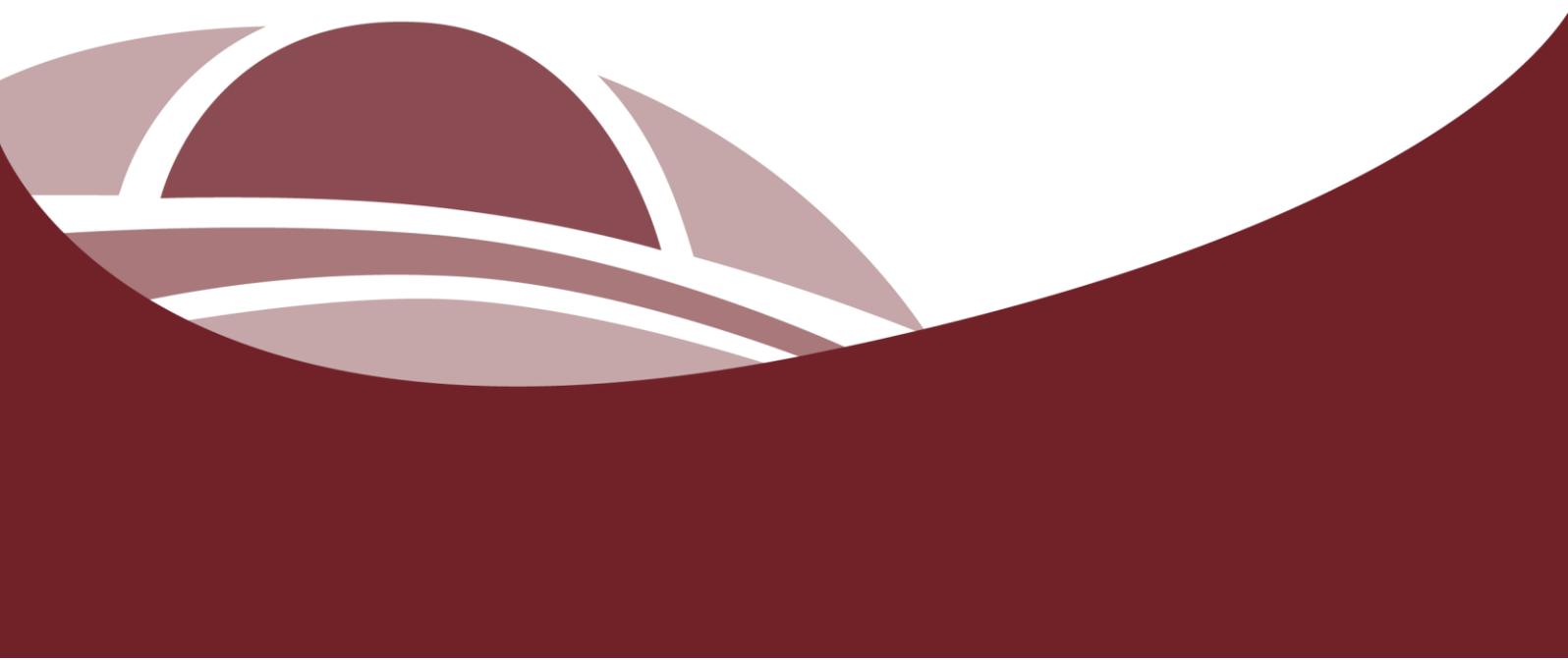




ATTACHMENTS

Ordinary Council Meeting
17 June 2025



Contents – Attachments

Attachment 7.1A – Minutes – Ordinary Council Meeting 15 April 2025.....	3
Attachment 8.1A – Minutes – CEACA Management Committee Meeting 19 May 2025.....	50
Attachment 8.2A – Minutes – RoeROC Committee Meeting 5 June 2025.....	55
Attachment 12.1A – Site Plan – 5 Thomas Street	88
Attachment 12.2A – Final Report of Review June 2025	90
Attachment 13.1A – 2026 Fees and Charges.....	111
Attachment 13.2A – Council Policy Review.....	122
Attachment 13.3A – Council Policy Repeal	134
Attachment 13.4A – Financial Statements – 31 May 2025	141
Attachment 13.5A – Schedule of Accounts – 31 May 2025.....	158
Attachment 13.5B – Credit Card payment list – May 2025	163

ATTACHMENT 7.1A
Minutes – Ordinary Council Meeting
20 May 2025



MINUTES

Ordinary Council Meeting
20 May 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 May Ordinary Council Meeting has been convened for:

Date: Tuesday 20 May 2025
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 May 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.

Contents

1. Official Opening and Welcome	5
2. Record of Attendance / Apologies / Leave of Absence.....	5
3. Public Question Time	5
4. Disclosure of Interest	5
5. Application for Leave of Absence	5
6. Deputations/ Petitions/ Presentations/ Submissions	5
7. Confirmation of Previous Meetings.....	5
7.1 Ordinary Council Meeting 15 April 2025	5
8. Minutes of Committee Meetings to be Received	6
8.1 GECZ Minutes Thursday 10 April 2025	6
9. Recommendations from Committee Meetings for Council Consideration	6
10. Announcements by Presiding Member without Discussion.....	6
11. Officers Reports - Office of the Chief Executive Officer	7
11.1 WAEC Written Agreement – 2025 Local Government Ordinary Election.....	7
11.2 Delegation Register Review 2025	10
11.3 2025 Annual Review of the Corporate Business Plan.....	13
12. Officers Reports - Development and Regulatory Services	16
12.1 Application Seeking Retrospective Planning Approval for Workforce Accommodation – Lot 19310 (No 763) Schwartz Road, Wadderin.....	16
13. Officers Reports - Corporate Services	23
13.1 Councillor Fees and Allowances for the Year Ended 30 June 2026	23
13.2 Appointment of Presiding Members to Committees.....	27
13.3 Council Policy Review	31
13.4 Council Policy Repeal.....	34
13.5 Financial Statements for the Month Ended 30 April 2025.....	37
13.6 Schedule of Accounts for the Month Ended 30 April 2025	39
14. Officers Reports - Community Services.....	42
15. Officers Reports - Infrastructure Services	42
16. Elected Member Motions of which Previous Notice has been Given.....	42
17. Elected Member Motions Without Notice	42
18. New Business of an Urgent Nature Approved by the Presiding Person or Decision.....	43
18.1 Allow Late Item	43
18.2 WALGA Draft Advocacy Position – State Development Applications and Decision- Making.....	43
19. Matters for which the Meeting may be Closed.....	46

UNCONFIRMED

1. Official Opening and Welcome

The Presiding Person welcomed everyone and declared the meeting open at 5.00 pm.

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Ms R McCall	Chief Executive Officer
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Mr B Forbes	Executive Manager Corporate Services
Cr TW Cole	

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 15 April 2025

Attachment 7.1A

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation / Council Resolution – 7.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 15 April 2025, as presented, be confirmed as a true and correct record of proceedings.

MIN 7987/25 **MOTION** - Moved Cr. Bray Seconded Cr. Bald

CARRIED 6 / 0

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

8. Minutes of Committee Meetings to be Received

8.1 GECZ Minutes Thursday 10 April 2025 Attachment 8.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the GECZ Meeting held on Thursday 10 April 2025, as presented, be received.

MIN 7988/25 **MOTION** - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 6 / 0

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

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by Presiding Member without Discussion

Nil

11. Officers Reports - Office of the Chief Executive Officer

11.1 WAEC Written Agreement – 2025 Local Government Ordinary Election

Date:	2 May 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNANCE\ELECTIONS\EY2026
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Cost Estimate Letter 11.1B Written Agreement Letter

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item seeks Council's resolution to declare the Electoral Commissioner be responsible for the 2025 Local Government Ordinary Election, by a Postal Election.

Background

Local Government ordinary elections are held on the third Saturday in October every two years. The next local government ordinary election will be held on 18 October 2025.

Councillors are elected for terms of four years in Western Australia. Elections are held every two years for half of the Council, and a preferential voting system is now used. If a vacancy occurs within a term, an extraordinary election is held.

The Electoral Commissioner is responsible for conducting all local government postal elections in Western Australia. By making the Electoral Commissioner is responsible for this election, the Shire can ensure that the election is conducted independently and with impartiality.

Postal elections are more convenient for many electors and typically result in a higher rate of voter participation than in-person ballots.

For postal elections, all eligible electors will receive a postal voting package around three weeks prior to polling day. The package will include a list of candidates, ballot papers, instructions on how to vote, and a declaration.

Comment

The Shire of Narembeen had obtained written agreement from the Electoral Commissioner to be responsible for the conduct of the ordinary elections in 2025., together with any other elections or polls that may also be required. This agreement is subject to the proviso that the Shire of Dowerin also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election and is ratified by Council.

Consultation

Western Australian Electoral Commission
Executive Manager Corporate Services
Council – April Discussion Forum

Statutory Implications

4.20. CEO to be returning officer unless other arrangements made

- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* Absolute majority required.

4.61. Choice of methods of conducting election

- (2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

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

The estimated cost for the 2025 local government ordinary election is \$12,134. Additional costs will include statutory advertising.

Funds have been set aside in the 2025/2026 budget to cover these costs.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 11.1

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

MIN 7989/25

MOTION - Moved Cr. Hardham

Seconded Cr. Bald

CARRIED 6 / 0

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

11.2 Delegation Register Review 2025

Date:	30 April 2025
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNANCE\AUTHORISATIONS\Delegations
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Delegation Register 2025

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to review and endorse the 2025 Delegations Register.

Background

Delegations are intended to improve the efficiency of administrative processes. They achieve this by devolving authority and accountability to appropriate staff or council committees.

Delegations made under the *Local Government Act 1995* can only be made to the Chief Executive Officer or Committees. Where appropriate, the Chief Executive Officer may sub-delegate to other officers.

Delegations under other legislation are made directly to the officer concerned.

Under legislation, Council is to review delegations on an annual basis and the last reviewed conducted was in May 2024.

The Chief Executive Officer exercises the delegated authority in accordance with the Delegated Authority Register and Council policies.

Comment

In 2024, the Senior Management Team undertook a comprehensive review, resulting in the identification and inclusion of a significant number of delegations in the Delegation Register.

The thorough review conducted in 2024 enabled a proactive approach to optimising organisational processes, leading to increased efficiency across all departments by minimising decision-making delays and empowering staff to act confidently within their delegated authority.

A review of the current Register has been undertaken by Senior Management, with only minor changes to formatting, reflecting a commitment to streamlining operations and fostering a culture of accountability and responsiveness within the organisation.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services

Statutory Implications

Local Government Act 1995, sections 5.42, 5.43, 5.44 & 5.46.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator

Policy Implications

Where a policy exists for an activity and/or function that has been delegated, the Chief Executive Officer is to adhere to that policy.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

There are no financial implications associated with the annual review of delegations; however the exercise of the delegations does incur some administration costs and potential legal costs if any legal action is taken.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 11.2

That Council

1. receives the 2025 Delegation Register, as attached, noting the use of Council's delegations; and
2. approves the attached Delegation Register for the 12 months ending April 2025.

MIN 7990/25

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 6 / 0

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

11.3 2025 Annual Review of the Corporate Business Plan

Date:	12 May 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE PLANNING/PLANNING/Corporate Business Plan
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A Corporate Business Plan – Annual Review – April 2025

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council is requested to endorse the Annual Review of the Corporate Business Plan, undertaken in accordance with legislative requirements and the Shire's Integrated Planning and Reporting (IPR) Framework.

Background

The Corporate Business Plan (CBP) is a key component of the Shire of Narembreen's Integrated Planning and Reporting Framework. It translates the strategic direction outlined in the Strategic Community Plan into actionable priorities, projects, and initiatives to be delivered over a four-year period.

Regulation 19DA(4) of the Local Government (Administration) Regulations 1996 requires the Corporate Business Plan to be reviewed annually to ensure it remains aligned with the Strategic Community Plan and is responsive to changing circumstances, resourcing and community needs. The review provides Council and the community with an update on the progress of planned actions and enables prioritisation and reallocation of resources, if necessary.

