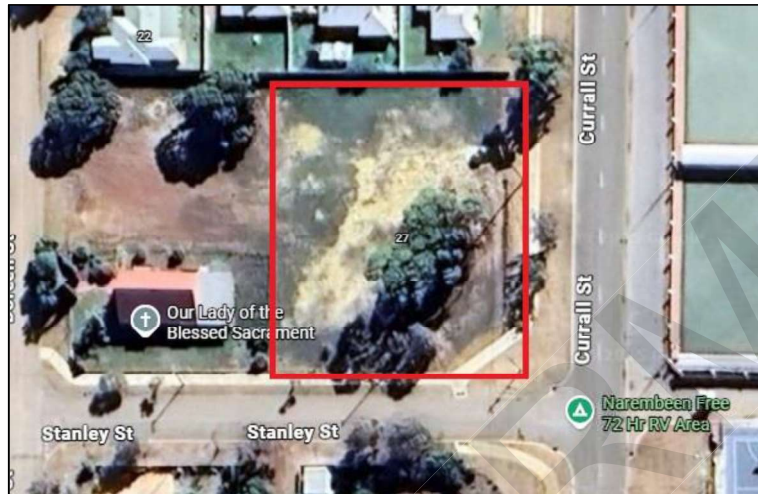
At its Ordinary Council Meeting dated 16 May 2023, Council resolved to:

1. *Make application to the Central East Accommodation and Care Alliance (CEACA), for 'General Membership', from 1 July 2023; and*
2. *Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing on Lot 104 Currall Street, Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.*

MIN 7593/23 MOTION - Moved Cr. Bray Seconded Cr. Hardham

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

Lot 104 (27) Currall Street comprises 2,525m² and is zoned Residential R30, allowing for the development of up to eight residential lots. The site is ready for development, fully compliant with zoning requirements and bushfire regulations. It is serviced for sewer, water, and power connections, and is free from native title restrictions, enabling a timely land transfer and title registration. This readiness ensures that CEACA can commence construction in alignment with Housing Australia and Department of Housing approvals and funding arrangements.



The average budgeted cost per dwelling is \$510,000, not including contingencies and project management costs. The initially expected cash contribution for three units was \$153,000 based on a 10% share in costs for three dwellings.

At the CEACA Management Meeting dated 22 September 2025 it was resolved to reduced the CEACA member shires contribution to 5%, with the other 5% to be contributed by CEACA from a combination of its cash reserves and proceeds from the proposed sale of other propties. The timing of the contriptions from member shires will be 2.5% in 2026/2027 and 2.5% in 2027/2028.

Comment

The partnership aligns with the Shire's commitment to enhancing local housing availability and supporting regional accommodation initiatives. The arrangement ensures that additional housing options are available without imposing long-term operational or financial obligations on the Shire.

The proposed terms are as follows:

The Shire of Narembeen will gift Lot 104 (27) Currall Street Narembeen to CEACA for the development of four (4) 2x2 residential units. As Council has resolved to gift the land and funding is now secured, the transfer of land subject to compliance with Section 3.58 of the Local Government Act 1995 will proceed.

Other proposed terms are as follows:

- The Shire will contribute 5% of the total project cost toward the development, as previously noted.
- CEACA will be responsible for all ongoing maintenance, management, and operational costs associated with the development.

- CEACA will manage tenant allocations in accordance with its regional housing framework. Priority will be given to residents of Narembreen who meet CEACA's eligibility criteria, particularly those who are aged, living with a disability, or experiencing housing stress.
- CEACA will oversee all stages of design, construction, compliance, and occupancy.
- Should future funding be obtained for the construction of further dwellings of a similar nature and purpose, the parties will collaborate to apply the same principles and responsibilities outlined in this agreement, unless otherwise mutually agreed.

Formal documentation outlining these terms will be prepared following Council's endorsement, ensuring that the arrangement complies with legislative requirements and clearly defines each party's obligations.

Consultation

CEACA Management Committee

Statutory Implications

Local Government Act 1995

Section 3.58 — Disposing of Property

(1) "A local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender the local government determines to be the most acceptable; unless otherwise exempt under the Local Government (Functions and General) Regulations 1996."

Local Government (Functions and General) Regulations 1996

Regulation 30 — Dispositions that are exempt from section 3.58 of the Act

(2)(b) "A disposition of property is an exempt disposition if the property is disposed of to —

- (i) a body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational or sporting nature."

Policy Implications

Housing Strategy 2024-2034

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 allocated \$200,000 to the Shire of Narembreen's cash contribution toward the CEACA expansion project based on the previous funding model.

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	Short term non-compliance but significant regulatory requirements imposed
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Engagement with CEACA and Department of Communities CEO oversight and agreement preparation
Action / Treatment	Council approval obtained prior to agreement execution Formal contract drafted to ensure legislative compliance
Risk Rating After Treatment	Effective

Financial Implications

The Shire's contribution of 5% to the total project cost will total approximately \$102,000, which will be sourced from municipal funds. This will be paid to CEACA in two instalments as follows:

Year	Percentage	Approximate Contribution
2026/2027	2.5%	\$51,000
2027/2028	2.5%	\$51,000

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.1

That Council:

1. Notes that CEACA 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's housing framework;
3. Authorises the Chief Executive Officer to prepare and execute a formal agreement with CEACA 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* authorise the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's common seal, to process the transfer of land to CEACA.

MIN 8089/25

MOTION - Moved Cr. Currie

Seconded Cr. Bald

CARRIED 5 / 0

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

ATTACHMENT 14.1A
Financial statements for month ended
30 November 2025



SHIRE OF NAREMBEEN

MONTHLY

FINANCIAL STATEMENTS

OCTOBER 2025

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT

For the period ended 30 November 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	2,251,720	2,246,180	2,240,759	(5,421)	(0%)	
Rates excluding general rates	32,951	32,951	32,385	(566)	(2%)	
Grants, subsidies and contributions	1,715,530	997,117	1,068,588	71,471	7%	
Fees and charges	549,698	338,519	350,039	11,520	3%	
Interest revenue	376,931	112,979	107,290	(5,689)	(5%)	
Other revenue	119,000	67,950	139,879	71,929	106%	▲
Profit on asset disposals	16,000	6,665	42,832	36,167	543%	▲
	5,061,830	3,802,361	3,981,772	179,411	4.72%	
Expenditure from operating activities						
Employee costs	(2,304,124)	(1,080,915)	(1,028,328)	52,587	4.87%	
Materials and contracts	(1,814,326)	(887,980)	(764,145)	123,835	13.95%	▲
Utility charges	(257,850)	(107,330)	(87,805)	19,525	18.19%	
Depreciation	(3,235,234)	(1,347,860)	(1,303,107)	44,753	3.32%	
Finance costs	(28,135)	(14,410)	(14,410)	0	0.00%	
Insurance	(274,399)	(273,274)	(277,987)	(4,713)	(1.72%)	
Other expenditure	(225,457)	(53,223)	(69,436)	(16,213)	(30.46%)	
Loss on asset disposals	(45,000)	(2,000)	0	2,000	100.00%	
	(8,184,525)	(3,766,992)	(3,545,218)	221,774	5.89%	
Non cash amounts excluded from operating activities	2(c) 3,267,736	1,343,195	1,260,275	(82,920)	(6.17%)	
Amount attributable to operating activities	145,041	1,378,564	1,696,829	318,265	23.09%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	2,666,614	843,306	472,168	(371,138)	(44.01%)	▼
Proceeds from disposal of assets	160,000	0	53,840	53,840	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	12,560	0	3,969	3,969	0.00%	
	2,839,174	843,306	529,977	(313,329)	(37.15%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(1,988,320)	(770,102)	(440,527)	329,575	42.80%	▲
Acquisition of infrastructure	(4,441,515)	(1,825,917)	(687,790)	1,138,127	62.33%	▲
Payments for intangible assets	(235,000)	(97,910)	(25,880)	72,030	73.57%	▲
	(6,664,835)	(2,693,929)	(1,154,197)	1,539,732	57.16%	
Amount attributable to investing activities	(3,825,661)	(1,850,623)	(624,220)	1,226,403	66.27%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	1,436,554	0	0	0	0.00%	
	1,436,554	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(83,070)	(38,716)	(38,716)	0	0.00%	
Transfer to reserves	(510,823)	0	(60,852)	(60,852)	0.00%	
	(593,893)	(38,716)	(99,568)	(60,852)	(157.18%)	
Amount attributable to financing activities	842,661	(38,716)	(99,568)	(60,852)	(157.18%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 2,837,959	2,837,959	2,278,153	(559,806)	(19.73%)	▼
Amount attributable to operating activities	145,041	1,378,564	1,696,829	318,265	23.09%	▲
Amount attributable to investing activities	(3,825,661)	(1,850,623)	(624,220)	1,226,403	66.27%	▲
Amount attributable to financing activities	842,661	(38,716)	(99,568)	(60,852)	(157.18%)	▼
Surplus or deficit after imposition of general rates	(0)	2,327,184	3,251,194	924,010	39.71%	▲

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

	Actual 30 June 2025	Actual as at 30 November 2025
	\$	
CURRENT ASSETS		
Cash and cash equivalents	9,030,289	9,220,612
Trade and other receivables	239,525	219,306
Other financial assets	12,560	8,591
Inventories	25,943	57,354
Contract assets	353,574	353,574
TOTAL CURRENT ASSETS	9,661,891	9,859,437
NON-CURRENT ASSETS		
Other financial assets	125,391	125,391
Inventories	108,172	108,172
Investment in associate	41,553	41,553
Property, plant and equipment	23,802,419	23,817,236
Infrastructure	147,692,048	147,517,316
TOTAL NON-CURRENT ASSETS	171,769,583	171,609,668
TOTAL ASSETS	181,431,474	181,469,105
CURRENT LIABILITIES		
Trade and other payables	875,130	28,814
Contract liabilities	134,456	134,456
Borrowings	83,071	44,354
Employee related provisions	370,363	370,363
Other provisions	107,436	107,436
DOT licensing funds on hand	3,255	17,192
TOTAL CURRENT LIABILITIES	1,573,711	702,615
NON-CURRENT LIABILITIES		
Borrowings	497,839	497,839
Employee related provisions	59,880	59,880
TOTAL NON-CURRENT LIABILITIES	557,719	557,719
TOTAL LIABILITIES	2,131,430	1,260,334
NET ASSETS	179,300,044	180,208,768
EQUITY		
Retained surplus	56,479,960	57,327,833
Reserve accounts	5,880,538	5,941,389
Revaluation surplus	116,939,546	116,939,546
TOTAL EQUITY	179,300,044	180,208,768

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report 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 financial report 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 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report 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 financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report 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 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
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 November 2025
Current assets		\$	\$	\$
Cash and cash equivalents		5,284,197	9,030,289	9,220,612
Trade and other receivables		541,806	239,525	219,306
Other financial assets		0	12,560	8,591
Inventories		73,416	25,943	57,354
Contract assets		0	353,574	353,574
		5,899,419	9,661,891	9,859,437
Less: current liabilities				
Trade and other payables		(480,045)	(875,130)	(28,814)
Other liabilities		(11,060)	0	0
Borrowings		0	(83,071)	(44,354)
Employee related provisions		(351,067)	(370,363)	(370,363)
Other provisions		(102,441)	(107,436)	(107,436)
Contract liabilities		0	(134,456)	(134,456)
DOT funds on hand		0	(3,255)	(17,192)
		(944,613)	(1,573,711)	(702,615)
Net current assets		4,954,806	8,088,180	9,156,822
Less: Total adjustments to net current assets	2(b)	(4,954,806)	(5,810,027)	(5,905,627)
Closing funding surplus / (deficit)		(0)	2,278,153	3,251,195

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(4,954,806)	(5,880,538)	(5,941,390)
Less: Financial assets at amortised cost - self supporting loans		0	(12,560)	(8,591)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		0	83,071	44,354
Total adjustments to net current assets	2(a)	(4,954,806)	(5,810,027)	(5,905,627)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 November 2025	YTD Actual 30 November 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(16,000)	(6,665)	(42,832)
Add: Loss on asset disposals	45,000	2,000	0
Add: Depreciation	3,235,234	1,347,860	1,303,107
Movement in current contract liabilities associated with restricted cash	3,502	0	0
Total non-cash amounts excluded from operating activities	3,267,736	1,343,195	1,260,275

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2025

3 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 actual materially.

The material variance adopted by Council for the 2025-26 year is \$25,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Other revenue	71,929	105.86%	▲
No budget for workers compensation insurance reimbursements of ~\$60k or other insurance reimbursements received to date. Likely that this category continues to show favourable variances until the budget review in February 2026		Timing	
Profit on asset disposals	36,167	542.64%	▲
Assets disposed of surplus to requirements under delegation that were not originally budgeted for. Variance will be included in budget review.		Timing	
Expenditure from operating activities			
Materials and contracts	123,835	13.95%	▲
Predominantly due to delays in calls for contributions to CEACA for their housing project and RoeROC for their housing project, which total a YTD underspend of ~\$259k. This under-expenditure is offset by the balance of the category-wide over-expenditure totalling roughly \$140k. Some of this over-expenditure can be attributed to stand-alone purchase, such as the pool flooring, but generally costs incurred are just slightly higher than budgeted.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(371,138)	(44.01%)	▼
See detailed note on grant income		Timing	
Outflows from investing activities			
Acquisition of property, plant and equipment	329,575	42.80%	▲
See detailed note - capital expenditure generally delayed pending budget adoption		Timing	
Acquisition of infrastructure	1,138,127	62.33%	▲
See detailed note - capital expenditure generally delayed pending budget adoption		Timing	
Payments for intangible assets	72,030	73.57%	▲
Acquisition of ERP delayed		Timing	

**SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

4 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash and floats	Cash and cash equivalents	741	0	741	n/a	n/a	
Municipal funds	Cash and cash equivalents	3,278,482	0	3,278,482	CBA	0.01%	
Short-term deposits	Cash and cash equivalents	0	5,941,389	5,941,389	CBA	4.04%	15/12/2025
Total		3,279,223	5,941,389	9,220,612			
Comprising							
Cash and cash equivalents		3,279,223	5,941,389	9,220,612			
		3,279,223	5,941,389	9,220,612			

KEY INFORMATION

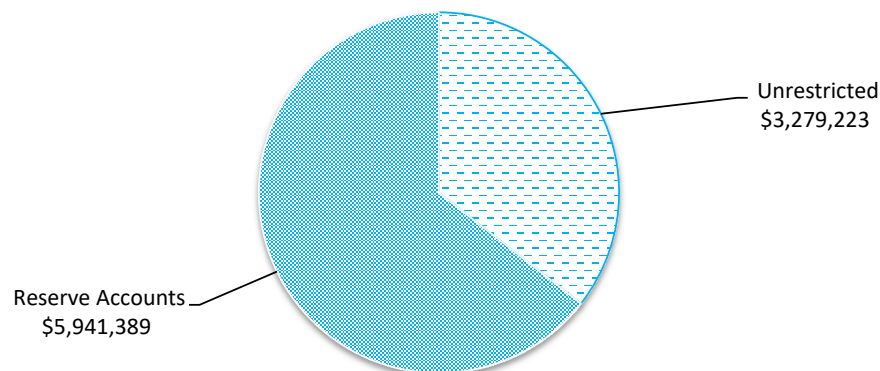
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government 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.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 9 - Other assets.



SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

5 RESERVE ACCOUNTS

Reserve account name	Opening	Transfers	Transfers	Closing	Actual			
	Balance	In (+)	Out (-)	Balance	Opening	Transfers	Transfers	Closing
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Leave reserve	324,062	14,582	0	338,644	324,062	3,353	0	327,415
Plant reserve	338,359	221,426	0	559,785	338,359	3,501	0	341,860
Infrastructure reserve	1,438,578	64,736	(720,000)	783,314	1,438,578	14,887	0	1,453,465
HVRIC reserve	2,278,453	102,530	(110,500)	2,270,483	2,278,453	23,578	0	2,302,031
Land Development reserve	359,117	16,160	(375,277)	0	359,117	3,716	0	362,833
Avoca Farm reserve	88,265	3,972	(92,237)	(0)	88,265	913	0	89,178
Recreation reserve	685,593	30,852	(40,374)	676,071	685,593	7,095	0	692,688
Housing reserve	15,661	705	(16,366)	(0)	15,661	162	0	15,823
Heritage reserve	22,810	1,026	0	23,836	22,810	236	0	23,046
Medical reserve	103,540	4,659	0	108,199	103,540	1,071	0	104,611
Server reserve	15,000	15,675	0	30,675	15,000	155	0	15,155
ERP reserve	40,000	1,800	(41,800)	0	40,000	414	0	40,414
Bendering landfill reserve	161,100	22,249	(40,000)	143,349	161,100	1,667	0	162,767
Bendering rehabilitation reserve	5,000	5,225	0	10,225	5,000	52	0	5,052
RoeROC reserve	5,000	5,225	0	10,225	5,000	52	0	5,052
	5,880,538	510,823	(1,436,554)	4,954,806	5,880,538	60,852	0	5,941,390

6 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Property, plant and equipment	1,988,320	770,102	440,527	(329,575)
Infrastructure	4,441,515	1,825,917	687,790	(1,138,127)
Intangible assets	235,000	97,910	25,880	(72,030)
Total capital acquisitions	6,664,835	2,693,929	1,154,197	(1,539,732)
Capital Acquisitions Funded By:				
Capital grants and contributions	2,666,614	843,306	472,168	(371,138)
Other (disposals & C/Fwd)	160,000	0	53,840	53,840
Reserve accounts				
Infrastructure reserve	720,000	0	0	0
HVRIC reserve	110,500	0	0	0
Land Development reserve	375,277	0	0	0
Avoca Farm reserve	92,237	0	0	0
Recreation reserve	40,374	0	0	0
Housing reserve	16,366	0	0	0
ERP reserve	41,800	0	0	0
Bendering landfill reserve	40,000	0	0	0
Contribution - operations	2,401,667	1,850,623	628,189	(1,222,434)
Capital funding total	6,664,835	2,693,929	1,154,197	(1,539,732)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/11/2025

FOR THE YEAR TO DATE PERIOD ENDED 30/11/2024										
Capital Expenditure Project	Account Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
Land and Buildings										
Depot, Pound Improvements	2182	10,000	10,000	0	10,000	100%	9,999	0	9,999	100%
Staff housing, Thomas St builds	2178	283,500	283,500	212,827	70,673	25%	283,500	212,827	70,673	25%
Recreation Centre, female changerooms (design)	2183	30,000	30,000	12,800	17,200	57%	25,000	12,800	12,200	49%
Staff housing, Cr Cheetham Way & Brown St subdivision	2179	500,000	500,000	0	500,000	100%	0	0	0	
1 Longhurst Street, renovations	2180	100,000	100,000	1,027	98,973	99%	0	1,027	(1,027)	
Swimming Pool, ablation upgrades, add first aid room & storage	2229	10,000	10,000	0	10,000	100%	6,666	0	6,666	100%
Depot, new buildings, renovations and improvements to amenity	2300	10,000	10,000	0	10,000	100%	0	0	0	
8 Cheetham Way, Outdoor blinds	2301	14,000	14,000	13,690	310	2%	9,332	13,690	(4,358)	-47%
20 Cheetham Way, Outdoor blinds	2302	14,000	14,000	19,665	(5,665)	-40%	9,332	19,665	(10,333)	-111%
5 Churchill Street, garden and street frontage improvements	2303	28,000	28,000	376	27,624	99%	18,666	376	18,290	98%
Avoca farmstead, demolition	2304	50,000	50,000	0	50,000	100%	20,830	0	20,830	100%
15 Northmore, reticulation works	2305	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
15 Northmore, landscaping	2306	10,000	10,000	0	10,000	100%	4,165	0	4,165	100%
15 Northmore, floorcoverings	2307	5,350	5,350	0	5,350	100%	3,566	0	3,566	100%
15 Northmore, split system AC	2308	8,500	8,500	0	8,500	100%	5,666	0	5,666	100%
16 Hilton, reticulation works	2309	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
18 Hilton, reticulation works	2310	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
21 Northmore, reticulation works	2311	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
15 Northmore, landscaping	2312	10,000	10,000	0	10,000	100%	4,165	0	4,165	100%
21 Northmore, split system AC	2313	8,500	8,500	0	8,500	100%	5,666	0	5,666	100%
8 Churchill Street, repaint portico	2314	5,000	5,000	0	5,000	100%	3,332	0	3,332	100%
8 Churchill Street, Rear entry fencing	2315	5,000	5,000	0	5,000	100%	3,332	0	3,332	100%
Gym, split system AC	2316	12,000	12,000	0	12,000	100%	8,000	0	8,000	100%
Transfer station, Concrete slab for shed	2317	26,000	26,000	13,118	12,883	50%	26,000	13,118	12,883	50%
Transfer station, Transportable office	2318	18,000	18,000	0	18,000	100%	12,000	0	12,000	100%
10 Hilton, floorcoverings, repaint internally and exterior repairs	2324	40,000	40,000	0	40,000	100%	0	0	0	
5 and 7 Currall Street Narembeen, land acquisition costs	2373	0	0	3,890	(3,890)		0	3,890	(3,890)	
Total Land and Buildings		1,217,850	1,217,850	277,393	940,457		467,537	277,393	190,144	
Furniture and Equipment										
Admin - VOIP Phones	2184	10,000	10,000	10,026	(26)	0%	4,165	10,026	(5,861)	-141%
Admin - Council Chambers Furniture	2185	23,670	23,670	0	23,670	100%	0	0	0	
Recreation Centre, furniture and fittings	2361	35,000	35,000	9,967	25,033	72%	23,332	9,967	13,365	57%
Admin, CRC amd mechanic - new computers	2356	11,000	11,000	0	11,000	100%	4,580	0	4,580	100%
CRC, Power distribution boards	2357	5,000	5,000	0	5,000	100%	4,998	0	4,998	100%
Caravan park, replacement washing machines	2358	22,000	22,000	19,963	2,037	9%	21,999	19,963	2,036	9%
Chambers, additional honour boards	2359	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
Admin, Chair and table trolleys	2360	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
Total Furniture and Equipment		116,670	116,670	39,955	76,715		63,234	39,955	23,279	
Plant and Equipment										
Steel Drum Roller	2363	200,000	200,000	0	200,000	100%	0	0	0	
Side Tipper (NB5708)	2364	155,000	155,000	0	155,000	100%	0	0	0	
Light tipper (NEW)	2195	78,000	78,000	83,673	(5,673)	-7%	78,000	83,673	(5,673)	-7%
Replacement Light Vehicle (NB7900)	2365	42,000	42,000	0	42,000	100%	28,000	0	28,000	100%
Replacement Light Vehicle (NB806)	2366	50,000	50,000	0	50,000	100%	33,334	0	33,334	100%
Replacement Light Vehicle (NB7298)	2367	50,000	50,000	0	50,000	100%	33,334	0	33,334	100%
Skidsteer attachment, cold planer	2368	28,000	28,000	0	28,000	100%	27,999	0	27,999	100%
Skidsteer attachment, spray unit with boom	2369	18,000	18,000	22,260	(4,260)	-24%	18,000	22,260	(4,260)	-24%
Skidsteer, loading ramps	2370	5,000	5,000	0	5,000	100%	5,000	0	5,000	100%
Works, Trailer-Mounted Portable Toilet	2371	7,000	7,000	0	7,000	100%	6,999	0	6,999	100%
Works, Fleet Tracking Hardware	2188	10,000	10,000	6,775	3,225	32%	4,165	6,775	(2,610)	-63%
Works, Traffic counters	2362	10,800	10,800	10,470	330	3%	4,500	10,470	(5,970)	-133%
Total Plant and equipment		653,800	653,800	123,179	530,621		239,331	123,179	116,152	
Total Property, Plant and Equipment		1,988,320	1,988,320	440,527	1,547,793		770,102	440,527	329,575	