Comment

The 2025 Annual Review of the Corporate Business Plan has been undertaken by Executive Management and considers:

- Progress against planned initiatives and service delivery commitments;
- Resourcing capacity, including workforce and financial considerations;
- Changes in legislation, external funding opportunities, or community priorities; and
- Alignment with the Strategic Community Plan 2022–2032.

As part of the review, the action and progress legends were assessed and amended to ensure clearer reporting of implementation status. The previous progress legend was found to be unclear and inconsistently applied. The updated legend provides a more concise and accurate reflection of action status and progress, improving transparency and usability for both Council and the community.

The updated CBP outlines a realistic and achievable delivery schedule for the 2025–2029 period and will guide operational and budget planning over the next financial year.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services

Statutory Implications

Local Government Act 1995, section 5.56

Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996, regulation 19DA

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

*Absolute majority required.

Policy Implications

Shire of Narembeen Integrated Planning and Reporting Framework

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – Item 11.3

That Council endorses the 2025 Annual Review of the Corporate Business Plan, undertaken in accordance with legislative requirements and the Shire of Narembeen's Integrated Planning and Reporting Framework.

MIN 7991/25**MOTION** - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 6 / 0

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

12. Officers Reports - Development and Regulatory Services

12.1 Application Seeking Retrospective Planning Approval for Workforce Accommodation – Lot 19310 (No 763) Schwartz Road, Wadderin

Date:	9 May 2025
Location:	Lot 19310 Schwartz Road, Wadderin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	P5170
Previous Meeting Reference	Nil
Disclosure of Interest:	Declaration of Interest: Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council is to consider an application seeking retrospective planning approval for existing workforce accommodation on Lot 19310 Schwartz Road, Wadderin.

- The Shire was recently contacted regarding a proposal to demolish an existing house on Lot 19310 and construct a new dwelling in the same location.
- During the assessment, the Shire became aware that there are currently two dwellings on the lot, one of which is being used for workforce accommodation. The dwelling used for workers is proposed to be retained.
- As there is no record of any development applications or approvals for workforce accommodation on the site, the Shire invited the landowner to lodge a development application seeking retrospective approval for the existing use of the dwelling by seasonal farm workers.

Background

Lot 19310 has an approximate area of 373 hectares and is used for broadacre agricultural purposes. The closest intersection is Yeomans Road and Schwartz Road. There are two existing dwellings on the lot, along with several agricultural sheds.

The owner has advised that he resides in one of the dwellings, while the second is used for seasonal workers. The workforce accommodation typically houses a maximum of two seasonal workers at any one time and is believed to have been constructed around 1986. The owner intends to demolish his existing house in the future and replace it with a new transportable dwelling.

As the Shire has no record of any approval for a second dwelling on the lot, the owner has lodged an application seeking retrospective planning approval for the workforce accommodation.

An aerial plan showing the existing structures has been submitted by the owner and is provided below.



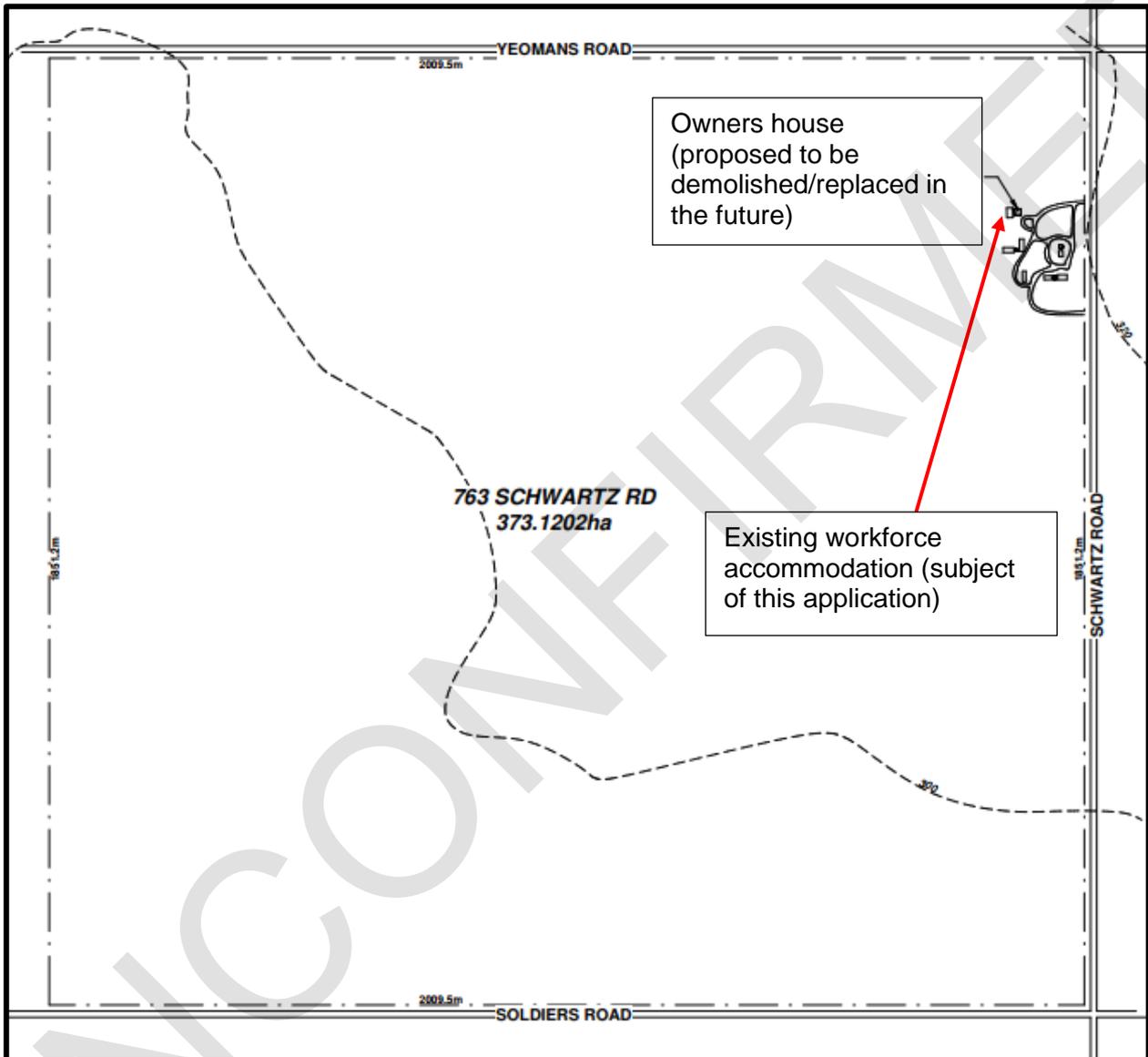
The proposed new transportable dwelling on the lot (to replace the owners existing house) will not require planning approval, once the issue of the second workforce accommodation/dwelling is resolved.

Comment

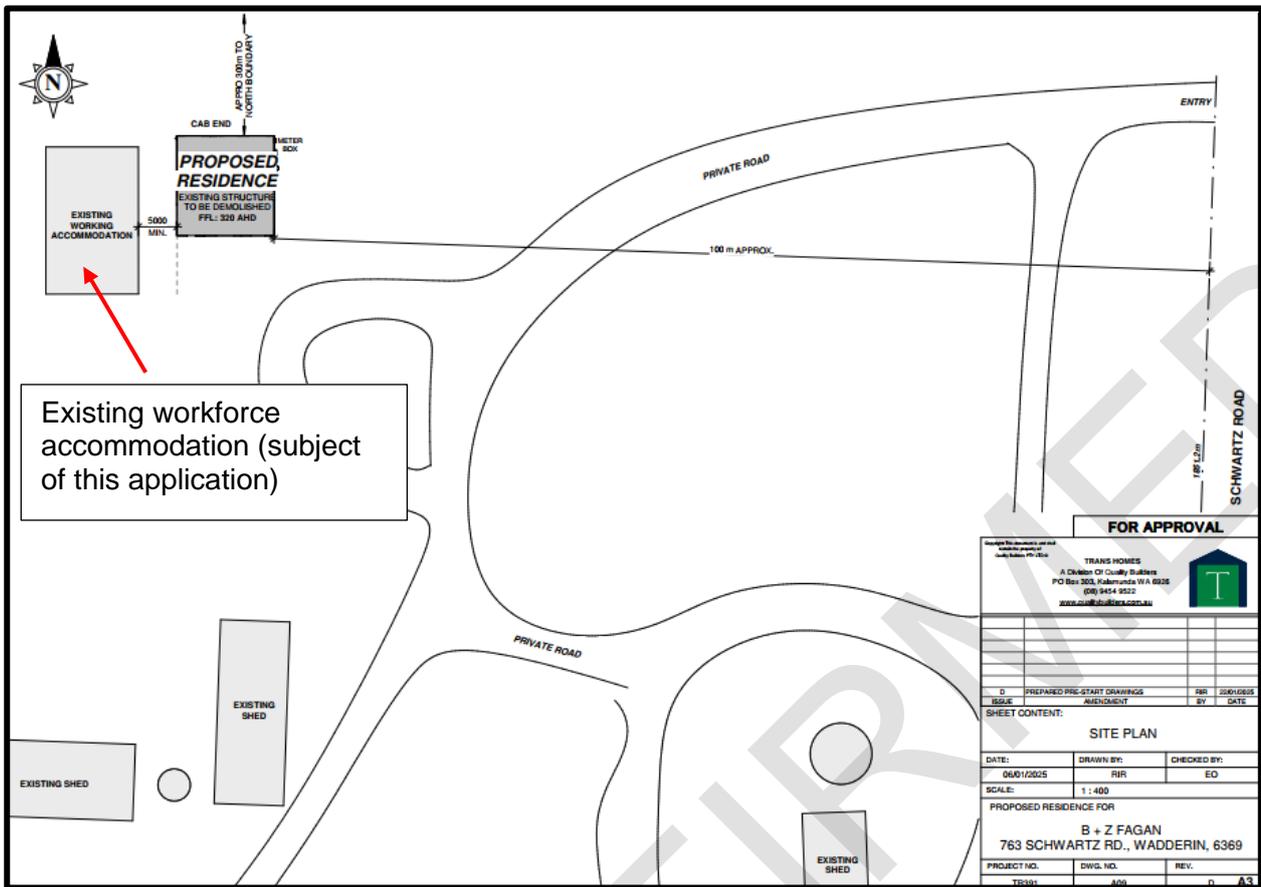
- **Description of Application**

The existing dwelling used for workforce accommodation is located over 300 metres from the north lot boundary, and over 100 metres from the east lot boundary facing Schwartz Road.

A site plan is included below.



A map enlargement showing both dwellings is included below.



- **Proposed Land Use**

Part of the planning assessment is determining the ‘best fit’ land use definition to apply to any new development. Unfortunately, the Shires Local Planning Scheme No 2 (the Scheme) does not define ‘workforce accommodation’ or list ‘workforce accommodation’ in ‘Table 1 – Zoning Table’.

Table 1 is a table in the Scheme which lists different land uses and has symbols against each zone to indicate whether Council has discretion to consider different land uses within each zone.

As ‘workforce accommodation’ is not listed in ‘Table 1 – Zoning Table’, it can be processed as what is referred to as a ‘Use Not Listed’. Council has two options in determining a ‘Use Not Listed’ under Clause 3.2.5 of the Scheme as follows:

- Option 1 Determine that the workforce accommodation is not consistent with the objectives of the Farming zone and is therefore not permitted.
- Option 2 Determine by Absolute Majority that workforce accommodation may be consistent with the objectives and purposes of the Farming zone and thereafter follow the ‘SA’ advertising procedures of Clause 64 of the deemed provisions in considering an application for planning approval.

Under Option 2, the ‘deemed provisions’ referred to are advertising procedures set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In other words, Council has discretion to consider workforce accommodation in the Farming zone after the application is advertised for public comment, and if Council considers that the use is consistent with the objectives of the Farming zone.