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/11/2025

		Full-year variance					Year-to-date variance			
Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var Under/(over)	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var Under/(over)
Infrastructure - Roads, Footpaths and Drainage										
R2R - Anderson Rock Road, Gravel resheeting (SLK 10.56 - 16.20)	2325	150,000	150,000	0	150,000	100%	0	0	0	
R2R - Yeomans Road, Gravel resheeting (SLK 15.13 - 21.00)	2326	150,000	150,000	141,886	8,114	5%	0	141,886	(141,886)	
R2R - Coverley Road, Gravel resheeting (SLK 3.2 - 8.96)	2327	200,000	200,000	12,264	187,736	94%	199,998	12,264	187,734	94%
R2R - Swartz Road, Replace culvert, reconstruct floodway (SLK 4.50)	2328	120,000	120,000	0	120,000	100%	0	0	0	
R2R - Bailey Road, Replace culvert, reconstruct floodway (SLK 7.57)	2329	120,000	120,000	0	120,000	100%	0	0	0	
RRG - Cramphorne Road, Second coat seal (SLK 37.29 - 42.29)	2340	168,000	168,000	23,785	144,215	86%	112,000	23,785	88,215	79%
RRG - Narembreen South Road, Reconstruction and primer seal to 7.2m (SLK 5.17 - 8.97)	2341	720,000	720,000	108,914	611,086	85%	600,000	108,914	491,086	82%
WSFN - Kondinin-Narembreen Road, second coat seal (SLK 19.50 - 23.00)	2342	141,290	141,290	19,373	121,917	86%	94,192	19,373	74,819	79%
WSFN - Kondinin-Narembreen Road, reconstruction, widen, seal and asphalt (SLK 26 - 26.8)	2343	359,725	359,725	11,214	348,511	97%	0	11,214	(11,214)	
Soldiers Road, Gravel resheeting and second coat seal - 400m x 8m (SLK 39.5 - 39.9)	2344	37,000	37,000	0	37,000	100%	24,666	0	24,666	100%
Cramphorne Road, vegetation works (SLK 17.2 - 32.29)	2345	80,000	80,000	45,436	34,564	43%	53,332	45,436	7,896	15%
Mt Arrowsmith Road, pavement repairs, culvert installation and reseal (SLK 3.25 - 15.53)	2346	110,500	110,500	0	110,500	100%	110,499	0	110,499	100%
Townsite, replacement of kerbing	2372	50,000	50,000	0	50,000	100%	50,000	0	50,000	100%
Total Roads, Footpaths and Drainage		2,406,515	2,406,515	362,872	2,043,643		1,244,687	362,872	881,815	
Other Infrastructure										
Stormwater Harvesting (Irrigation Pipeline) for townsite	2348	140,000	140,000	750	139,250	99%	0	750	(750)	
Lions Recycling Area, improvements	2323	10,000	10,000	0	10,000	100%	0	0	0	
Caravan Park, perimeter fencing and drainage	2347	25,000	25,000	0	25,000	100%	10,415	0	10,415	100%
Lions Entrance Garden improvements (West Town entrance)	2322	5,000	5,000	0	5,000	100%	2,080	0	2,080	100%
Airfield, CCTV installation	2349	15,000	15,000	0	15,000	100%	0	0	0	
Caravan Park, drain, sewerage and electrical line rerouting and improvements	2215	25,000	25,000	0	25,000	100%	10,415	0	10,415	100%
CRC Precinct - Generator Installation	2218	100,000	100,000	0	100,000	100%	0	0	0	
New District Entrance Signs (x4)	2350	12,000	12,000	0	12,000	100%	5,000	0	5,000	100%
Investment in associate (RoeROC)	9415000	60,000	60,000	0	60,000	100%	0	0	0	
Transfer station, chainmesh fencing	2319	50,000	50,000	37,700	12,300	25%	0	37,700	(37,700)	
Town dams, perimeter fencing	2320	50,000	50,000	14,329	35,671	71%	20,830	14,329	6,501	31%
Motorcross, perimeter fencing, restoration works and signage	2321	100,000	100,000	33,505	66,495	66%	41,665	33,505	8,160	20%
BMX track, survey and design	2162	525,000	525,000	9,064	515,936	98%	0	9,064	(9,064)	
Narembreen oval, switchboard	2223	44,000	44,000	0	44,000	100%	18,330	0	18,330	100%
Ski Lake planning and development	2163	10,000	10,000	11,037	(1,037)	-10%	4,165	11,037	(6,872)	-165%
Narembreen hockey field lights (Club Night Lights)	2222	304,000	304,000	194,383	109,617	36%	126,665	194,383	(67,718)	-53%
Tourist trails development	2353	10,000	10,000	166	9,834	98%	0	166	(166)	
Town oval, irrigation improvements	2354	100,000	100,000	750	99,250	99%	41,665	750	40,915	98%
Narembreen football field lights (Club Night Lights)	2355	450,000	450,000	23,234	426,766	95%	300,000	23,234	276,766	92%
Total Other Infrastructure		2,035,000	2,035,000	324,918	1,710,082		581,230	324,918	256,312	
Total Infrastructure		4,441,515	4,441,515	687,790	3,753,725		1,825,917	687,790	1,138,127	
Intangible Assets										
New ERP - Implementation costs	2352	200,000	200,000	1,000	199,000	100%	83,330	1,000	82,330	99%
Website redevelopment	2351	35,000	35,000	24,880	10,120	29%	14,580	24,880	(10,300)	-71%
Total Infrastructure		235,000	235,000	25,880	209,120		97,910	25,880	72,030	
Total 2026 capital expenditure to date		6,664,835	6,664,835	1,154,197	5,510,638		2,693,929	1,154,197	1,539,732	

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

OPERATING ACTIVITIES

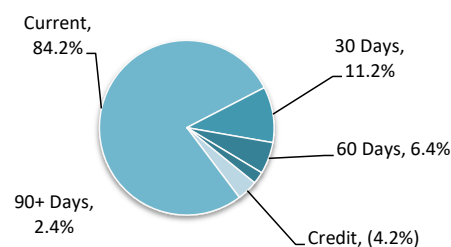
7 DISPOSAL OF ASSETS

Asset description	Budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$
Buildings								
41 Cheetham Way	0	0	0	0	0	176	176	0
Plant and equipment								
Toyota Kluger, 111NB	40,000	38,000	0	(2,000)	0	0	0	0
CAT Steel Drum Roller	83,000	40,000	0	(43,000)	0	0	0	0
Bruce Rock Side Tipper, NB5766	25,000	30,000	5,000	0	0	0	0	0
Toyota Hilux, NB7900	13,000	16,000	3,000	0	0	0	0	0
Nissan Navara, NB806	12,000	18,000	6,000	0	0	0	0	0
Nissan Navara, NB7298	16,000	18,000	2,000	0	0	0	0	0
Howard Porter Side Tipper, NB3937			0	0	0	23,870	23,870	0
Tri-axle dolly			0	0	11,006	24,700	13,693	0
Diesel bowser and fuel cell			0	0	0	5,094	5,094	0
	189,000	160,000	16,000	(45,000)	11,006	53,840	42,833	0

8 RECEIVABLES

Rates receivable	30 Jun 2025	30 Nov 2025
	\$	\$
Opening arrears previous year	154,026	79,986
Levied this year	2,133,835	2,273,144
Less - collections to date	(2,207,875)	(2,152,665)
Gross rates collectable	79,986	200,465
Allowance for impairment of rates receivable	0	0
Net rates collectable	79,986	200,465
% Collected	96.5%	91.5%

Accounts Receivable (non-rates)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(665)	13,209	1,755	1,008	379	15,686
Percentage	(4.2%)	84.2%	11.2%	6.4%	2.4%	
Balance per trial balance						
Trade receivables						15,686
Pensioner rates and ESL rebates receivable						2,304
Contract Assets						353,574
Receipting suspense						851
Total receivables general outstanding						372,415

Amounts shown above include GST (where applicable)

KEY INFORMATION

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment).

The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other 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.

8 PAYABLES

Payables - general	Debit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	2,428	0	0	0	2,428
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						2,456
Accrued salaries and wages						(11,860)
ATO liabilities						(9,403)
Prepaid rates						20,991
Bonds and deposits held						26,307
Trust funds						323
Transport licensing funds held						17,192
Total payables general outstanding						46,006
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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.

9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Loan No.	\$	\$	\$	\$	\$	\$	\$	\$	\$
Swimming Pool	125	60,278	0	0	(14,335)	(29,149)	45,943	31,129	2,013	(3,548)
Recreation Centre	128	462,301	0	0	(20,412)	(41,361)	441,889	420,940	12,159	(23,780)
		522,579	0	0	(34,747)	(70,510)	487,832	452,069	14,172	(27,328)
Self supporting loans										
Aged Homes	127	9,400	0	0	0	(4,602)	9,400	4,798	0	(349)
Narembeen Bowling Club	131	48,930	0	0	(3,969)	(7,958)	44,961	40,972	0	(457)
		58,330	0	0	(3,969)	(12,560)	54,361	45,770	0	(806)
Total		580,909	0	0	(38,716)	(83,070)	542,193	497,839	14,172	(28,134)
Current borrowings		83,070					44,353			
Non-current borrowings		497,839					497,840			
		580,909					542,193			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

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.

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2025

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	YTD Budget	Annual Budget	YTD Revenue Actual
	\$	\$	\$
Grants and subsidies - Operating			
General Purpose funding			
Financial Assistance Grant - General portion	352,500	705,000	417,914
Financial Assistance Grant - Roads portion	245,000	490,000	290,415
Law, Order and Public Safety			
Bush Fire Brigade Operating Grant	3,957	15,830	4,353
Bush Fire Brigade Operating Grant	0	0	8,077
Housing			
Other housing, reimbursements received	30,000	30,000	0
Community Amenities			
CRC, SOCK Week grant funding	0	24,455	79
CRC, Annual operating grants	50,000	120,000	64,725
CRC, Project grant funding	0	0	909
CRC, trainee grant funding	0	0	(24,920)
CRC, Event grant funding	10,415	25,000	7,584
Transport			
Main Roads Direct Grant	305,245	305,245	299,453
Total operating grants and subsidies	997,117	1,715,530	1,068,588
Grants and subsidies - Non-operating			
Transport			
Community Water Supply grant funding	0	100,000	0
Power Resilience Project grant funding	0	90,000	0
Regional Road Group (RRG) Grant Funding	296,000	592,000	236,800
Roads to Recovery (R2R) Grant Funding	0	740,000	0
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	233,806	467,614	134,296
Recreation			
Club Night Lights grant funding	200,000	200,000	0
BMX/pump track grant funding	0	250,000	0
Contributions - Non-operating			
Reimbursements from sporting groups	113,500	227,000	101,072
Total non-operating grants, contributions and subsidies	529,806	2,439,614	472,168
GRAND TOTAL	1,526,923	4,155,144	1,540,756

ATTACHMENT 14.2A
Schedule of Accounts for month ended
30 November 2025



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 November 2025

Chq/EFT	Date	Name	Description	Amount
EFT19201	13/11/2025	150 Square Pty Ltd	RoeROC Key Worker Accommodation plans	3,105.00
EFT19202	13/11/2025	ATeam Printing	CRC, customer printing	239.80
EFT19203	13/11/2025	AFGRI Equipment Australia Pty Ltd	Plant, service parts and repairs	1,082.31
EFT19204	13/11/2025	AMAC Mechanical	Plant, service parts and grader repairs	2,310.00
EFT19205	13/11/2025	Airport Lighting Specialists Pty Ltd	Airport, replace broken lighting	3,197.70
EFT19206	13/11/2025	Ampac Debt Recovery (WA) Pty Ltd	Rates, debt recovery	3,153.70
EFT19207	13/11/2025	Australian Services Union	Employee membership fees remitted	26.50
EFT19208	13/11/2025	Avon Waste	Waste collection	15,752.83
EFT19209	13/11/2025	Boc Gases	Depot, workshop consumables	8.95
EFT19210	13/11/2025	Chris Bray Electrics Pty Ltd	Electrical maintenance for various Council properties and facilities	4,174.50
EFT19211	13/11/2025	Combined Pest Control Wa	Apex Park, remove bees	110.00
EFT19212	13/11/2025	Comfortstyle Merredin	Minor plant, table trolley	2,718.00
EFT19213	13/11/2025	Cr Luke Smoker	Councillor successful nomination fees refund	100.00
EFT19214	13/11/2025	Cr Michael Jeffrey Currie	Councillor successful nomination fees refund	100.00
EFT19215	13/11/2025	Cr Scott William Stirrat	Councillor successful nomination fees refund	100.00
EFT19216	13/11/2025	Department Of Fire And Emergency Services (DFES)	ESL for Shire-owned properties	3,996.00
EFT19217	13/11/2025	Fitz Gerald Strategies	Consulting services for HR matters	106.60
EFT19218	13/11/2025	Fortythree Eighteen Nineteen Pty Ltd Trustee for the G.O.G Family trust T/A Southern Shutters	8 Cheetham Way & 20 Cheetham Way, installation of outdoor blinds	33,885.00
EFT19219	13/11/2025	Cr Holly Cusack	Councillor successful nomination fees refund	100.00
EFT19220	13/11/2025	Haddeo Infrastructure Agriculture Pty Ltd	Project management and consultation, oval irrigation upgrades and stormwater	3,300.00
EFT19221	13/11/2025	Intelife Group	Cramphorne Road, vegetation works	48,710.53
EFT19222	13/11/2025	Karis Health Pty Ltd /TA Karis Medica Group	Employee medical costs	300.00
EFT19223	13/11/2025	Landgate	Title search fees	141.54
EFT19224	13/11/2025	Livingston Medical Pty Ltd	GP, monthly management fees	26,731.66
EFT19225	13/11/2025	Mahjae Pty Ltd T/A Whitney Consulting	RoeROC Key Worker Accommodation, project management and grant writing	6,578.00
EFT19226	13/11/2025	Merredin Freightlines	Depot, freight	324.61
EFT19227	13/11/2025	Michael Franzinelli T/A WA Traffic Planning	Narembeen South Road, traffic management plan	825.00
EFT19228	13/11/2025	Mineral Crushing Services (WA) Pty Ltd	Cramphorne Road, aggregate	20,840.38
EFT19229	13/11/2025	Narembeen Club Inc	Council, catering for August and September 2025	600.00



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 November 2025

Chq/EFT	Date	Name	Description	Amount
EFT19230	13/11/2025	Narembeen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Depot, workshop consumables	190.00
EFT19231	13/11/2025	Narembeen Hardware And Ag Supplies Pty Ltd	Depot, works crew uniforms	22,561.30
EFT19232	13/11/2025	Officeworks	CRC, computer equipment	900.01
EFT19233	13/11/2025	Omnicom Media Group Australia Pty Ltd	Advertising, tender RFT 2025-07 - Housing Design and Construction of One (1) 3x2 Dwelling	711.07
EFT19234	13/11/2025	P M Services Narembeen	Waste Transfer Station, management fees	2,842.00
EFT19235	13/11/2025	Petchell Mechanical	Depot, plant parts and spares for servicing	1,960.53
EFT19236	13/11/2025	Repco a division of GPC Asia Pacific Pty Ltd	Depot, workshop consumables	393.51
EFT19237	13/11/2025	Safe Roads WA	Wilfred and Ada Streets, seal repairs	6,380.00
EFT19238	13/11/2025	Sanokil	Various Council properties, sanitary bin services	645.42
EFT19239	13/11/2025	Sheridans Badges and Engraving (Trustee for MAJ Trust)	Council, badges and nameplates	127.38
EFT19240	13/11/2025	Shire Of Corrigin	RoeROC Shared Environmental Health Services	5,848.70
EFT19241	13/11/2025	State Library of Western Australia	Repayment of Better Beginnings Grant underspend	415.97
EFT19242	13/11/2025	TOCOJEPa Pty Ltd T/A Tquip	Plant, parts and spares	252.10
EFT19243	13/11/2025	Team Global Express Pty Ltd	Depot, freight	218.51
EFT19244	13/11/2025	Town Planning Innovations	Planning, consultation services	577.50
EFT19245	13/11/2025	Trustee for J & S Baldwin Trust	NB1, full set of tyres	1,094.00
EFT19246	13/11/2025	WA Contract Ranger Services	Ranger Services	808.50
EFT19247	13/11/2025	Willway Plumbing and Gas	2/24 Doreen Street, replace gas stove	4,420.87
EFT19248	27/11/2025	Australia Post	Admin, postage	232.38
EFT19249	27/11/2025	Australian Services Union	Employee membership fees remitted	26.50
EFT19250	27/11/2025	Brian Cummins / TA B & K Fencing	Waste Transfer Station, perimeter fencing	42,062.82
EFT19251	27/11/2025	Brownleys Plumbing And Gas	Town Oval, reticulation maintenance	199.10
EFT19252	27/11/2025	Carrington's (WA) Pty Ltd T/A Carrington's Traffic Services	Narembeen South Road, traffic management	11,426.27
EFT19253	27/11/2025	Chris Bray Electrics Pty Ltd	CBH dam, supply and instal new motor starting system for dam pump	2,816.00
EFT19254	27/11/2025	Fulton Hogan	Depot, pothole repair materials	3,801.60
EFT19255	27/11/2025	Key Civil Pty Ltd	Narembeen South Road, supply and instal culverts	73,219.10
EFT19256	27/11/2025	Liberty Oil Rural Pty Ltd	Depot, supply 20,000 litres of diesel	43,975.00
EFT19257	27/11/2025	Livingston Medical Pty Ltd	Employee medical costs	110.00
EFT19258	27/11/2025	Mineral Crushing Services (WA) Pty Ltd	Kondinin-Narembeen Road, supply of aggregate	31,255.84
EFT19259	27/11/2025	Narembeen IGA	Admin & CRC, monthly purchases	855.11



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 November 2025

Chq/EFT	Date	Name	Description	Amount
EFT19260	27/11/2025	Nutrien Ag Solutions	Motorcross track, perimeter fencing	4,283.40
EFT19261	27/11/2025	Officeworks	Admin, stationery	92.95
EFT19262	27/11/2025	P M Services Narembeen	Waste Transfer Station, management fees	2,842.00
EFT19263	27/11/2025	Qbit Trading Company Pty Ltd	IT Services	92.49
EFT19264	27/11/2025	RNG Industries Pty Ltd	Seniors Week and staff training, catering	996.00
EFT19265	27/11/2025	Repco a division of GPC Asia Pacific Pty Ltd	Depot, workshop consumables	809.98
EFT19266	27/11/2025	Sanokil	Various Council properties, sanitary bin service	645.42
EFT19267	27/11/2025	Team Global Express Pty Ltd	Depot, Freight	182.88
EFT19268	27/11/2025	Trustee for J & S Baldwin Trust	NB56, new set of tyres	2,586.00
EFT19269	27/11/2025	WA Contract Ranger Services	Ranger Services	779.63
EFT19270	27/11/2025	Willway Plumbing and Gas	Plumbing services for various Council properties and facilities	803.00
EFT19271	27/11/2025	XAV Group Pty Ltd t/a Contract Aquatic	Pool management fees, December 2025	19,800.00
EFT19272	27/11/2025	Australian Taxation Office	October 2025 BAS	29,051.00
DD13111.1	05/11/2025	Western Power	Electricity usage for Council properties and facilities	3,402.14
DD13114.1	07/11/2025	Beam Precision Superannuation	Superannuation payment	16,776.24
DD13122.1	13/11/2025	Western Power	Electricity usage for Council properties	190.80
DD13124.1	17/11/2025	Telstra	Phone charges for Council facilities and properties	1,035.69
DD13127.1	21/11/2025	Beam Precision Superannuation	Superannuation payment	17,018.48
DD13136.1	21/11/2025	Western Power	Electricity usage for Council properties and facilities	303.55
DD13137.1	24/11/2025	Western Power	Electricity usage for Council properties and facilities	1,284.78
		Altus Payroll	Net wages for pay run #114	68,159.65
		Altus Payroll	Net wages for pay run #115	69,218.71
Total payments for the month ended 30 November 2025				683,300.49

ATTACHMENT 16.1A
Notification of Application Granted



Mr Ken Markham
Executive Manager Infrastructure Services
Shire of Narembeen
1 Longhurst street
NAREMBEEN WA 6369

via email: kmarkham@narembeen.wa.gov.au
emis@narembeen.wa.gov.au

Dear Mr Markham,

APPLICATION TO CLEAR NATIVE VEGETATION UNDER THE *ENVIRONMENTAL PROTECTION ACT 1986* – CLEARING PERMIT CPS 10869/1 GRANTED

I refer to Shire of Narembeen (the Shire) application for a clearing permit under section 51E(1) of the *Environmental Protection Act 1986* (the EP Act), to clear 0.02 hectares of native vegetation at Kondinin-Narembeen Road Reserve (PINs 11652864) and Cheethams Road Reserve (PIN 11650203), for the purpose of intersection widening. The application was received by the Department of Water and Environmental Regulation (the department) on 3 December 2024, and assigned the reference CPS 10869/1.

The Delegated Officer has assessed the Shire application and determined that a clearing permit be granted under section 51E(5) of the EP Act. This permit authorises the permit holder to clear native vegetation, subject to the terms, conditions, and restrictions specified.

A copy of the permit and the associated decision report are attached to this notification, and are now also available on DWER's website (at <https://www.der.wa.gov.au/our-work/clearing-permits/clearing-permits-available-for-public-appeal>) for the public to view, as required under regulation 8 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Please read the conditions on the permit carefully and note that there are penalties for non-compliance with those conditions. If you wish to discuss this permit and/or its conditions, please contact DWER.

Subject to compliance with any pre-clearing conditions on the permit, clearing must not be undertaken before the permit duration commencement date stated on the permit.

Please also note that in undertaking the clearing authorised under this permit, the permit holder must have regard to avoiding clearing, minimising clearing, and reducing the impacts of clearing on any environmental value.

Please note that as the permit requires the submission of a report on specified matters, this should be provided electronically via email to: info@dwer.wa.gov.au.

The clearing authorised under the granted permit may modify an occurrence of a threatened ecological community. In the future, it is likely that the ecological community will be protected under the *Biodiversity Conservation Act 2016* (BC Act). Please note that if this ecological

community is listed as threatened under the BC Act, an occurrence cannot be modified unless an authorisation from the Minister for Environment is obtained under section 45 of the BC Act the Department of Biodiversity, Conservation and Attractions (DBCA). For further information on this matter please contact DBCA's Species and Communities Program via email sac1@dbca.wa.gov.au.

If the Shire are aggrieved by any of the conditions of the permit, you may lodge an appeal with the Appeals Convenor setting out your appeal grounds within 21 days of receiving this letter. Appeals can be lodged online at <https://www.wa.gov.au/organisation/office-of-the-appeals-convenor> or emailed to admin@appealsconvenor.wa.gov.au. Please note that late appeals cannot be accepted.