As workforce accommodation supports the use of seasonal workers that are essential to broad acre farming, TPI is of the view that the use may be consistent with the objectives of the Farming zone (which are outlined in the statutory section of this report)

Accordingly, Option 2 is recommended.

Consultation

To expedite the processing of the application, Shire Administration is advertising the proposal for public comment. TPI recommends that Council grant delegated authority to the Chief Executive Officer to determine the application upon completion of the advertising period.

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015

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

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

- *Advertising*

As the application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the Regulations, which means it has to be advertised for 28 days.

The Shire has an exemption from having to comply with some of the advertising requirements, such as erection of a sign on site – refer to [Exemption Notice - August 2022](#)

- *Matters to be considered by Council*

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

- *Retrospective Approval*

Clause 65 outlines the ability to approve an application for development already commenced or carried out.

- *Delegated Authority*

Clause 82(1) and 82(2) provides Council with the ability to grant delegated authority to the Chief Executive Officer to determine the application. This will expedite determination of the application (after advertising). Any delegation must be made by an Absolute Majority of Council.

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

Lot 19310 is zoned Farming.

Under Clause 4.17.1 of the Scheme the objectives of the Farming zone are:

- (a) to ensure the continuation of broad-hectare farming as the principal land use in the district and encourage where appropriate the retention and expansion of agricultural activities.
- (b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.
- (c) to allow for facilities for tourists and travellers, and for recreation uses.

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

Strategic Planning Notes:

1. TPI is preparing an Amendment to the Shires Town Planning Scheme guided by feedback by the Chief Executive Officer. Consideration will be given to including new provisions to allow more than one dwelling on a Farming zoned lot and including a land use definition for workforce accommodation.

The Shires Scheme is currently silent on any additional dwellings on lots in the Farming zone, even though many may contain more than one house for family members living and /or working on a farm.

2. There is a definition for workforce accommodation in the 'model provisions for local planning schemes' contained in the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:

'workforce accommodation' means premises, which may include modular or relocatable buildings, used —

- (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and
- (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors. '

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	Town Planning Scheme
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The Shire pays TPI for planning advice.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 12.1

That Council:

1. Notes that two options have been outlined in the report for consideration.
2. Pursue Option 2 and determine by Absolute Majority that the workforce accommodation use may be consistent with the objectives and purpose of the Farming zone and thereafter follow the “SA” advertising procedures of Clause 64 of the deemed provisions in considering an application for development approval.
3. Notes that Shire Administration has commenced advertising of the application for public comment. Advertising closes on 9 June 2025.
4. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application seeking retrospective approval for workforce accommodation on Lot 19310 Schwartz Road, Wadderin.

MIN 7992/25

MOTION - Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 6 / 0

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

13. Officers Reports - Corporate Services

13.1 Councillor Fees and Allowances for the Year Ended 30 June 2026

Date:	28 April 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	GOVERNANCE\COUNCILLORS\Councillor Fees
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to endorse the Councillor's fees and allowances for the year ended 30 June 2026.

Background

The recommended fees and allowances follow from decisions in recent years to opt for a fixed annual fee for Councillors as opposed to a 'per meeting' fee structure.

It should be noted that there are additional fees being introduced to remunerate the newly mandated independent committee Chair and Deputy Chairpersons.

It is a requirement that Councillor fees and allowances be considered and formally adopted each year prior to the adoption of the budget, and that the estimated fees and allowances for Councillors be explicitly detailed per Councillor in the annual budget.

Further, in accordance with Section 87 of the *Local Government Amendment Act 2024*, section 7.1A of the *Local Government Act 1995* has been amended to require Council to appoint independent persons to serve as the Chairperson and Deputy Chairperson of the Audit, Risk and Improvement Committee. Separate remuneration is provided for these independent persons on a per-meeting basis.

Comment

Following the Salaries and Allowances Tribunal's (SAT) annual determination, Councillor remuneration caps have been increased by 3.5% for the 2026 financial year, except for the ICT allowance which remains capped at \$1,500 per annum.

After preliminary discussions with Council, the recommended Councillor fees have been increased in-line with SAT's 3.5% adjustment, rounded to the nearest hundred, except for the ICT allowance which has been unchanged from 2025.

Consultation

Chief Executive Officer
Council – May 2025 Discussion Forum

Statutory Implications

Local Government Act 1995

5.98. Fees etc. for council members

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
 - (a) the annual local government allowance determined for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.

5.98A. Allowance for deputy mayor or deputy president

- (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).
- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

* *Absolute majority required.*

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* *Absolute majority required.*

5.99A. Allowances for council members in lieu of reimbursement of expenses

- (1) A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —

- (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
- (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

* *Absolute majority required.*

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

Councillor remuneration is a relatively immaterial cost to Council. Councillor fees have been factored into the current long-term modelling.

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

Total remuneration paid to Councillors and independent committee members is projected to be roughly \$51,500 in the 2026 financial year, based on the figures in the Officer's recommendation.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – Item 13.1

That Council adopt the following fees allowances for the year ended 30 June 2026:

1. In accordance with the Local Government Act 1995 s5.99 an annual attendance (meeting) fee for Councillors of \$4,000 and for the President of \$5,400.
2. In accordance with the Local Government Act 1995 s5.98 a President's Allowance of \$8,100 per annum.
3. In accordance with the Local Government Act s5.98A(1) a Deputy President's Allowance of \$2,025 per annum, being 25% of the President's Allowance.
4. In accordance with the Local Government Act s5.98A(1) an ICT Allowance of \$1,500 per annum for each Councillor.
5. In accordance with the Local Government Act 1995 s5.100(2) a meeting allowance for committee members that are not Councillors of \$350 per meeting.
6. Determine that Councillor allowances and committee member meeting fees are to be paid twice a year in December and June.
7. Determine that travel expenses for Councillors and committee members be paid at a rate commensurate with the Local Government Officers (Western Australia) Award 2021 and any subsequent amendments or regulations.

MIN 7993/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

13.2 Appointment of Presiding Members to Committees

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

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

Amendments under Tranche 2 of the Local Government Reform require Council to appoint, by absolute majority, a presiding member for each committee by 1 July 2025.

Background

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

In addition to this governance change, the reform also mandates that presiding members of committees be remunerated through set sitting fees. This aims to recognise the additional responsibilities of the presiding role and ensure consistency across the sector.

These changes apply to all existing committees and must be implemented by 1 July 2025.

Comment

Council is required to appoint presiding members to all current committees by 1 July 2025. A table listing each committee, current members, and current presiding member is provided for reference.

Committee	Members	Proxy	Current Chair
Audit and Risk	All Councillors		Cr Stirrat
Bushfire Advisory	CFCO & CEO	Cr Cole	Murray Dixon
Local Emergency Management	Cr Stirrat	Cr Bray	Cr Stirrat
Plant and Works	Crs Bray, Cole & Currie	Cr Stirrat	Cr Currie

Appointments of new presiding members will take place following the October 2025 local government election and the swearing-in of newly elected Councillors. This ensures the appointment process reflects the composition of the newly formed Council.

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

Consultation

Council – February 2025 Discussion Forum

Statutory Implications

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

67. Presiding members

- (1) In this clause —

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

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

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

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

68. Deputy presiding members

- (1) In this clause —

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

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

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

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

Salaries and Allowances Act 1975

Policy Implications

Fees and Charges

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

Total remuneration paid to independent committee members is projected to be approximately \$3,000 in the 2026 financial year.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – Item 13.2

That Council:

1. Notes the requirement under Schedule 9.3 Division 7 Clause 67(2) of the *Local Government Act 1995*, introduced as part of Tranche 2 of the Local Government Reform, for the local government to appoint, by absolute majority, a presiding member for each committee by 1 July 2025;
2. Notes that presiding members of committees will be entitled to receive the set sitting fees as determined by Council in accordance with the provisions outlined in the Salaries and Allowances Tribunal Determination;
3. Endorses the current composition and presiding members of the Shire of Narembeen's committees as detailed in the table below:

Committee	Members	Proxy	Current Chair
Audit and Risk	All Councillors		Cr Stirrat
Bushfire Advisory	CFCO & CEO	Cr Cole	Murray Dixon
Local Emergency Management	Cr Stirrat	Cr Bray	Cr Stirrat
Plant and Works	Crs Bray, Cole & Currie	Cr Stirrat	Cr Currie

MIN 7994/25

MOTION - Moved Cr. Cusack

Seconded Cr. Bald

CARRIED 6 / 0

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

13.3 Council Policy Review

Date:	10 May 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Policies for Review

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

For Council to review the attached policy amendment(s).

Background

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

Comment

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

Policy	Summary of Changes
Residential Property Framework	Policy Detail (Rent) – rent charges will be at an amount deemed fair and reasonable by the CEO, for the purpose of attraction and retention.
Child Safety Awareness	Update to new format
Flying of Flags	Update to new format, small typo's
Narembeen Pop-Up Shop	Update to new format, small typo's
Shallow Drainage	Update to new format and slightly re-word: if works are of a benefit to Shire assets they can be included in the annual program, if not, it's at the discretion of Shire staff and must be at least cost neutral.

Consultation

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

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO's functions are to —

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

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.3

That Council adopt the revised policies, as attached.

MIN 7995/25

MOTION - Moved Cr. Cusack

Seconded Cr. Bray

CARRIED 6 / 0

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

13.4 Council Policy Repeal

Date:	22 April 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.4A Policies for repeal

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

To review several Council policies of an administrative nature.

Background

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

Comment

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

Policy	Reason for repeal
5.1.18 Chaff Dumps	Captured in the annual Fire Break Order brochure
5.1.19 Bushfire Notice and Additional Information	Information is out of date, and will be captured in Local Law
10.1.15 Maintenance Grading Regularity	Captured in Roads Program (operational)
4.3.25 Occupational Safety and Health	Superseded by Workplace Health and Safety
4.2.18 Presidents representation of Council Great Eastern Zone WALGA	Endorsed by council bi-annually when nominating committees
7.1.7 Colours in Shire Residences	Captured in the Residential Housing Framework
9.2.7 Pool Entrance fee exceptions	All fees waived
9.2.6 Pool use by public and aquatic club – trial and training days	Covered by MOU

Consultation

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

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO's functions are to —

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

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.4

That Council repeal the policies, as attached.

MIN 7996/25

MOTION - Moved Cr. Bald

Seconded Cr. Hardham

CARRIED 6 / 0

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

13.5 Financial Statements for the Month Ended 30 April 2025

Date:	6 May 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.5A Shire of Narembeen - Financial statements for month ended 30 April 2025

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the month ended 30 April 2025.

Background

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

Comment

Council's closing funding surplus as at 30 April 2025 is \$2,425,305 with cash on hand of \$9,188,674 including \$5,555,215 of restricted reserves.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.5

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

MIN 7997/25

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 6 / 0

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

13.6 Schedule of Accounts for the Month Ended 30 April 2025

Date:	7 May 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.6A Schedule of Accounts paid for the month ended 30 April 2025 13.6B Credit card payments, April 2025

Purpose of Report

- Executive Decision Legislative Requirement

Summary

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

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 30 April 2025 total \$788,069.21 including \$4,160.36 of expenditure on Council credit cards.

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 –
- Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.6

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

MIN 7998/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

UNCONFIRMED

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

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

Nil

17. Elected Member Motions Without Notice

Nil

UNCONFIRMED

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

18.1 Allow Late Item

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 18.1

That Council allow Late Item 18.2 to be included.

MIN 7999/25

MOTION - Moved Cr. Currie

Seconded Cr. Cusack

CARRIED 6 / 0

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

18.2 WALGA Draft Advocacy Position – State Development Applications and Decision-Making

Date:	15 May 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GR/WALGA/EY2025
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	18.2A WALGA Documentation WAPC Guidelines for Part 11B Significant Development Pathway

Purpose of Report

- Executive Decision Legislative Requirement

Summary

The purpose of this item is to seek Council's endorsement to provide comment to WALGA in general support of the Draft Advocacy Position Statement relating to State Development Applications and Decision Making. Although the Shire of Narembeen has not received significant Development Assessment Panel (DAP) applications to date, it acknowledges the considerable resourcing and technical expertise required to manage such applications and supports WALGA's proposed reforms aimed at improving outcomes for regional local governments.