A third party may also lodge an appeal against the grant of this permit or its conditions. If a third party appeals the grant of the permit, the permit is deemed not to have been granted and clearing cannot commence until the appeal is determined. If a third party appeal relates only to the conditions of the permit, the conditions continue to have effect pending the appeal decision.

Please contact the Office of the Appeals Convenor on 6364 7990 if you require more information on appeals.

For more information about complying with your permit to clear native vegetation, please refer to *Fact Sheet 4: Complying with your clearing permit* found at: <https://www.der.wa.gov.au/our-work/clearing-permits/49-fact-sheets>.

Compliance with the terms, conditions, or restrictions of this permit does not absolve the permit holder from responsibility for compliance with the requirements of all Commonwealth, State, and local government legislation.

If you have any queries, please contact the Environmental Officer, as listed above.

Yours sincerely



Meenu Vitarana
MANAGER
NATIVE VEGETATION REGULATION

*Officer delegated under section 20
of the Environmental Protection Act 1986*

3 October 2025

Attached: Clearing permit (CPS 10869/1)
 Decision report for CPS 10869/1

ATTACHMENT 16.1B
Area Permit with Plans and Decision Report



CLEARING PERMIT

Granted under section 51E of the Environmental Protection Act 1986

PERMIT DETAILS

Area Permit Number: CPS 10869/1
 File Number: DWERTVT17305
 Duration of Permit: From 27 October 2025 to 27 October 2027

PERMIT HOLDER

Shire of Narembeen

LAND ON WHICH CLEARING IS TO BE DONE

Kondinin-Narembeen Road Reserve (PINs 11652864) and Cheethams Road Reserve (PIN 11650203), South Kumminin

AUTHORISED ACTIVITY

The permit holder must not clear more than 0.02 hectares of *native vegetation* within the area cross-hatched yellow in Figure 1 of Schedule 1.

CONDITIONS

1. Avoid, minimise, and reduce impacts and extent of clearing

In determining the *native vegetation* authorised to be cleared under this permit, the permit holder must apply the following principles, set out in descending order of preference:

- (a) avoid the clearing of *native vegetation*;
- (b) minimise the amount of *native vegetation* to be cleared; and
- (c) reduce the impact of clearing on any environmental value.

2. Weed and dieback management

When undertaking any clearing authorised under this permit, the permit holder must take the following measures to minimise the risk of introduction and spread of *weeds* and *dieback*:

- (a) clean earth-moving machinery of soil and vegetation prior to entering and leaving the area to be cleared;
- (b) ensure that no known *dieback* or *weed*-affected soil, *mulch*, *fill*, or other material is brought into the area to be cleared;

- (c) restrict the movement of machines and other vehicles to the limits of the areas to be cleared.

3. Offset – Lot 35 on Deposited Plan 426755

- (a) Prior to 27 October 2026, the permit holder shall provide to the *CEO* a copy of the executed change in purpose of the area hatched red on Figure 1 of Schedule 2 within Lot 35 on Deposited Plan 426755 (being a portion of Crown Reserve 21808), Quinninup, from ‘Recreation Tennis Courts’ to ‘Conservation’, including the 0.43 hectare offset site hatched red on Figure 1 of Schedule 3.
- (b) In the event that the change in purpose of Lot 35 on Deposited Plan 426755 (being a portion of Crown Reserve 21808) is not achieved in accordance with Condition 3(a) the permit holder must provide to the *CEO* an alternative offset proposal prepared in accordance with the Government of Western Australia’s WA Environmental Offsets Policy (September 2011) and WA Environmental Offsets Guidelines (August 2014).

4. Records that must be kept

The permit holder must maintain records relating to the listed relevant matters in accordance with the specifications detailed in Table 1.

Table 1: Records that must be kept

No.	Relevant matter	Specifications
1.	In relation to the authorised clearing activities generally	<p>(a) the species composition, structure, and density of the cleared area;</p> <p>(b) the location where the clearing occurred, recorded using a Global Positioning System (GPS) unit set to GDA2020, expressing the geographical coordinates in Eastings and Northings;</p> <p>(c) the date that the area was cleared;</p> <p>(d) the size of the area cleared (in hectares);</p> <p>(e) actions taken to avoid, minimise, and reduce the impacts and extent of clearing in accordance with condition 1; and</p> <p>(f) actions taken to minimise the risk of the introduction and spread of <i>weeds</i> and <i>dieback</i> in accordance with condition 2; and</p>
2.	In relation to the offset site pursuant to condition 3	<p>(a) actions taken to execute a change in purpose of the area hatched red on Figure 1 of Schedule 2 within Lot 35 on Deposited Plan 38045 (being a portion of Crown Reserve 13499) in accordance with condition 3.</p>

5. Reporting

The permit holder must provide to the *CEO* the records required under condition 4 of this permit when requested by the *CEO*.

DEFINITIONS

In this permit, the terms in Table 2 have the meanings defined.

Table 2: Definitions

Term	Definition
CEO	Chief Executive Officer of the department responsible for the administration of the clearing provisions under the <i>Environmental Protection Act 1986</i> .
clearing	has the meaning given under section 3(1) of the EP Act.
condition	a condition to which this clearing permit is subject under section 51H of the EP Act.
dieback	means the effect of <i>Phytophthora</i> species on native vegetation.
department	means the department established under section 35 of the <i>Public Sector Management Act 1994</i> (WA) and designated as responsible for the administration of the EP Act, which includes Part V Division 3.
EP Act	<i>Environmental Protection Act 1986</i> (WA)
fill	means material used to increase the ground level, or to fill a depression.
mulch	means the use of organic matter, wood chips or rocks to slow the movement of water across the soil surface and to reduce evaporation.
native vegetation	has the meaning given under section 3(1) and section 51A of the EP Act.
weeds	means any plant – <ul style="list-style-type: none"> (a) that is a declared pest under section 22 of the <i>Biosecurity and Agriculture Management Act 2007</i>; or (b) published in a Department of Biodiversity, Conservation and Attractions species-led ecological impact and invasiveness ranking summary, regardless of ranking; or (c) not indigenous to the area concerned.

END OF CONDITIONS



Meenu Vitarana
MANAGER
NATIVE VEGETATION REGULATION

*Officer delegated under Section 20
of the Environmental Protection Act 1986*

3 October 2025

SCHEDULE 1

The boundary of the area authorised to be cleared is shown in the map below (Figure 1).



Figure 1: Map of the boundary of the area within which clearing may occur

SCHEDULE 2

The boundary of the areas subject to conditions is shown in the map below (Figure 2).

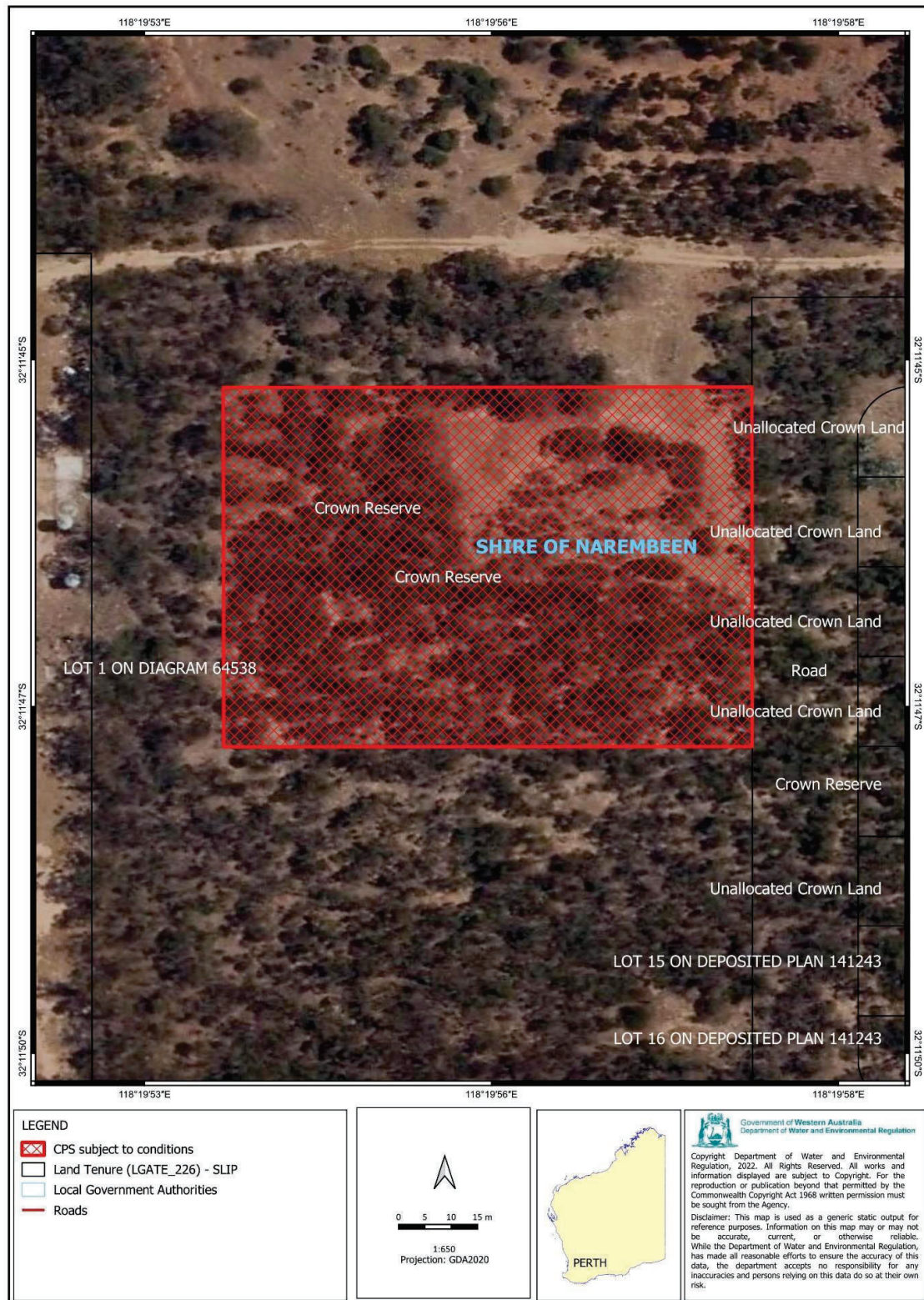


Figure 2: Portion of Lot 35 on Deposited Plan 426755 (being a portion of Crown Reserve 21808)

SCHEDULE 3

The boundary of the areas subject to conditions is shown in the map below (Figure 3).



Figure 3: CPS 10869/1 Offset area within Lot 35 on Deposited Plan 426755



Clearing Permit Decision Report

1 Application details and outcome

1.1. Permit application details

Permit number:	CPS 10869/1
Permit type:	Area permit
Applicant name:	Shire of Narembeen
Application received:	3 December 2024
Application area:	0.02 hectares of native vegetation (revised from 0.199)
Purpose of clearing:	Widening the existing road intersection
Method of clearing:	Mechanical removal
Property:	Kondinin-Narembeen Road Reserve (PINs 11652864) and Cheethams Road Reserve (PIN 11650203)
Location (LGA area/s):	Shire of Narembeen
Localities (suburb/s):	South Kumminin

1.2. Description of clearing activities

The vegetation proposed to be cleared is contained within a single contiguous area (see Figure 1, Section 1.5). The application is to remove two trees and associated understory on the corner of Cheethams Road and Kondinin-Narembeen Road. The clearing is required to widen the intersection to create safer turning for larger trucks, to turn onto Kondinin-Narembeen Road when heading north.

The application was revised from 0.199 hectares during the assessment process, as discussed during the Department of Water and Environmental Regulation (DWER) site inspection. During the inspection it was identified only two trees are to be removed with the associated under storey (the revised application area) and all other trees are only to be pruned.

1.3. Decision on application

Decision:	Granted
Decision date:	3 October 2025
Decision area:	0.02 hectares of native vegetation, as depicted in Section 1.5, below.

1.4. Reasons for decision

This clearing permit application was submitted, accepted, assessed and determined in accordance with sections 51E and 51O of the *Environmental Protection Act 1986* (EP Act). DWER advertised the application for 21 days and no submissions were received.

In making this decision, the Delegated Officer had regard for the site characteristics (see Appendix B), relevant datasets (see Appendix G.1), the findings of a fauna, flora and vegetation survey and a site inspection (see Appendix F), the clearing principles set out in Schedule 5 of the EP Act (see Appendix C), relevant planning instruments and any other matters considered relevant to the assessment (see Section 3). The Delegated Officer

also took into consideration the purpose of the clearing is to improve the intersections safety; as Kondinin Naremben and South Kumminin East Roads are Restricted Access Vehicle Type 7 (RAV) routes, and larger vehicles require more space to turn to stay in the correct lane.

The assessment identified that the proposed clearing:

- will result in the loss of native vegetation representative of the wheatbelt woodland threatened ecological community (TEC), and;
- is significant as a remnant of native vegetation in an area that has been extensively cleared.

After consideration of the available information, as well as the applicant's minimisation and mitigation measures (see Section 3.1), the Delegated Officer determined the proposed clearing will impact on the wheatbelt woodland TEC and will further reduce vegetation within an extensively cleared landscape. The applicant has suitably demonstrated avoidance and minimisation measures and the offset provided counterbalance the impacts to the wheatbelt woodland TEC and clearing within an extensively cleared landscape (see Section 4).

The Delegated Officer decided to grant a clearing permit subject to conditions to:

- avoid, minimise to reduce the impacts and extent of clearing;
- take hygiene steps to minimise the risk of the introduction and spread of weeds and dieback; and,
- provide a land acquisition offset - through changing the vested purpose of Lot 35 on Deposited Plan 426755 from recreation to conservation.

1.5. Site map

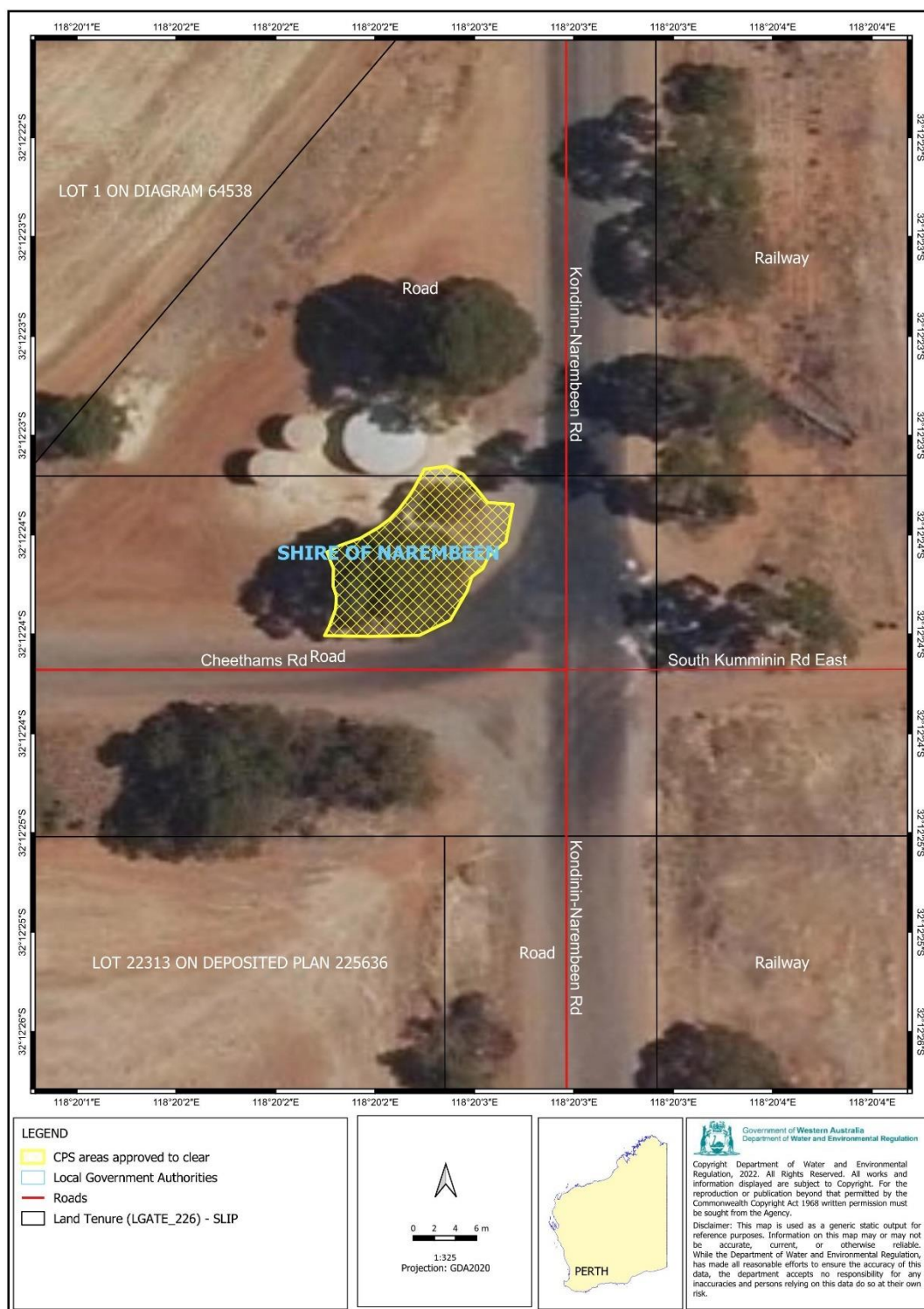


Figure 1 Map of the application area

The area crosshatched yellow indicates the area authorised to be cleared under the granted clearing permit.

2 Legislative context

The clearing of native vegetation in Western Australia is regulated under the EP Act and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (Clearing Regulations).

In addition to the matters considered in accordance with section 51O of the EP Act (see Section 1.4), the Delegated Officer has also had regard to the objects and principles under section 4A of the EP Act, particularly:

- the precautionary principle
- the principle of intergenerational equity
- the principle of the conservation of biological diversity and ecological integrity.

Other legislation of relevance for this assessment include:

- *Biodiversity Conservation Act 2016* (WA) (BC Act)
- *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act)

Relevant policies considered during the assessment include:

- *Environmental Offsets Policy* (2011)

The key guidance documents which inform this assessment are:

- *A guide to the assessment of applications to clear native vegetation* (DER, December 2013)
- *Procedure: Native vegetation clearing permits* (DWER, October 2019)
- *Environmental Offsets Guidelines* (August 2014)
- Technical guidance – *Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA, 2016)
- Technical guidance – *Terrestrial Fauna Surveys for Environmental Impact Assessment* (EPA, 2016)

3 Detailed assessment of application

3.1. Avoidance and mitigation measures

Evidence was submitted by the applicant, demonstrating that:

- pruning branches which overhang the road to avoid clearing
- demarcation of the disturbance area to avoid clearing outside the approved area
- implement dieback and hygiene management practices during clearing and construction
- pre-clearance fauna inspection, to confirm trees do not contain nests
- fauna spotter on site particularly looking for Carnaby's cockatoo, and
- trees containing hollows are avoided

During the assessment the application area was revised, from 0.199 hectares to 0.02 hectares and all trees containing hollows were avoided. During the site inspection (DWER, 2025) the applicant identified pruning can be utilised to avoid clearing in all areas except the revised application area of 0.02 hectares.

The Delegated Officer was satisfied that the applicant has made a reasonable effort to avoid and minimise potential impacts of the proposed clearing on environmental values.

After consideration of avoidance and mitigation measures, it was determined that an offset to counterbalance the significant residual impacts to the wheatbelt woodland threatened ecological community and vegetation considered a significant remnant in an extensively cleared landscape was necessary. In accordance with the Government of Western Australia's *Environmental Offsets Policy* and *Environmental Offsets Guidelines*, these significant residual impacts have been addressed through the conditioning of environmental offset requirements on the permit. The nature and suitability of the offset provided are summarised in Section 4.

3.2. Assessment of impacts on environmental values

In assessing the application, the Delegated Officer has had regard for the site characteristics (see Appendix B) and the extent to which the impacts of the proposed clearing present a risk to biological, conservation, or land and water resource values.

The assessment against the clearing principles (see Appendix C) identified that the impacts of the proposed clearing present a risk to biological values (vegetation) and significant remnant vegetation. The consideration of these impacts, and the extent to which they can be managed through conditions applied in line with sections 51H and 51I of the EP Act, is set out below.

3.2.1. Biological values (Threatened Ecological Community) - Clearing Principles (a) & (d)

Assessment

The applicant commissioned a 'Reconnaissance Flora and Vegetation Assessment' (Flora Assessment) (SLR, 2024) over a larger area encompassing the application area. This survey occurred outside of the recommended survey timing for the Wheatbelt region (EPA, 2016). This out-of-season survey timing was justified, given the likelihood of occurrence determined, no annual/short lived conservation significant species were likely or potentially likely to occur within the survey area noting the habitat type, soils and the distances to known occurrences. It was also noted that a spring survey is not required to determine the presence of the TEC Woodland of the Wheatbelt (Shire of Narembeen, 2025b). The remainder of the assessment was consistent with the EPA's Technical Guidance – Flora and Vegetation Surveys for Environmental Impact Assessment (EPA 2016).

The flora and vegetation assessment included a survey conducted from 4 July to 5 July 2023, during which the composition and condition of the vegetation was recorded. The survey effort included opportunistic observations while traversing the survey area as well as the assessment of 2 relevés. Targeted searches were conducted for habitat suitable for conservation significant flora and ecological communities.

The vegetation within the revised application area comprises of *Eucalyptus salmonphloia*, over Chenopodiaceae shrubs and sparse native grasses. The survey identified this vegetation is representative of the Eucalypt woodlands of the Western Australian Wheatbelt ecological community, given the vegetation was in good condition (SLR, 2023). It is also to be noted no conservation significant flora or suitable habitat was identified within the application area during the survey.

The Eucalypt woodlands of the Western Australian Wheatbelt ecological community is federally listed as a critically endangered ecological community under the *EPBC Act (1999)* and listed as a Priority 3 ecological community by the Department of Biodiversity Conservation and Attractions. The community occurs in the Avon Wheatbelt and Western Mallee subregions, with some patches in the eastern Jarrah forests off the Darling Range, receiving less than 600 mm of annual rainfall. It is a woodland with at least 10% crown cover, dominated by single-trunk eucalypt species. The understorey is native but varies, including grasses, herbs, and shrubs (DBCA, 2023).

Approximately 538 hectares of this TEC has been mapped within the local area (10 kilometre radius of the application area). Of the 2,767 hectares of remnant vegetation, the TEC contributes to approximately 19 per cent of the vegetation remaining within the local area. Whilst the removal of 0.02 hectares of this TEC may appear negligible, when considering the wider context of this community and the threats of clearing, fragmentation, land degradation, competition from introduced species and hydrological changes, which continue to decline this TEC, a significant residual impact remains and requires an offset to counterbalance the impacts of the clearing.

Conclusion

Based on the above assessment, the proposed clearing will result in the loss of 0.02 hectares of native vegetation representative of the Eucalypt woodlands of the Western Australian Wheatbelt TEC. Noting the absence of conservation significant flora or suitable habitat, the clearing is unlikely to impact any conservation significant flora.

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- avoid, minimise to reduce the impacts and extent of clearing;
- take hygiene steps to minimise the risk of the introduction and spread of weeds; and,
- a land acquisition offset of 0.43 hectares of native vegetation representative of the Eucalypt woodlands of the Western Australian Wheatbelt TEC, through changing the vested purpose of a crown reserve to conservation (see section 4).