Background

The Development Assessment Panel (DAP) system was introduced in 2011 to improve transparency, consistency, and reliability in decision-making on complex development proposals. More recently, the Significant Development Assessment (SDA) Pathway was introduced as a temporary COVID-19 recovery measure and has since become a permanent process, managed by the State Development Assessment Unit (SDAU) and determined by the Statutory Planning Committee of the Western Australian Planning Commission.

These processes have increasingly removed decision-making power from local governments for large-scale projects, often placing a significant burden on small local governments without corresponding authority or adequate support. WALGA has developed a draft advocacy position reviewing both processes and is seeking feedback from local governments across the state.

Comment

While the Shire of Narembeen has not had significant applications referred to a DAP or through the SDA Pathway, it recognises the extensive workload and technical complexity involved in preparing, assessing, and coordinating such applications. The level of assessment required, including technical reviews, statutory advertising, and preparation of a Responsible Authority Report, is often beyond the internal capacity of small regional local governments.

The Shire of Narembeen supports WALGA's advocacy position that the Significant Development Assessment (SDA) Pathway should only continue if it is reformed to improve fairness, transparency, and alignment with local planning frameworks. In addition, the Shire advocates for adequate resourcing and coordination support to enable small local governments to participate meaningfully in the assessment process.

Consultation

Feedback on the State Development Applications and Decision-Making Draft Advocacy Position is to be submitted to WALGA by Friday, 23 May 2025.

Statutory Implications

Planning and Development Act 2005
Planning and Development (Significant Development) Regulations 2024
Planning and Development (Development Assessment Panel) Regulations 2011

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	Inadequate Engagement Practices
Risk Category	Environment
Consequence Description	Unsubstantiated, low impact, low profile or 'no news' item
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Town Planning Scheme and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – Item 18.2

That Council:

1. Receives the WALGA *Significant Development Pathway (2020–2025 Review)* dated April 2025 and the *Development Assessment Panels (2011–2024 Review)* dated January 2025;
2. Endorses the general intent of WALGA's Draft Advocacy Position Statement on State Development Applications and Decision Making, subject to the following considerations:
 - That the Significant Development Assessment Pathway is retained only if reformed in line with WALGA's recommendations;
 - That appropriate resourcing and coordination mechanisms are provided to support small local governments in managing DAP and significant development applications;
3. Authorises the Chief Executive Officer to provide comment to WALGA reflecting the Shire of Narembreen's position.

MIN 8000/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

19. Matters for which the Meeting may be Closed

Nil

20. Closure of Meeting

The next meeting will be held on Tuesday 17 June 2025 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at 5.22pm

UNCONFIRMED

ATTACHMENT 8.1A
Minutes – CEACA Management Committee
Meeting 19 May 2025

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 19 MAY 2025 AT THE KELLERBERRIN & DISTRICTS CLUB, BATES STREET, KELLERBERRIN

1. MEETING OPENING

Deputy Chairperson, Gary Shadbolt, who is Chairing the meeting in Terry Waldron’s absence, opened the meeting at 10.02am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Gary Shadbolt (Shire of Mukinbudin) – Chairperson, Richard Marshall - CEACA Executive Officer (EO), Jo Trachy - CEACA Operations Manager (OM), Stephen Strange – Shire of Bruce Rock, Manisha Barthakur – Shire of Dowerin, Raymond Griffiths & Monika Gardiner – Shire of Kellerberrin, Tony Sachse & Ben McKay - Shire of Mt Marshall, Craig Watts – Shire of Merredin, Tanika McLennan - Shire of Mukinbudin, Holly Cusack & Rebecca McCall - Shire of Narembeen, Natalie Ness & Becky Cowcill - Shire of Quairading, Bill Price & Ross Della-Bosca - Shire of Westonia, Sabine Taylor, Mischa Stratford, Christy Petchell (Observer), Chris Loton (Observer) & Rod Lawson Kerr (Observer) - Shire of Wyalkatchem, Nic Warren, Wayne Della Bosca & Bianca Bradford (Observer) - Shire of Yilgarn

Apologies

Terry Waldron – CEACA Chairperson, Mark Furr – Shire of Bruce Rock, Bradley Anderson – Shire of Merredin,

2.2 Declaration of Quorum

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

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 24 February 2025

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 24th of February 2025 be accepted as a true and accurate record of proceedings.

2.5 DRAFT Minutes of the Executive Committee Meeting – 28 April 2025

The draft minutes were noted.

2.6 Action Items

EO advised that the items would be covered in the agenda.

3. MATTERS FOR DECISION

3.1 CEACA Expansion Project

EO referred to various documentation circulated prior to the meeting including his email on 10 May 2025, the EO Report dated 12 May 2025 and a Supplementary EO Report and Annexure dated 14 May 2025, and commented as follows:

- Housing Australia (“HA”) is supportive of the Project and has proposed to contribute approx \$10m, including \$4m by grant and \$6m by concessional loan. Department of Communities (“Communities”) has proposed to provide a grant of \$17m.

- Following discussions with senior management at Communities, who had advised that the CEACA Project is appreciated and supported, it was apparent that concessional loans are standard practise for HA and that up to \$23m of “availability payments”, based on social housing would be available over a 25 year period. EO’s view based on the information received from Communities, is that the indicated funding model is unlikely to be improved upon.
- The terms and conditions of the indicated funding will need to be negotiated with Communities and HA.
- A Project cashflow forecast has not been developed as yet, however the recommendation to date has been for Shires to budget for 50% of their contribution for the 2025/26 financial year.
- As discussed previously Communities has advised that funding must be for social housing only and applicants on the Department’s waitlist are prioritised. CEACA has advised that the Allocations Matrix will be utilised, which gives priority to tenants from the local communities in accordance with CEACA’s strategic objectives.
- In relation to current tenants it is estimated that approx 50% would be eligible for social housing (Band A), with approx 50% being Band B category tenants.
- The EO’s view is that the indicated funding proposal is attractive and should be supported by the Committee

The Chairperson advised that Members need to consider all options available and the requirements of social housing. It was agreed that Shires would need confirmation that the CEACA Allocations Matrix can be utilised prior to proceeding.

The Committee discussed the timing of the Shire contribution (10% or approx \$3m) and agreed it would be preferable for Shires to pay over 25 years instead of putting forward a lump sum, which would reduce the financial pressure on Shires.

The option of selling units was queried. The EO will request this during negotiations.

RESOLUTION

The indicated funding model provided by Communities is supported.

Based on the indicated funding model it is preferred that Shires make their 10% contribution (total approx \$3m) over 25 years and aligned with repayment of the proposed loan from Housing Australia. The Executive Officer will discuss this option with Department of Communities and Housing Australia.

Re-allocation of Houses

Shire of Merredin has advised that whilst they are supportive of CEACA and the transfer of land for additional houses, they are unwilling to make a financial contribution towards the cost of new houses.

It was agreed Management should work with Merredin to determine whether there is an alternative way forward. In the meantime, a re-allocation of the 12 houses allotted to Merredin was discussed. The following shires indicated a willingness to increase their number of houses requested:

Shire	Original Request	Updated Request
Bruce Rock	4	7
Dowerin	2	4
Kellerberrin	10	12
Mt Marshall	6	6 (no change)
Merredin	12	0
Mukinbudin	6	6 (no change)
Narembeen	3	4
Quairading	2	4
Westonia	3	4
Wyalkatchem	4	4 (no change)
Yilgarn	2	3
	54	54

The additional houses proposed above are subject to formal approval by the respective shires.

3.2 Management of Shire Owned Units – Merrittville Village, Merredin

Craig Watts left the meeting for the consideration of Merrittville. The Shire of Merredin’s lease to Merrittville Retirement Village Inc. (volunteer committee) expires in October 2025 and they are looking for an alternative management arrangement. A schedule of proposed management fees was circulated. EO explained the rationale for the fee proposal, which had been supported by the Executive Committee. It was noted that Merredin intended to go to open tender for

the management of Merrittville. The Committee discussed the proposed process, noting CEACA's current priorities and resources and agreed that CEACA should not participate in a tender.

RESOLUTION

It was resolved that CEACA would not participate in a tender process for the management of Merrittville. Otherwise the proposed fee structure was supported by the Committee.

3.3 CEACA Membership Fees for FY26

EO advised that the budget has been prepared on the basis that the membership fees remain at \$15k. EO's recommendation is that it remains at \$15k given the benefits of CEACA remaining in a strong financial position.

RESOLUTION

It was resolved to set the membership fee for FY26 at \$15k per annum.

3.4 Draft Budget FY26

EO referred to the draft budget, which will be finalised closer to the end of financial year. The trend that has continued for the last 3 years is that the actuals are better than budget, due mainly to 100% occupancy and good expense management. Many of the repair costs are allocated to the defects provision and not repairs and maintenance. The Committee was supportive of the draft budget.

3.5 Rent Increases

EO referred to proposed rent increases, advising that Elders Real Estate had provided their assessment of what market rent would be in each shire for a similar house. In accordance with the *Residential Tenancies Act*, we are restricted to one increase every 12 months and tenants must be given 60 days' notice of any increase. Proposed rents are significantly below market value and increased at slightly above the CPI.

RESOLUTION

It was resolved to increase the rents as per schedule in Annexure G of the EO Report.

3.6 WALGA Associate Membership

EO advised that one of the Consultants that CEACA have been speaking to in relation to the Expansion Project procurement recommended that CEACA apply for Associate Membership of WALGA so that they could take advantage of their procurement processes and documentation. An additional benefit would be access to their insurance program (LGIS).

General discussion ensued.

RESOLUTION

It was resolved that CEACA should apply for Associate Membership of WALGA.

3.7 Updated Organisational Policies & Forms

The Operations Manager advised that a review of policies, procedures and forms is complete, and minor changes had been made to bring the documents up to date. This is done every 2 years. The EO has approved all operational policies, procedures and forms and has also reviewed the organisational and governance documents that are now ready for the Management Committee to consider.

The Operations Manager suggested that any minor changes to detail be sent via email.

RESOLUTION

It was resolved to approve the updated policies, procedures and forms as tabled.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

EO spoke to his report:

- In relation to the accounts to the end of March, the surplus for the 9 months is \$238k and this includes interest received and more due next week from the term deposit.
- Sale of the Kununoppin is included in the Balance Sheet Expansion Reserve. DPIRD were happy with the sale on the condition that CEACA re-invested the funds and they are kept in a separate reserve.

- Profit & Loss for the 9 months is significantly higher than budget due to lower expenses and higher revenue. Approx. \$90k has been spent on defects and when the provision runs out there will be more expensed to repairs and maintenance.
- A possible role for CEACA in managing shire owned properties. Rebecca McCall advised that there had been no word from the Department regarding the discussions and the agreement expires shortly. EO advised that given the size of the CEACA Executive Team, they would only want to take on one shire-owned property management at a time.
- Term deposit expires 27th May 2025 and the EO has compared the Westpac rates with those of other major banks and confirmed they are consistent. EO will look at re-investing for 9-12 months depending on the rate that day.
- Audit planning meeting will be set for July with AMD.
- The proposed sale of Koorda and Nungarin units is on hold. CEACA will obtain a further market appraisal in due course.

4.2 Operations Manager Report

The Operations Manager added the following comments to her report:

- The Central Tenant Register has been expanded to include information relating to how many tenants would be eligible for rent assistance, income levels and categories which assists with rent setting and future planning.
- The EO summarised the work conducted to date in relation to rent setting and explained Commonwealth Rent Assistance, the percentage of tenants who may be eligible for assistance and the impact of rent increases. The basis of this work is to explore whether it would be beneficial for CEACA to move towards a rent setting policy similar to the government's rent setting policy for social housing.