3.2.2. Significant remnant vegetation - Clearing Principles (e)

Assessment

The national objectives and targets for biodiversity conservation in Australia has a target to prevent clearance of ecological communities with an extent below 30 per cent of that present pre the year 1750, below which species loss appears to accelerate exponentially at an ecosystem level (Commonwealth of Australia 2001).

The application area is situated within Mallee IBRA Bioregion which retains approximately 56.5 per cent of remnant vegetation (Government of Western Australia 2019) (Appendix B.2). The application area is mapped as the vegetation association 131, which is described as a mosaic of medium woodland of salmon gum and gimlet or

shrublands of mallee scrub, redwood and black marlock (Shepherd et al, 2001). This vegetation association retains approximately 9 percent remnant vegetation and is considered extensively cleared. Given the application area consists of salmon gum and noting the surrounding vegetation the application area is considered consistent with this vegetation association.

Remnant vegetation remaining within ten kilometres of the application area retains approximately 2,767 hectares which represents approximately 9 percent of its original extent (Appendix B.2). Given the extent of native vegetation remaining, the removal of 0.02 hectares of native vegetation results in a significant residual impact which requires an offset.

Conclusion

Based on the above assessment, the proposed clearing will result in the loss of 0.02 hectares of native vegetation within an extensively cleared landscape and the loss of native vegetation representative of an extensively cleared vegetation association.

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- avoid, minimise to reduce the impacts and extent of clearing,
- take hygiene steps to minimise the risk of the introduction and spread of weeds and dieback; and,
- a land acquisition offset of 0.43 hectares of native vegetation representative of the Eucalypt woodlands of the Western Australian Wheatbelt TEC, through changing the vested purpose of a crown reserve to conservation (see section 4).

3.3. Relevant planning instruments and other matters

The application area is mapped within an offset site for a historical permit CPS 2308/2. The applicant advised this offset occurs only within the adjacent rail reserve and no revegetation work has occurred within the application area (Shire of Narembeen, 2025)

No Aboriginal sites of significance have been mapped within the application area. It is the permit holder's responsibility to comply with the *Aboriginal Heritage Act 1972* (WA) and ensure that no Aboriginal Sites of Significance are damaged through the clearing process.

4 Suitability of offsets

Through the detailed assessment outlined in Section 3.2 above, the Delegated Officer has determined that the following significant residual impacts remain after the application of the avoidance and mitigation measures summarised in Section 3.1:

- 0.43 hectares of vegetation representative of the Wheatbelt Woodland Threatened Ecological Community
- 0.43 hectares of vegetation within an extensively cleared landscape

The applicant initially proposed an offset within Lot 28605 on Deposited Plan 214363 (Crown Reserve 36103), however the vegetation within this location was not appropriate to offset the clearing. DWER proposed an environmental offset consisting of changing the vested purpose of Lot 35 on Deposited Plan 426755 (Crown Reserve 21808), South Kuminin, from Recreation and Tennis Court to Conservation. This proposed site is located 1.14 kilometres north of the application area and consists of York gum and salmon gum. A site inspection confirmed this site consists of vegetation representative of the vegetation to be cleared.

The proposed offset has been assessed against the WA State Government's Environmental Offsets Policy and Environmental Offsets Guidelines (Government of Western Australia, 2014), and informed by the draft WA environmental offsets metric (DWER, 2021) and associated draft procedure for environmental offsets metric inputs (DWER, 2022). The justification for the values used in the offset calculation is provided in Appendix E.

The applicant agreed to DWER's proposed offset, to utilise 0.43 hectares of the 0.81 hectare area and bank the remainder of the lot. The Delegated Officer considers that this adequately counterbalances the significant residual impacts listed above.



Figure 2 Offset are for this application, 0.43 hectares of the 0.81 hectare Lot 28605 on Deposited Plan 214363 (Crown Reserve 36103

End

Appendix A. Additional information provided by applicant

Summary of comments	Consideration of comment
<p>Evidence of efforts taken to avoid, minimise and/or mitigate impacts resulting from the clearing.</p> <ul style="list-style-type: none"> The design of the intersection has been altered to minimise impacts on vegetation. The application area was reviewed and reduced to clear 2 trees in total No trees to be removed contains potential black cockatoo habitats and do not contain hollows The black cockatoo habitat tree survey did not identify any black cockatoo habitat trees or any at the time that would be deemed suitable Project cannot proceed to upgrade and improve safety of the intersection without the removal of the two trees. 	<p>DWER's assessment considered this as an additional avoidance and mitigation measure (see section 3.1)</p>
<p>Justification of survey timing</p> <ul style="list-style-type: none"> Out-of-season survey timing would be considered a limitation, however, in this case the botanists did not consider it to be a limitation as, given the likelihood of occurrence determined, no annual/short lived conservation significant species were likely or potentially likely noting the habitat type, soils and the distances to known occurrences. A spring survey is not required to determine the presence of the TEC Woodland of the Wheatbelt. 	<p>DWER's assessment considered this as additional information for the assessment of impacts on environmental values (see section 3.2.1)</p>
<p>Details on the location of the revegetation works as an offset requirement, in accordance with the Shire of Narembeen's historical clearing permit CPS 2308/2.</p> <ul style="list-style-type: none"> Revegetation under CPS 2308/2 is located in the rail reserve of Kondinin-Narembeen Road rather than the road reserve. The Shire confirmed no part of the revegetation which was used to offset CPS 2308/2 will be removed as part of CPS 10869/1 	<p>DWER's assessment considered this as an additional avoidance and mitigation measure (see section 3.1)</p>
<p>Necessity of the clearing</p> <p>The project cannot proceed without 2 trees being removed, to upgrade the intersection and improve the safety for road users.</p> <p>Kondinin Narembeen and South Kumminin East Roads are Restricted Access Vehicle Type 7 (RAV) routes. This means vehicles up to 36.5 metres long use the roads.</p> <p>The swept paths of RAV without the upgrade forces the RAV to turn out into oncoming traffic.</p> <p>The Kondinin Narembeen Road is part of a Wheatbelt Secondary Freight Network Route and the intersection was identified as one that required upgrading to allow safer turning in and out of the intersection.</p>	<p>DWER's assessment considered as additional information for the reason for decision (see section 1.4)</p>

Appendix B. Site characteristics

B.1 Site characteristics

Characteristic	Details
Local context	<p>The application area contributes to road side remnant vegetation in the intensive land use zone of Western Australia. It is surrounded by extensive agricultural practices. The proposed clearing area contributes to important local roadside linkage and is situated within a highly cleared landscape.</p> <p>Spatial data indicates the local area (10-kilometre radius from the centre of the application) retains approximately 8.8 per cent of the original native vegetation cover.</p>
Ecological linkage	The application area does not intersect a formal ecological linkage, however does contribute to local roadside linkage in an extensively cleared landscape.
Conservation areas	The application area is mapped adjacent to an offset site, and the nearest DBCA legislated conservation area is located 7.45 kilometres south east of the application area.
Vegetation description	<p>Vegetation survey (SLR, 2024) and the DWER site inspection (DWER, 2025) indicates the vegetation within the proposed clearing area consists of <i>Eucalyptus salmonphloia</i>, <i>Eucalyptus salubris</i> and/or <i>Eucalyptus wandoo</i> woodlands over Chenopodiaceae shrubs and sparse native grasses.</p> <p>Photos of the application area from the site inspection are available in Appendix F.</p> <p>This is consistent with the mapped vegetation type(s):</p> <ul style="list-style-type: none"> Beard 131, which is described as Mosaic: Medium woodland; salmon gum & gimlet / Shrublands; mallee scrub, redwood & black marlock (Shepherd et al, 2001) <p>The mapped vegetation type retain approximately 9 per cent of the original extent (Government of Western Australia, 2019).</p>
Vegetation condition	<p>Vegetation survey (SRL, 2024) and the DWER site inspection (DWER, 2025) indicates the vegetation within the proposed clearing area is in good condition (Keighery, 1994) described as:</p> <ul style="list-style-type: none"> Good: Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate it. For example, disturbance to vegetation structure caused by very frequent fires, the presence of some very aggressive weeds at high density, partial clearing, dieback and/or grazing. <p>The full Keighery (1994) condition rating scale is provided in Appendix D.</p>
Climate and landform	<p>The mean minimum temperature from Naremben Weather Station ranges from 5.4C in August to 16.9C in February. The maximum mean temperature ranges from 16.6C in July to 34.1C in January (Bureau of Meteorology, 2024). Annually an average of 52.9 days receive rainfall. Average annual rainfall is 335.7mm.</p> <p>The topography ranges from 287m to 289m, with the highest elevation located at the northern point of the application area and the lowest elevation at the southern portion of the application area.</p>
Soil description	The soil is mapped as Kellerberrin 2 non-saline Phase (258Kb_2ns), which is described as un-salinised broad, flat valleys of the central and eastern wheatbelt containing heavy red and grey soils
Land degradation risk	The mapped soil type is highly susceptible to salinity and subsurface acidification and moderately susceptible to wind erosion, waterlogging and water repellence.

Characteristic	Details
Waterbodies	The desktop assessment and aerial imagery indicated that no water bodies intersect the application area.
Hydrogeography	The application area is mapped within the Avon River System for surface water and the Westonia groundwater area. Groundwater salinity is mapped at 14,000 - 35,000TDS mg/L
Flora	Within the local 10-kilometre radius there are mapped records of nine different conservation significant flora species. Of these species there are three priority 1 species, one priority 2 and five Priority 3 species.
Ecological communities	A total of 0.27hectares of the application area is located within the Eucalyptus woodlands of the Western Australian Wheatbelt ecological community. This community contributes to 19.3 per-cent of the remnant vegetation within the local 5-kilometre area.
Fauna	Within the local 5-kilometre area there are 17 mapped records of the vulnerable <i>Leipoa ocellata</i> and is mapped within the known distribution of Carnaby's black cockatoo. The fauna survey identified the application area does not contain trees consisting of hollows.

B.2 Vegetation extent

	Pre-European extent (ha)	Current extent (ha)	Extent remaining (%)	Current extent in all DBCA managed land (ha)	Current proportion (%) of pre-European extent in all DBCA managed land
IBRA bioregion*					
Mallee	7,395,894.36	4,180,937.68	56.53	1,289,384.08	30.84
Vegetation complex					
Beard vegetation association 131 *	111,511.96	10,027.08	8.99	1,458.02	14.54
Local area					
10km radius	31491.61	2767.33	8.79	-	-

*Government of Western Australia (2019a)

Appendix C. Assessment against the clearing principles

Assessment against the clearing principles	Variance level	Is further consideration required?
Environmental value: biological values		
<p><u>Principle (a):</u> <i>"Native vegetation should not be cleared if it comprises a high level of biodiversity."</i></p> <p><u>Assessment:</u></p> <p>The application area contains locally significant flora, fauna, habitats, assemblages of plants.</p> <p>The application area is also mapped as 'Eucalypt woodlands of the Western Australian Wheatbelt' threatened ecological community</p>	At variance	Yes <i>Refer to Section 3.2.1, above.</i>
<p><u>Principle (b):</u> <i>"Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna."</i></p> <p><u>Assessment:</u></p> <p>The application area does not contain significant habitat for conservation significant fauna.</p>	Not likely to be at variance	No
<p><u>Principle (c):</u> <i>"Native vegetation should not be cleared if it includes, or is necessary for the continued existence of, threatened flora."</i></p> <p><u>Assessment:</u></p> <p>The application area is unlikely to contain habitat for flora species listed under the BC Act.</p>	Not likely to be at variance	No
<p><u>Principle (d):</u> <i>"Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community."</i></p> <p><u>Assessment:</u></p> <p>The application area contains species that can indicate a threatened ecological community.</p>	At variance	Yes <i>Refer to Section 3.2.1, above.</i>
Environmental value: significant remnant vegetation and conservation areas		
<p><u>Principle (e):</u> <i>"Native vegetation should not be cleared if it is significant as a remnant of native vegetation in an area that has been extensively cleared."</i></p> <p><u>Assessment:</u></p> <p>The extent of the mapped vegetation type and native vegetation in the local area is inconsistent with the national objectives and targets for biodiversity conservation in Australia. The vegetation proposed to be cleared is considered to be part of a significant local ecological linkage.</p>	At variance	Yes <i>Refer to Section 3.2.2, above.</i>