4.3 Possible Change of Name for CEACA

The Chairperson and EO both advised that they have been alerted to the fact that the current name Central East Accommodation & Care Alliance Inc may be limiting which shires would apply for membership of CEACA, especially if they are not in the Central East region and suggested a possible change of name. OM handed out a list of potential names.

General discussion ensued.

RESOLUTION

It was resolved that this item be carried over to the next meeting and members may put forward any suggestions for names to the CEACA Executive Team.

General Business

Manisha Barthakur, Shire of Dowerin, spoke of the Mortlock Gardens Project in Northam and recommended that the EO speak to the Shire of Northam President, Chris Antonio and Rob Cossart of WDC about funding from Communities for that project.

5. MEETING CLOSURE

The next meeting will be held at the Merredin Regional Community and Leisure Centre, Bates Street, Merredin on the 1st September 2025 at 10.00am.

There being no further business, the Management Committee meeting closed at 11.30am.

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 8.2A
Minutes - RoeROC Committee Meeting
5 June 2025

ROEROC

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

MINUTES

RoeROC Ordinary Meeting

Thursday 5th June 2025

Shire of Narembeen Council Chambers



1. Opening And Announcements

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

2. Attendance

Cr D Hickey	President, Shire of Corrigin
Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr H Cusack	Deputy President, Shire of Narembreen (Acting Chairperson)
R McCall	CEO, Shire of Narembreen
Cr B Smoker	Deputy President, Shire of Kulin
A Leeson	CEO, Shire of Kulin
Cr P Green	Councillor, Shire of Kondinin
D Burton	CEO, Shire of Kondinin
B Gerrard	Principal Roe EHO
L Pitman	Environmental Health Officer
D Mollenoyux	Executive Officer, RoeROC
Cr R Bowey	Guest, Councillor Shire of Kulin Guest

3. Apologies

Cr S Stirrat	President, Shire of Narembreen (Chairperson)
Cr K Mouritz	President, Shire of Kondinin
Cr B Gangell	Deputy President, Shire of Kondinin
Cr G Robins	President, Shire of Kulin

4. Guests

Shire of Wickepin – President Julie Russell will be attending the meeting to present the Shire of Wickepin's case for consideration as a new member of RoeROC. *Deputy President Cr Wes Astbury and Cr Ty Miller will also be in attendance.*

5. Declarations of Interest

David Burton declared an interest in Item 10.7 - Consideration of Membership Request – Shire of Wickepin – as he is the incoming CEO at the Shire of Wickepin.

6. Minutes Of Meetings

Minutes of the RoeROC Meeting held on the 7th March 2025, included at Attachment 6.1.

Minutes of the RoeROC Executive Meeting held on the 1st May 2025, included at Attachment 6.2.

Minutes of the RoeROC Executive Special Meeting held on the 19th May 2025, included at Attachment 6.3.

Minutes of the RoeROC Shared Services Working Group Meeting held on the 5th May 2025, included at Attachment 6.4.

Minutes of the Bendering Landfill Site Working Group Meeting held on the 14th April 2025, included at Attachment 6.5.

Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

The following minutes endorsed en bloc;

Minutes of the Ordinary Meeting held on the 7th March 2025 are received as a true and correct record of proceedings.

The following minutes were received;

- **Executive Meeting held on the 1st May 2025**
- **RoeROC Executive Special Meeting held on the 19th May 2025**
- **RoeROC Shared Services Working Group Meeting held on the 5th May 2025**
- **Bendering Landfill Site Working Group Meeting held on the 14th April 2025**

Carried

7. Presentations

7.1 Shire of Wickepin – Membership Consideration

President Julie Russell attended the meeting to present the Shire of Wickepin’s case for consideration as a new member of RoeROC. Deputy President Cr Wes Astbury and Cr Ty Miller also attended.

President Russell delivered a verbal presentation outlining the Shire of Wickepin’s strategic objectives, alignment with RoeROC’s regional collaboration goals, and the potential value and contributions the Shire could bring to the organisation. Her presentation also addressed the six key focus areas previously identified by RoeROC as essential to assessing prospective membership applications.

Following the presentation, RoeROC delegates engaged in a constructive discussion, posing questions and seeking further clarity on a number of matters. Representatives from the Shire of Wickepin responded to all queries, providing additional insight into the Shire’s regional priorities, operational capacity, and commitment to shared outcomes.

The Committee acknowledged and appreciated the professionalism of the presentation and the willingness of the Shire of Wickepin to actively engage in the regional collaborative process.

8. Status Reports

8.1 RoeROC Status Report

The report is provided at item 14 of this document.

8.2 RoeROC Executive Officer Key Performance Indicators Status Report

A copy of the Executive Officer KPI Status Report is provided at item 15 of this document.

Noted

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

9.1. Bendering Waste Site

Bendering Landfill Compliance Audit Report June 2025 is included at **Attachment 9.1.**

9.2. Public Health Plans

At the request of Brendon Gerrard, the CEOs have been asked to discuss the review of the Public Health Plans.

In 2021, the Roe Health Shires, including Lake Grace, engaged a consultant to develop Public Health Plans, which are now published on each Shire's website. These plans are scheduled for review in 2026, with updated data expected to be informed by the 2026 Census.

It is noted that the timing of Strategic Community Plan reviews across the Shires does not currently align with the Public Health Plan review cycle, creating challenges within the Integrated Planning framework.

CEOs have agreed to revisit this matter in 2026, acknowledging current priorities, workloads, and the need to await updated Census data and public health regulations.

9.3. Bendinger Landfill Site Working Group

The Working Group met on the 14th April 2025, and a copy of the minutes from the meeting are attached to this agenda. Below are some of the matters addressed;

- Bendinger Landfill Management Plan (Talis) 2025
The Bendinger Landfill Site Working Group requested a workshop with Talis to discuss the practical implementation of the adopted Management Plan, including site works and cell management. RoeROC CEOs have accepted a quote from Talis to conduct a workshop in June 2025 at the Shire of Kondinin, including an on-site session with the Working Group, Avon Waste, and the Roe EHO. The RoeROC Executive Officer will coordinate arrangements and invite relevant parties.
- Bendinger Landfill Disposal Charges
The complexity of charging for waste disposal—particularly for mixed loads—was discussed, highlighting the need for a clearer, simplified approach to setting fees based on material type and volume (tonnes vs cubic metres). RoeROC will review and establish standardised formulas and charges. The Lead CEO for Bendinger Landfill will coordinate a meeting with a finance representative, RoeHealth EHO, and the Site Chairperson to develop proposed fees and charges ahead of the RoeROC Committee meeting on 5th June 2025.

The Corrigin CEO has advised that the EHO's, finance staff and Avon Waste representative reviewed the fees and charges last week. These will be circulated for review by Work Managers and CEO's for feedback.

10. Matters For Decision

10.1. Financial Report

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	30 th May 2025
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE	
ATTACHMENT NUMBER:	10.1 RoeHealth Statements Bendering Waste Statements

COMMENT

Financial report for RoeHealth Scheme and Bendering Waste Site is provided in Attachment 10.1.

The financials were not provided at the time of the agenda going out and will be provided as a separate email.

RECOMMENDATION

That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 April 2025 be received.

Recommendation and Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

That the financial reports for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 April 2025 be received.

Carried

10.2. RoeROC Temporary Moveable Accommodation Policy

APPLICANT	RoeROC CEOs
REPORTING OFFICER:	Darren Mollenoyux
DATE:	26 th May 2025
DISCLOSURE OF INTEREST:	
FILE REFERENCE	
ATTACHMENT NUMBER:	10.2a – RoeROC Temporary Accommodation Policy 10.2b – RoeROC Temporary Accommodation Guidelines
CONSULTATION:	RoeROC CEOs Brendon Gerrard, Lauren Pitman, Tory Young

SUMMARY

That RoeROC endorse the Draft Temporary Moveable Accommodation Policy and Guidelines to provide a consistent management of temporary moveable accommodation within the RoeROC Shires.

BACKGROUND

At the RoeROC CEOs meeting on 5 December 2024, it was agreed that Brendon with input from Lauren and Tory, would develop a draft framework and policy for managing caravan parks and camping in the RoeROC area.

The documents need to incorporate elements such as application forms with compliance checklists, provisions for living in caravans during construction, a multi-faceted approach for various caravan types, paddock camping, standardised fees, and inspection parameters.

While the draft was originally due by 24 January 2025 for discussion at the February Executive meeting and final consideration in March, progress was delayed due to the policy's complexity and staff leave.

The documents were presented for consideration at the RoeROC Executive Meeting on the 1st May 2025, with the Executive making the following decision;

1. *That RoeROC Executive Committee request that the RoeHealth EHO, Brendon Gerrard incorporates identified changes in the RoeROC Temporary Accommodation Policy (to be provided by the Corrigin CEO), to be finalised and provided to the RoeROC Executive Officer by the 30th May 2025.*
2. *That RoeROC Executive recommend that RoeROC adopt a standardised Temporary Moveable Accommodation application fee of \$300.*
3. *That the finalised RoeROC Temporary Accommodation Policy and supporting documents be presented for approval at the RoeROC Committee Meeting on the 5th June 2025.*
4. *Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, training for staff on new processes and communication to the public.*

COMMENT

The RoeROC Executive held a special meeting on the 19th May 2025 to consider the final amendments and made the following recommendations;

1. *That the RoeROC Executive endorse the Draft RoeROC Temporary Moveable Accommodation Policy, Guidelines and Application template.*
2. *The final documents to be presented for approval at the 5th June 2025 RoeROC Committee Meeting.*
3. *Implementation - Individual Shires to undertake implementation for the new policy, including adoption at Council Meetings, training for staff on new processes and communication to the public.*

Copies of the updated Draft RoeROC Temporary Moveable Accommodation Policy and guidelines are provided as an attachment. The Draft Template will be provided to individual Councils for formatting and customisation.

These documents outline the application process, guidelines, and policy framework for managing temporary accommodation within RoeROC Shires. Key points include:

- Application requirements and compliance checklists
- Detailed guidelines for temporary accommodation, including kitchen, toilet, shower, and laundry facilities
- Waste and wastewater management
- Emergency management and safety requirements
- Permit duration and conditions

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *Caravan and Camping Ground Act 1995*
- *Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*
- *Health (Miscellaneous Provisions) Act 1911*
- *Building Code of Australia / National Construction Code*
- *Shire of (each Shire) Local Planning Scheme*

POLICY IMPLICATIONS

The recommended policy and guidelines are to be set as individual Council policies

CONSULTATION

RoeROC Executive Meeting held on 11th February 2025

RoeROC Executive Meeting held on 1st May 2025

RoeROC Executive Special Meeting held on 19th May 2025

Brendon Gerrard, Lauren Pitman, Tory Young

FINANCIAL IMPLICATIONS

No financial implications at a RoeROC level, however RoeROC Executive recommend that RoeROC adopt a standardised Temporary Moveable Accommodation application fee of \$300.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

VOTING REQUIREMENT

Simple Majority

Recommendation and Resolution

Moved: Cr Smoker

Seconded: Cr Green

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

Carried

10.3. Key Workforce Housing Project – Appointment of Consultant / Appointment of Lobby Group Members

FILE REFERENCE:
REPORTING OFFICER: Darren Mollenoyux / Rebecca McCall
DISCLOSURE OF INTEREST: Nil
DATE: 26th May 2025
ATTACHMENT NUMBER: 10.3a – Quotes for Grant Consultant
 10.3b – RFQ Document
 10.3c – Key Worker Accommodation Project Action Plan
 10.3d – Nominations for Key Worker Accom. Lobby Group
CONSULTATION: Rebecca McCall – Housing Project Lead
 RoeROC CEOs

SUMMARY

CEO’s to consider the quotes received for the development of funding submissions and providing guidance for the RoeROC Key Worker Housing Project and to formalize a RoeROC Lobby Group for this project.

BACKGROUND

The RFQ for development of funding submissions and providing guidance to ensure all components of the business case are comprehensively addressed have been sought with the closing date on the 15th May 2025. RFQ had been sought from;

- Whitney Consulting (Tara Whitney)
- BlueSalt Consulting (Anna Dixon)
- Grants Empire (Tammy King)
- Rural and Regional Economic Solutions (Juliet Grist)

Overview of the quotes received listed below:

Business	RFQ Received	COMPONENT								
		A	B	C	D					
		Cost ex GST	Cost ex GST	Cost ex GST	Hourly Rate for Work - Cost ex GST	Grant Content Development	Comprehensive CBA	Rapid CBA	Project Plan Documenting	Business Case
Whitney Consulting (Tara Whitney)	Yes	Included in the Funding Strategy development cost at item c	\$ 2,500	\$ 3,980	\$200	\$4,980 to \$7,980			\$3,980	\$19,999
BlueSalt Consulting (Anna Dixon)	Yes	\$ 3,460	\$ 4,060	1 x Grant Advisory Report/ local government client annual – no charge	Director & Project Oversight \$280, Project Lead \$260, Consultant \$200	\$6,000 to \$15,000	\$10,000 to \$18,000	\$6,000 to \$8,000	\$2,500 to \$4,500	\$15,000 to \$25,000
Grants Empire (Tammy King)	Did not receive									
RRES (Juliet Grist)	Declined to busy									

The Weighted Price method will be used to evaluate quotes as follows:

Criteria	Weighting
Price	40%
Relevant skills and experience in previous similar work a) Provide details of similar work undertaken. b) Provide scope of the Contractor's involvement including details of outcomes. c) Provide details of issues that arose during the project and how these were managed. d) Demonstrate competency and proven track record of achieving outcomes.	35%
Company resources and availability a) Provide details of all project team members and their role in the project (and subcontractors, if applicable) inclusive of any relevant qualifications, registrations currently held. b) Any contingency measures or backup of resources including personnel (where applicable). c) Other current commitments.	25%

The CEOs assessed the quotes received at a Special RoeROC Executive Meeting on the 19th May 2025 and made the following resolution;

That the RoeROC Executive:

- 1. Determined 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. Recommend Whitney Consulting as the preferred consultant for endorsement at the RoeROC Committee on the 5th June 2025, subject to each member Council making the necessary budget allocation in the 2025/2026 financial year for the project.*

With the additional discussion points made;

- That member Council's make budget provision of \$9,000 in their budgets for consultancy fees for the RoeROC Key Worker Housing Project.*
- Rebecca McCall, as the lead Shire to issue purchase order to Whitney Consulting for the consultancy work for Key Worker Housing Project.*
- That the RoeROC Executive Officer and Lead CEO (Narembeen to be primary liaison with Whitney Consulting).*

In addition to the consultancy work, the Lead Shire CEO, Rebecca McCall has prepared a Draft Action Plan for Progressing Key Worker Housing Proposal, which was reviewed by CEOs. This included the advocacy and lobbying component of the project and creation of a specific Lobby Group.

The following resolution was made at the RoeROC Executive Meeting on the 1st May 2025.

The CEOs recommend the RoeROC Key Worker Housing Project Lobby Group comprise:

- 1 x CEO Representative – Alan Leeson*
- 2 x Council Representatives – nominations to be made and provided to the RoeROC Executive Officer by the 25th May 2025.*
- RoeROC EO Darren Mollenoyux (with support from Caroline Robinson)*

COMMENT

- RoeROC delegates are to consider the recommendation to award the quote for consultancy services to Whitney Consulting, as outlined in the attached.
- The updated version of the RoeROC Key Worker Accommodation Action Plan is attached and for consideration by RoeROC Committee.
- Nomination forms were distributed to RoeROC member Councils seeking nominations for Councillor representatives for the RoeROC Key Worker Accommodation Lobby Group. The following nominations have been received and are attached for consideration;
 - Cr Scott Stirrat, President Shire of Narembeen
 - Cr Sharon Jacobs, Deputy Shire President Shire of Corrigin

STATUTORY ENVIRONMENT

Local Government Act 1995

State Records Act 2000

Local Government (Functions and General) Regulations 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Shire of Narembeen Purchasing Policy

CONSULTATION

RoeROC Lead CEO, Rebecca McCall

RoeROC Executive Meetings on the 1st and 19th May 2025

FINANCIAL IMPLICATIONS

RoeROC Member Councils will need to make budget provision of \$9,000 in the 2025/2026 financial year for the engagement of a consultant to assist with the grant development and application for key workforce accommodation.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

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 REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the RoeROC:

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 endorse the RoeROC Key Worker Accommodation Project Action Plan, as presented.
4. That each RoeROC endorse the following representatives to the RoeROC Key Worker Accommodation Lobby Group;
 - CEO Representative – Alan Leeson
 - RoeROC Executive Officer – Darren Mollenoyux
 - Councillor Delegate –
 - Councillor Delegate –

Recommendation changed to include appointment of Councillor delegates and inclusion of a Proxy from Shire of Kondinin to the lobby group.

Resolution

Moved: Cr Smoker

Seconded: Cr Hickey

That the RoeROC:

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 endorse the RoeROC Key Worker Accommodation Project Action Plan, as presented.**
4. **That each RoeROC endorse the following representatives to the RoeROC Key Worker Accommodation Lobby Group;**
 - CEO Representative – Alan Leeson**
 - RoeROC Executive Officer – Darren Mollenoyux**
 - Councillor Delegate – Cr Stirrat**
 - Councillor Delegate –Cr Jacobs**
5. **That RoeROC endorses a proxy delegate from the Shire of Kondinin and that they inform the RoeROC Executive officer following their June 2025 Council meeting.**

Carried

10.4. RoeROC Shared Services and Collaboration Plan

FILE REFERENCE:

REPORTING OFFICER: Darren Mollenoyux

DISCLOSURE OF INTEREST: Nil

DATE: 27th May 2025

ATTACHMENT NUMBER: 10.4 – Draft RoeROC Shared Services & Collaboration Plan

CONSULTATION: RoeROC SSWG

RoeROC CEOs

SUMMARY

RoeROC delegates are asked to endorse the proposed RoeROC Shared Services and Collaboration Plan.

BACKGROUND

With the engagement of an Executive Officer for RoeROC the following Action was included as a key performance area.

KPI #5c - Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.

The following information and attached Draft RoeROC Shared Services and Collaboration Plan has been developed by the Executive Officer in consultation with the RoeROC SSWG and CEOs.

The document has been renamed to the Shared Services and Collaboration Plan, as the plan does not exclusively include shared services and there are many areas of collaboration that have been captured.

The Shared Services and Collaboration Plan covers;

- Introduction
- Objectives
- Key Areas of Shared Services and Collaboration
- Implementation and Framework
- Key Benefits
- Challenges and Mitigation

COMMENT

The Shared Services and Collaboration Plan aims to enhance regional collaboration, resource sharing, and operational efficiencies. RoeROC’s strategic alliance focuses on retaining infrastructure, community services, and population, securing funding for local road network development, promoting economic initiatives, and maintaining health services.

The plan outlines objectives such as fostering regional leadership, improving service delivery through shared resources, and supporting sustainable development. Key areas of collaboration include waste management, health, building and planning services, and regional housing, with initiatives to streamline processes, reduce duplication, and secure external funding for regional projects.

The document outlines current and pending projects and collaborations, with additional sections for future input, and is intended as a live document to be updated as needs evolve.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

This plan will assist in guiding future projects and policies that assist in implemented identified actions.

CONSULTATION

The RoeROC Shared Services Working Group have reviewed and provided input into the plan at the previous two meetings.

RoeROC Executive reviewed and provided further input into the draft RoeROC Shared Services and Collaboration Plan at the Executive Meeting on the 1st May 2025.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

KPI #5c - Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.

RoeROC MOU – Objectives

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

e) - Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC endorse the Draft Shared Services and Collaboration Plan - May 2025, as presented.

Recommendation and Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

That RoeROC endorse the Draft Shared Services and Collaboration Plan - May 2025, as presented.

Carried

10.5. RoeROC Priority Actions 2025 - 2027

FILE REFERENCE:**REPORTING OFFICER:** Darren Mollenoyux, RoeROC Executive Officer**DISCLOSURE OF INTEREST:** Nil**DATE:** 27th May 2025**ATTACHMENT NUMBER:** 10.5 – RoeROC Strategic Priorities 2025 - 2027**CONSULTATION:** Rebecca McCall – RoeROC Lead CEO
RoeROC CEOs**SUMMARY**

RoeROC delegates are to consider the proposed RoeROC Strategic Priorities for 2025 – 2027.

BACKGROUND

The following strategic actions were set for 2024 – 2026 to coordinate member Shires' resources, time, and energy to progress towards achieving the statement of strategic outcomes:

TYPE OF ACTIVITY	ACTION	TIMEFRAME
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing
Advocate	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
Advocate, Facilitate and Partner	Research the requirements for workforce housing and develop and investment plan encompassing - identification of key housing priorities, estimation of housing delivery costs, formulation of funding and advocacy strategies.	2024/25
Deliver	Deliver a viable Bending regional waste site, RoeHealth service and value-added waste initiatives to all member Shires.	Ongoing
Deliver	Develop an external funding proposal aimed at enhancing member Shire facilities to align with local emergency management arrangements and evacuation centre requirements.	2024/25
Facilitate	Establish a shared services working group.	2024/25
Facilitate	Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Develop 2-3 discussion papers/project scopes on strategic priorities for collaborative future funding opportunities and partnerships with State and Federal Government.	2024
Resource	Employ an executive officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024

The RoeROC CEOs reviewed these actions at the Executive Meeting on the 1st May 2025 and updated strategic actions to align with progress made and current projects.

COMMENT

Below are the proposed amended priorities, with a full version of the updated RoeROC Strategic Priorities 2025 – 2027 provided as an attachment to this report.

ACTIVITY	ACTION	TIMEFRAME
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing

Advocate	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
Advocate, Facilitate and Partner	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. In collaboration with the RoeROC Key Worker Housing Lobby Group, implement targeted advocacy and lobbying activities aligned with the approved Action Plan.	2025/26 – 2026/27
Deliver	Maintain a viable and functional Bending regional waste site, RoeHealth service and value-added waste initiatives to all member Shires.	Ongoing
Deliver	Support the implementation of the Eastern Wheatbelt Power Resilience Project by progressing initiatives to enhance evacuation centre infrastructure across RoeROC Shires. Pending funding outcomes, coordinate the delivery of the project at identified RoeROC evacuation centres. Continue to identify funding opportunities for additional projects that align with local emergency arrangements and community resilience objectives.	2025/26 – 2026/27
Facilitate	Maintain functioning shared services working groups.	Ongoing
Facilitate	Continue to facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders.	Ongoing
Resource	Retain a RoeROC Executive Officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	Ongoing

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Executive Meeting held on 1st May 2025

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2025 – 2027 will guide RoeROC’s priority actions over the next two years, with an annual review to be undertaken in May 2026.

The Strategic Priorities 2025 – 2027 will also assist in guiding the RoeROC Executive Officer KPIs.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC delegates consider and endorse the proposed RoeROC Strategic Priorities for 2025 – 2027, as presented.

Resolution

Moved: Cr Hickey

Seconded: Cr Green

That RoeROC delegates endorse the RoeROC Strategic Priorities for 2025 – 2027, as presented.

Carried

10.6. RoeROC Executive Officer KPIs 2025/2026

REPORTING OFFICER: Rebecca McCall, RoeROC Lead CEO
DISCLOSURE OF INTEREST: RoeROC Executive Officer, Darren Mollenoyux
DATE: 27th May 2025
ATTACHMENT NUMBER: 10.6 – RoeROC Executive Officer KPIs 2025/2026
CONSULTATION: Rebecca McCall – RoeROC Lead CEO
 RoeROC CEOs

Darren Mollenoyux left at 2.34pm

SUMMARY

This item presents the setting of the RoeROC Executive Officer's Key Performance Indicators (KPIs) and seeks RoeROC Committee endorsement of the proposed 2025/2026 KPIs.