Assessment against the clearing principles	Variance level	Is further consideration required?
<p><u>Principle (h):</u> <i>"Native vegetation should not be cleared if the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area."</i></p> <p><u>Assessment:</u></p> <p>Given the distance to the nearest conservation area, the proposed clearing is not likely to have an impact on the environmental values of nearby conservation areas.</p>	Not likely to be at variance	No
Environmental value: land and water resources		
<p><u>Principle (f):</u> <i>"Native vegetation should not be cleared if it is growing in, or in association with, an environment associated with a watercourse or wetland."</i></p> <p><u>Assessment:</u></p> <p>Given no water courses or wetlands are recorded within the application area, the proposed clearing is unlikely to impact on- or off-site hydrology and water quality.</p>	Not likely to be at variance	No
<p><u>Principle (g):</u> <i>"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause appreciable land degradation."</i></p> <p><u>Assessment:</u></p> <p>The mapped soils are highly susceptible to salinity and subsurface acidification. However noting the extent of the clearing it is not likely to have an appreciable impact on land degradation.</p>	Not likely to be at variance	No
<p><u>Principle (i):</u> <i>"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water."</i></p> <p><u>Assessment:</u></p> <p>Given no water courses, wetlands or Public Drinking Water Sources Areas are recorded within the application area, the proposed clearing is unlikely to impact surface or ground water quality.</p>	Not likely to be at variance	No
<p><u>Principle (j):</u> <i>"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding."</i></p> <p><u>Assessment:</u></p> <p>The mapped soils and topographic contours in the surrounding area do not indicate the proposed clearing is likely to contribute to increased incidence or intensity of flooding.</p> <p>Given no water courses or wetlands are recorded within the application area, the proposed clearing is unlikely to contribute to waterlogging.</p>	Not likely to be at variance	No

Appendix D. Vegetation condition rating scale

Vegetation condition is a rating given to a defined area of vegetation to categorise and rank disturbance related to human activities. The rating refers to the degree of change in the vegetation structure, density and species present in relation to undisturbed vegetation of the same type. The degree of disturbance impacts upon the vegetation's ability to regenerate. Disturbance at a site can be a cumulative effect from a number of interacting disturbance types.

Considering its location, the scale below was used to measure the condition of the vegetation proposed to be cleared. This scale has been extracted from

Keighery, B.J. (1994) *Bushland Plant Survey: A Guide to Plant Community Survey for the Community*. Wildflower Society of WA (Inc). Nedlands, Western Australia.

Measuring vegetation condition for the South West and Interzone Botanical Province (Keighery, 1994)

Condition	Description
Pristine	Pristine or nearly so, no obvious signs of disturbance.
Excellent	Vegetation structure intact, with disturbance affecting individual species; weeds are non-aggressive species.
Very good	Vegetation structure altered, with obvious signs of disturbance. For example, disturbance to vegetation structure caused by repeated fires, the presence of some more aggressive weeds, dieback, logging and/or grazing.
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate it. For example, disturbance to vegetation structure caused by very frequent fires, the presence of some very aggressive weeds at high density, partial clearing, dieback and/or grazing.
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. For example, disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and/or grazing.
Completely degraded	The structure of the vegetation is no longer intact and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees or shrubs.

Appendix E. Offset calculator value justification

Environmental value to be offset		
Calculation	Score (Area)	Rationale
Conservation significance		
Description	Wheatbelt woodland TEC	Removal of vegetation representative of the Wheatbelt woodland TEC
Type of environmental value	Ecological community	
Conservation significance of environmental value	Threatened ecological community - critically endangered	The Wheatbelt Woodland TEC is Federally listed as a critically endangered TEC under the EPBC Act, and a Priority Ecological Community in Western Australia under the EP Act
Landscape-level value impacted	yes/no	
Significant impact		
Description	Loss of vegetation representative of Wheatbelt Woodland TEC	
Significant impact (hectares) / Type of feature	0.02	Clearing of 0.02 hectares of vegetation representative of the Wheatbelt Woodland TEC in an extensively cleared landscape.
Quality (scale) / Number	6.00	Vegetation is in good to very good condition (Keighery, 1994)
Rehabilitation credit		
Description	0	No onsite rehabilitation is proposed
Proposed rehabilitation (area in hectares)	0.00	
Current quality of rehabilitation site / Start number (of type of feature)	0.00	
Future quality WITHOUT rehabilitation (scale) / Future number WITHOUT rehabilitation	0.00	
Future quality WITH rehabilitation (scale) / Future number WITH rehabilitation	0.00	
Time until ecological benefit (years)	0.00	
Confidence in rehabilitation result (%)	0	
Offset		
Description	Wheatbelt woodland TEC - Conservation covenant	An offset involving conservation in perpetuity, offset site containing vegetation representative of Wheatbelt woodland TEC
Proposed offset (area in hectares)	0.43	The area required to counterbalance the significant residual impact by 100 percent
Current quality of offset site / Start number (of type of feature)	6.00	The offset site consisting of vegetation in good to very good condition
Future quality WITHOUT offset (scale) / Future number WITHOUT offset	6.00	Without an offset the vegetation within the offset site is not expected to change
Future quality WITH offset (scale) / Future number WITH offset	6.00	Given no additional management measures are proposed the condition of the vegetation is not expected to change
Time until ecological benefit (years)	1.00	Noting the offset site is expected to be a Shire managed reserve, the minimum value has been applied
Confidence in offset result (%)	0.9	High confidence that the offset site will provide the desired outcomes.
Duration of offset implementation (maximum 20 years)	20.00	Maximum value applied, given the offset location is to be conserved in perpetuity with a change in land tenure
Time until offset site secured (years)	1.00	The sites are already owned by the Shire 1 year has been applied
Risk of future loss WITHOUT offset (%)	15.0%	Noting existing vested purposes is for Recreation not conservation, where the risk of clearing is higher.
Risk of future loss WITH offset (%)	10.0%	The change in vesting to conservation will ensure the area is not cleared for various other purposes.
Offset ratio (Conservation area only)	N/A	
Landscape level values of offset?	N/A	

Environmental value to be offset		
Calculation	Score (Area)	Rationale
Conservation significance		
Description	Extensively Cleared landscape	Clearing of native vegetation within an extensively cleared landscape
Type of environmental value	Vegetation/habitat	
Conservation significance of environmental value	Terrestrial native vegetation complex - <10% extent remaining in a constrained area	The local area retains approximately 8.79% of native vegetation cover and the vegetation complex 131 retains 8.99% remnant vegetation
Landscape-level value impacted	yes/no	
Significant impact		
Description	Clearing of vegetation within an extensively cleared landscape	
Significant impact (hectares) / Type of feature	0.02	Clearing of 0.02 hectares of native vegetation within an extensively cleared landscape
Quality (scale) / Number	6.00	Vegetation is in good to very good condition (Keighery, 1994)
Rehabilitation credit		
Description	0	No onsite rehabilitation is proposed
Proposed rehabilitation (area in hectares)	0.00	
Current quality of rehabilitation site / Start number (of type of feature)	0.00	
Future quality WITHOUT rehabilitation (scale) / Future number WITHOUT rehabilitation	0.00	
Future quality WITH rehabilitation (scale) / Future number WITH rehabilitation	0.00	
Time until ecological benefit (years)	0.00	
Confidence in rehabilitation result (%)	0	
Offset		
Description	Change tenure of land parcel to conservation category	An offset involving conservation in perpetuity, offset site containing vegetation representative of the vegetation complex Hyden 131
Proposed offset (area in hectares)	0.41	The area required to counterbalance the significant residual impact by 100 percent
Current quality of offset site / Start number (of type of feature)	6.00	The offset site consisting of vegetation in good to very good condition
Future quality WITHOUT offset (scale) / Future number WITHOUT offset	6.00	Without an offset the vegetation within the offset site is not expected to change
Future quality WITH offset (scale) / Future number WITH offset	6.00	Given no additional management measures are proposed the condition of the vegetation is not expected to change
Time until ecological benefit (years)	1.00	Noting the offset site is Shire managed reserve, the minimum value has been applied
Confidence in offset result (%)	0.9	High confidence that the offset site will provide the desired outcomes.
Duration of offset implementation (maximum 20 years)	20.00	Maximum value applied, given the offset location is to be conserved in perpetuity with a change in land tenure
Time until offset site secured (years)	1.00	The sites are already owned by the Shire 1 year has been applied
Risk of future loss WITHOUT offset (%)	15.0%	Noting existing vested purposes is for Recreation not conservation, where the risk of clearing is higher.
Risk of future loss WITH offset (%)	10.0%	The change in vesting to conservation will ensure the area is not cleared for various other purposes.
Offset ratio (Conservation area only)	N/A	
Landscape level values of offset?	N/A	

Appendix F. DWER site inspection report**Photos of the application area****Photos of the offset site**

Appendix G. Sources of information

G.1. GIS databases

Publicly available GIS Databases used (sourced from www.data.wa.gov.au):

- 10 Metre Contours (DPIRD-073)
- Aboriginal Heritage Places (DPLH-001)
- Aboriginal Heritage Places (DPLH-001)
- Cadastre (LGATE-218)
- Cadastre Address (LGATE-002)
- Contours (DPIRD-073)
- DBCA – Lands of Interest (DBCA-012)
- DBCA Legislated Lands and Waters (DBCA-011)
- Directory of Important Wetlands in Australia – Western Australia (DBCA-045)
- Environmentally Sensitive Areas (DWER-046)
- Flood Risk (DPIRD-007)
- Groundwater Salinity Statewide (DWER-026)
- Hydrography – Inland Waters – Waterlines
- Hydrological Zones of Western Australia (DPIRD-069)
- IBRA Vegetation Statistics
- Imagery
- Local Planning Scheme – Zones and Reserves (DPLH-071)
- Native Title (ILUA) (LGATE-067)
- Offsets Register – Offsets (DWER-078)
- Pre-European Vegetation Statistics
- Public Drinking Water Source Areas (DWER-033)
- Ramsar Sites (DBCA-010)
- Regional Parks (DBCA-026)
- Remnant Vegetation, All Areas
- RIWI Act, Groundwater Areas (DWER-034)
- RIWI Act, Surface Water Areas and Irrigation Districts (DWER-037)
- Soil Landscape Land Quality – Flood Risk (DPIRD-007)
- Soil Landscape Land Quality – Phosphorus Export Risk (DPIRD-010)
- Soil Landscape Land Quality – Subsurface Acidification Risk (DPIRD-011)
- Soil Landscape Land Quality – Water Erosion Risk (DPIRD-013)
- Soil Landscape Land Quality – Water Repellence Risk (DPIRD-014)
- Soil Landscape Land Quality – Waterlogging Risk (DPIRD-015)
- Soil Landscape Land Quality – Wind Erosion Risk (DPIRD-016)
- Soil Landscape Mapping – Best Available
- Soil Landscape Mapping – Systems
- Wheatbelt Wetlands Stage 1 (DBCA-021)

Restricted GIS Databases used:

- ICMS (Incident Complaints Management System) – Points and Polygons
- Threatened Flora (TPFL)
- Threatened Flora (WAHerb)
- Threatened Fauna
- Threatened Ecological Communities and Priority Ecological Communities
- Threatened Ecological Communities and Priority Ecological Communities (Buffers)

G.2. References

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