BACKGROUND

The KPIs for the Executive Officer are reviewed annually by the RoeROC Executive, with final endorsement by the RoeROC Committee. The 2024/2025 KPIs were endorsed in June 2024 and are now due for review. The draft 2025/2026 KPIs have been updated to reflect progress made over the past year and to incorporate new RoeROC Strategic Priorities, including:

- Governance reforms and inclusion of the new membership requests
- Advancement of the RoeROC Key Worker Housing Project
- Continued support for the Eastern Wheatbelt Power Resilience Project
- Finalisation and implementation of the Shared Services and Collaboration Plan

COMMENT

The RoeROC CEOs revised the RoeROC Executive Officer's KPIs to retain alignment with RoeROC's updated strategic objectives and provide a clear framework for tracking the Executive Officer's performance over the 2025/2026 financial year. Key updates include refined timelines, clear accountability measures, and new deliverables reflective of ongoing and emerging projects.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

RoeROC MOU, Terms of Reference, Executive Officer Agreement

CONSULTATION

RoeROC Executive Special Meeting held on 19th May 2025

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

The Strategic Priorities 2025 – 2027 were referenced in developing the new RoeROC Executive Officer KPIs.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That RoeROC delegates consider and endorse the RoeROC Executive Officer Key Performance Indicators 2025/26, as presented.

Resolution

Moved: Cr Smoker

Seconded: Cr Green

That RoeROC delegates adopt the RoeROC Executive Officer Key Performance Indicators 2025/26, as presented.

Carried

Darren Mollenoyux returned at 2.36pm

10.7. Consideration of Membership Request – Shire of Wickepin

FILE REFERENCE:

REPORTING OFFICER:

Darren Mollenoyux

DISCLOSURE OF INTEREST:

David Burton – Future CEO at Shire of Wickepin

DATE:

27th May 2025

ATTACHMENT NUMBER:

CONSULTATION:

Peter Clarke, Acting CEO, Shire of Wickepin
RoeROC CEO's

SUMMARY

To consider the formal request from the Shire of Wickepin to become a member of the Roe Regional Organisation of Councils (RoeROC) and determine the next steps.

BACKGROUND

The Shire of Wickepin has written to RoeROC seeking consideration to becoming a new member. The letter states;

“Council for some time has been aware of the benefits that membership of a Regional Organisation of Councils can bring to its operations and more particularly, joining like-minded local governments to achieve greater cooperation and the ability to source funding for significant projects.

As you would be aware, the Shire of Wickepin is not a member of a ROC and would very much like to join an existing ROC if it is possible. Council has identified RoeROC as potentially one of those ROCs. With RoeROC's membership currently sitting at four (4) LGs, Council considered that the potential to join RoeROC may be more amenable to the existing members, rather than the 4WDL ROC which already has six (6) existing member LGs.

Council is pursuing its membership request now to allow RoeROC adequate time to consider Wickepin's proposal before the 2025/2026 financial year. Should RoeROC's decision be in the affirmative, it would also allow Council to provide in its 2025/2026 budget necessary joining and annual membership fees.

The Shire President, Cr Julie Russell, would be more than happy to address personally, the Shire of Wickepin's request at a future RoeROC meeting if it is so wished.

Should you require any further information to support the above request, please do not hesitate in contacting me and I thank RoeROC in advance for giving due consideration to this matter.”

This request was received prior to the RoeROC Executive Meeting on 1st May 2025, where initial discussion took place as to addressing the request.

Clause 9 of the RoeROC Memorandum of Understanding 2024–2029, the admission of new members is permissible where:

- *A prospective new member submits a project plan responding to the guidelines in section 6.3 (Project Plan requirements),*
- *And contributes an agreed entry sum and annual financial contribution.*

The directions under the MOU are not clear about considering a new member and the requirement for the requesting member to submit a project does not align with the process. It is recommended that this be reviewed as part of the MOU and ToR review.

The RoeROC CEOs set the following considerations to be addressed by the Shire of Wickepin and agreed for the Shire President from Wickepin to attend the RoeROC Committee meeting on the 5th June 2025.

1. Strategic Alignment:

How do Wickepin’s goals and priorities align with RoeROC’s member Councils and regional vision?

2. Community and Regional Fit:

What are the key characteristics of the Wickepin community, and how would RoeROC membership benefit both Wickepin and existing members?

3. Value and Contribution:

What value does Wickepin believe it can bring to RoeROC, and what specific skills, resources, or opportunities can it contribute?

4. Project Participation:

Which existing or proposed RoeROC projects or services is Wickepin interested in joining or supporting?

5. Financial and Governance Commitment:

Is the Shire willing and able to meet the financial contributions and governance responsibilities outlined in the RoeROC MOU?

6. Long-Term Engagement:

How does the Shire plan to support ongoing participation in RoeROC, including contributing to shared leadership, collaboration, and regional advocacy over the long term?

COMMENT

Following the presentation from the Shire of Wickepin, RoeROC Delegates need to consider the presentation made by the Wickepin Shire President and how it has addressed the points requested by RoeROC.

In assessing the request, consideration should also be given to:

- The alignment of Wickepin’s community and regional priorities with RoeROC’s strategic outcomes and regional objectives as outlined in the RoeROC Strategic Priorities 2025–2027.
- The potential benefits of additional collaboration and economies of scale.
- Governance implications, including representation, voting arrangements, and potential adjustments to financial contributions.

To improve clarification on admitting new members to RoeROC, CEOs agreed “That the New Membership clause in the RoeROC MOU be reworded to better align with member requests and how they are considered.”

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.65 (as it relates to the amendment of a regional establishment agreement)

POLICY IMPLICATIONS

RoeROC MOU 2024–2029, Section 9 – Admitting New Members

CONSULTATION

Peter Clarke, Acting CEO Shire of Wickepin
RoeROC Executive Meeting on the 1st and 19th May 2025

FINANCIAL IMPLICATIONS

If membership is approved, the Shire of Wickepin would be required to:

- Contribute an agreed entry sum;
- Provide an annual contribution equal to existing member contributions, unless otherwise determined by RoeROC;
- Participate in future shared projects and services on a cost-share basis as outlined in project plans.

COMMUNITY AND STRATEGIC OBJECTIVES

The addition of a new member may enhance RoeROC’s regional influence and capability in delivering on shared priorities such as infrastructure, service delivery, and advocacy.

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

RoeROC Terms of Reference

- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues

ROEROC Strategic Objectives 2024-2026

- Facilitate the sharing of knowledge and understanding between Shires for regional benefit.

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That RoeROC:

1. Notes the request from the Shire of Wickepin to join RoeROC as a member.
2. Considers the new membership request presentation from the President of Shire of Wickepin and determines the next steps and response to the Shire of Wickepin.

David Burton left the meeting at 1.25pm

Recommendation changed to clarify approach, next steps and to allow further research into financial commitment, MOU and operational impacts.

Resolution

Moved: Cr Smoker

Seconded: Cr Jacobs

That RoeROC

1. **Notes the request from the Shire of Wickepin to join RoeROC as a member.**
2. **That further research be undertaken by the RoeROC Executive Officer and CEOs to determine options and next steps regarding the Wickepin's proposal, with further consideration at the 4 September 2025 RoeROC Committee Meeting.**
3. **The Executive Officer write to the Shire of Wickepin to thank for presentation and inform that RoeROC will consider their request.**

3/1

David Burton returned at 1.45pm

10.8. RoeROC Governance Structure - MOU

APPLICANT	RoeROC CEOs
REPORTING OFFICER:	Darren Mollenoyux
DATE:	28 th May 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	10.8a – Draft RoeROC MOU
CONSULTATION	RoeROC CEOs RoeROC Committee

SUMMARY

The Draft amended RoeROC Memorandum of Understanding (2024–2029) has been prepared for Committee consideration, in line with previous resolutions to consolidate the existing MOU and Terms of Reference into a single governance document with a supporting operational appendix.

BACKGROUND

Following resolutions from the RoeROC Committee and Executive meetings in December 2024 and February, May 2025, the Executive Officer was tasked with preparing a revised governance framework to clarify structure, roles, and reporting responsibilities. Key decisions included:

- Merging the MOU and Terms of Reference into a single document.
- Clarifying the Executive Officer’s role and reporting lines.
- Standardising governance terminology (RoeROC Committee, Executive, and Working Groups).
- Incorporating operational procedures in an appendix to allow flexibility.

The draft MOU presented reflects these objectives and incorporates feedback from prior meetings and regional VROC governance practices.

COMMENT

The development of the Draft RoeROC Memorandum of Understanding (MOU) is the result of a detailed governance review undertaken throughout late 2024 and early 2025, following direction from the RoeROC CEOs. The review identified inconsistencies, duplication, and areas of clarity between the current RoeROC MOU (2024–2029) and the Terms of Reference (2022), particularly regarding the roles and responsibilities of the Executive Officer, the reporting structure, and general operational procedures.

The draft MOU presented to the Committee consolidates both documents into a single, streamlined agreement, improving alignment, clarity, and ease of administration. The proposed structure adopts common practices observed in other regional organisations (VROCs) by embedding key governance elements within the MOU and using an operational appendix to house more flexible or procedural content (such as meeting protocols, working group alignment, and host Shire rotation).

Key changes and inclusions in the draft MOU include:

- A defined governance structure, clearly outlining the roles of the RoeROC Committee (delegate-level), RoeROC Executive (CEO-level), and associated working groups.
- Inclusion of the Executive Officer position within the organisational structure, with clear reporting lines and responsibilities.
- Updates to governance terminology to ensure consistency and avoid ambiguity (e.g., removing references to non-existent clauses).
- A new operational appendix that allows for the inclusion of evolving or routine procedures without requiring full re-execution of the MOU.
- Clarification of membership expectations, voting entitlements, and tenure of Chair and Deputy Chair positions.

The draft MOU has been developed with input from RoeROC CEOs and consideration against similar regional collaborative models. The intent is to present a modern, functional, and flexible

governance framework that supports effective collaboration between member Councils into the future.

STATUTORY ENVIRONMENT

Local Government Act 1995, Volunteer Regional Councils

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Committee Meeting March 2025

CEOs meetings on the 5th December 2024, 11th February and 1st May 2025

Caroline Robinson, Director 150Square

Other VROC EOs

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

RoeROC Terms of Reference

- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the RoeROC Committee:

1. Consider the Draft RoeROC Memorandum of Understanding (2024–2029), as presented.
2. Provide any final feedback or amendments to be incorporated prior to formal adoption.
3. Note that the final version will be circulated for execution by member Councils following endorsement.

The recommendation was varied to enable further discussion by the CEOs and finalise MOU variations and operational guidelines.

Resolution

Moved: Cr Hickey

Seconded: Cr Smoker

1. **That RoeROC Committee provided feedback on the reviewed RoeROC Memorandum of Understanding (2024–2029).**
2. **That the recommended changes will be assessed for variation at the RoeROC Executive Meeting on July 3, 2025, where the finalised MOU and Operational Guidelines will be completed. Both documents to be presented for endorsement at the RoeROC Committee Meeting on the 4th September 2025.**

Carried

10.9. Evacuation Centre Enhancement Project

APPLICANT

REPORTING OFFICER:	Darren Mollenoyux
DATE:	29 th May 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	
CONSULTATION	RoeROC CEOs NEWROC Executive Officer NEWROC CEOs

SUMMARY

To receive an update on the Evacuation Centre Enhancement Project and subsequent grant application under the Federal Government Disaster Resilience Fund.

BACKGROUND

KPI 4 for the RoeROC Executive Officer requires;

KPI #4a

Conduct a needs assessment to identify facility enhancements required for emergency management and evacuation centres.

The following resolution was made at the RoeROC Meeting on the 7th March 2025;

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.

On the 25th March the RoeROC Executive Officer sent the following email to CEOs' for consideration.

Good morning CEOs,

Following discussions with Caroline, she advised that NEWROC are also applying for funding for generators and power switchover set up at each of their evacuation centres. I spoke with Rebecca McCall and it is proposed that we make a joint application with NEWROC which will create a stronger group and project showing collaboration, it also removes us from competing against each other for the same funding (considering the limited number of projects that will be approved for WA. Can you please advise me by the close of business today if you object to this proposal for a joint application.

To assist in the preparation of the grant I need the following from each Shire by Tuesday 25th March 2025 (sooner if possible, even if you send through what you have prepared as you go);

- a) Quote for purchase and installation of generator for your evacuation centre site*
- b) Quote for installation of power switch or other electrical requirements for connection and switching on in an emergency*
- c) Letter of support from each Local Government confirming joint approach and financial commitment (including \$ amount) both monetary and any in kind, (Note required to contribute minimum of 10%) Approval of Delivery partner - TEMPLATE ATTACHED*
- d) An outline of the relevant experience and/or expertise of your key staff member - - INCLUDED IN ATTACHED LETTER TEMPLATE*
- e) Letters of support from key groups that would benefit from the project*
- f) Evidence that the Applicant either owns the land/infrastructure being built/upgraded upon or has the landowner's permission to use the land/infrastructure*
- g) I have the assessments from Department of Communities so I will add them.*

COMMENT

All four RoeROC CEO's confirmed by email that they agreed to make a joint RoeROC/NEWROC application to the Federal Government Disaster Resilience Fund.

The grant application was submitted prior to the close of the extended deadline of 16th April 2025.

Brief snapshot of application

Project Title

Eastern Wheatbelt Power Resilience Project

Short Project Description

The Eastern Wheatbelt Power Resilience Project will enhance resilience and preparedness of 8 rural local governments during bushfires, cyclones and thunderstorms by installing self-sustaining power infrastructure at 8 Evacuation Centres and 1 Medical Centre. It will deliver reliable power (and telecommunications) for emergency services, volunteers, governments, community groups, residents, and businesses when mains power is out as a result of a natural disaster or when an emergency evacuation is required.

Lead Council

Shire of Narembeen

The total project financial component is as follows;

Total Commonwealth funding sought
\$744,180.00

Total Co-contribution being offered
\$124,980.00

Total project value
\$869,160.00

ACTION

No further actions until the announcement of successful projects.

10.10. Proposal to Host a Major Eastern Wheatbelt Projects Update Event

REPORTING OFFICER:	Darren Mollenoyux
DATE:	29 th May 2025
DISCLOSURE OF INTEREST:	
ATTACHMENT NUMBER:	
CONSULTATION	RoeROC CEOs NEWROC and WEROC Executive Wheatbelt Development Commission

BACKGROUND

The Wheatbelt Development Commission recently presented at the Great Eastern Country Zone Conference. Key takeaways from the presentation were that economic development projects and priorities in the region should align with the Federal Government’s Future Made in Australia Policy, and the State Government’s policies; Diversify WA and Made in WA. There was also a keen focus on the Avon Arc.

The Wheatbelt Futures Forum, is focused on bringing Wheatbelt businesses, local government, and government representatives together to focus on business opportunities in the coming year and beyond. The event is industry focused, with brief presentations from delegates representing a range of Wheatbelt industries. The Forum is aimed at attendees walking away with an informed plan on how they can operate their business in the current economic climate and take advantage of the opportunities that may present themselves in the future.

The Dowerin Down Town event held in July each year focuses on promoting agriculture to government, private and community stakeholders as well as promoting the Dowerin Machinery Field Days.

What is missing from these events is an opportunity for the RoeROC local governments and our key partners to promote the opportunities (aligned to the economic profile) and pitch projects and investment projects to government and gain interest from the private sector that have a major interest in our communities.

COMMENT

The [Midwest & Gascoyne Major Projects Update](#) event, held on April 8-9, 2025, at Novotel Perth Langley, focused on investment, project development, and collaboration across the region. Key topics included economic growth, diversification, renewable energy, and infrastructure development. The attendees of the event are predominantly Federal and State Government representatives, members of Parliament and major industry.

Following initial discussions with the two Executive Officers of the NEWROC and WEROC, we would like to propose that all three ROCs consider collaborating and organising a similar event to:

1. **Showcase Regional Projects:** Highlight ongoing and upcoming projects within the Eastern Wheatbelt (across all three ROCs and a pipeline of projects that the WDC has)
2. **Attract Investment:** Provide a platform for attracting investment and partnership opportunities. For example RoeROC this could encompass the housing study outcomes and business cases etc (which NEWROC and WEROC are currently undertaking).
3. **Promote Collaboration:** Foster collaboration between local government, industry, and community stakeholders through networking time.
4. **Discuss Key Topics:** Address critical issues such as renewable energy, infrastructure development, economic diversification, waste management, provision of health and attracting skilled workers in areas of need.

Key Benefits:

- **Networking Opportunities:** Facilitate connections between regional leaders of the ROCs, investors, and industry experts.
- **Economic Growth:** Stimulate economic growth by promoting what we have, and not what we don’t have.
- **Knowledge Sharing:** Share insights and best practices on regional development and evidence of our collaboration already.

The costs of the event would be jointly shared by the three ROCs.

NEWROC and WEROC have discussed and supported the concept.

At the RoeROC Executive Meeting on the 1st May 2025, the following resolution was made and recommended to RoeROC Committee.

That the RoeROC;

1. *Agree to investigate the feasibility of hosting a major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.*
2. *Identify a theme for the event.*
3. *Identify potential dates, venues, and key stakeholders for the second half of 2025, potentially tied in prior to or following another conference.*
4. *The NEWROC EO, ROEROC EO and WEROC EO to develop a detailed proposal and budget for the event.*

Further discussions have been held over the past month between the three ROC Executive Officers with the following proposed;

- That attendees would generally consist of member Council Presidents and CEOs, with option for additional ROC delegate.
- Potentially using WALGA facilities or similar venue to keep costs down
- Approaching the Minister for the Wheatbelt to 'host' the event
- Including time together to discuss how the three ROCs can collaborate (before or after official proceedings of the day)
- Topics put forward by EO's of WEROC, ROEROC and NEWROC for potential inclusion:
 - Housing Strategy (individually and across all three ROCs) and headworks funding
 - Tourism - NEWTRAVEL, RoeTourism and WEROC
 - Renewable energy, land use and community benefits
 - Local Government sustainability (linked to a WALGA advocacy piece)
 - Freight task
 - NEWROC Brand and NEWROC Economic Development Strategy

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC Executive Meeting 1st May 2025

Several discussion sessions with WEROC and NEWROC Executive Officer, these two ROCs have agreed to the proposal

FINANCIAL IMPLICATIONS

The aim would be to keep costs to a minimum and share the expenses between the three ROCs, including venue hire. NEWROC has committed to \$2,000 towards the proposal.

Member Councils would also need to consider any travel and accommodation costs for attendees.

STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2025-2027

- Advocate for improvement in health, education and social service delivery.
- Advocate for the infrastructure required to attract and retain business and projects in the region.
- Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.
- 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. In collaboration with the RoeROC Key Worker Housing Lobby Group, implement targeted advocacy and lobbying activities aligned with the approved Action Plan.

- Identify and develop strategic projects for collaborative future funding opportunities and partnerships with State and Federal Government, or other key stakeholders

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the RoeROC;

1. Agree to investigate the feasibility of hosting a Joint RoeROC, NEWROC and WEROC major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.
2. Provide any key strategic topics or key stakeholders for inclusion in the program.
3. Make preliminary provision of \$2,000 in the 2025/26 financial year towards the event.

Recommendation and Resolution

Moved: Cr Green

Seconded: Cr Smoker

That the RoeROC;

- 1. Agree to investigate the feasibility of hosting a Joint RoeROC, NEWROC and WEROC major projects update event and approaching the Wheatbelt Development Commission and RDA Wheatbelt for support.**
- 2. Provide any key strategic topics or key stakeholders for inclusion in the program.**
- 3. Make preliminary provision of \$2,000 in the 2025/26 financial year towards the event.**

Carried

11. Matters for Information / Update – General

11.1. ERP Project Update

The RoeROC Shared Services Working Group will participate in ERP system demonstrations on 5 June 2025, which will include in-person presentations and hands-on sessions.

The Executive Officer has engaged with WALGA regarding their proposed support framework for Local Governments undertaking ERP procurement. WALGA has commissioned an IT consultancy to develop key resources — Scope of Services, Assessment Tool, and Evaluation Matrix—to complement their Preferred Supplier Panel. These resources are expected to be released between late June and early July 2025.

It has been agreed that we await the WALGA resources prior to the next steps.

11.2. Renewable Energy Policy Framework and Community Benefit Funds

Research work on the RoeROC Renewable Energy Policy Framework is progressing in alignment with Executive Officer KPI #2. WALGA is currently developing a Renewable Energy Community Benefits and Engagement Guide to support Local Governments in engaging with developers and managing community benefits.

The guide, expected to be released in June 2025 and will include practical templates and strategies to assist with policy development, community consultation, and benefit negotiation.

RoeROC CEOs have agreed to defer further action on the joint policy framework until the WALGA guide and templates are available.

11.3. Audit, Risk and Improvement Committee and Independent Chair

The RoeROC CEO's have further discussed the potential for a joint Independent Chair between the four Shires and agreed that prior to progressing with a collective decision and resolved that *“RoeROC prepares an advert for Shires to advertise in July 2025 for a shared Independent Chair of the Audit, Risk and Improvement Committee, to chair individual Committees.”*

12. Next Meeting

CEO meeting Schedule 2025

Thursday 3rd July 2025 at 1.00pm

Shire of Narembeen

Thursday 6th November 2025 at 1.00pm

Shire of Narembeen

RoeROC Meeting Schedule 2025

Thursday 4th September 2025 at 1.00pm

Shire of Narembeen

Thursday 4th December 2025 at 1.00pm

Shire of Narembeen

The next RoeROC meeting will be held on the 4th September 2025 at the Shire of Narembeen, commencing at 1.00pm

13. Closure

The Chair, Cr Holly Cusack thanked delegates for their attendance and declared the meeting closed at 2.58pm.

14. STATUS REPORT

The following provides a status report as of 27th May 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 approximately \$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		
5 December 2024	<p>Key Worker Housing Project</p> <p>CEO's reviewed feedback at December 2024 meeting and resolved;</p> <ol style="list-style-type: none"> 1. The Executive Officer and the CEO of Narembeen will compile the feedback provided by the CEO group and submit it to the Wheatbelt Development Commission by 17th December 2024. 2. The RoeROC Special Meeting scheduled for 9th December 2024 is hereby cancelled. 3. The RoeROC Executive Officer will prepare an Expression of Interest for the development of funding submissions and provide guidance to ensure all components of the business case are comprehensively addressed. 	RoeROC CEOs	The RoeROC EO and Narembeen CEO compiled feedback and presented to Econosis.	March 2025
11 February 2025	<ol style="list-style-type: none"> 1. That the final reports be presented to individual Councils for endorsement. 2. That the RoeROC CEOs endorse the Draft Request for Quotation for Consultancy Services for 		Documents finalised for consideration at individual Council meetings.	

	development of funding submissions and provide guidance to ensure all components of the business case are comprehensively addressed.		Draft expression of interest document prepared and endorsed by RoeROC CEOs. Full update provided in the March 2025 Agenda.	
7 March 2025	<p>Bendering Landfill Management Plan 2025 That RoeROC recommend to Councils that:</p> <ol style="list-style-type: none"> 1. the Bendering Landfill Management Plan 2025, prepared by Talis Consultants, for the Roe Regional Organisation of Councils (RoeROC) be endorsed. 2. the Shire of Corrigin, as the lead agency for the Bendering Landfill Facility, obtain independent accounting advice and interpretation of accounting standards to support the disclosure notes in annual reports for RoeROC shires. 	N Manton Bendering Working Group	<p>The Bendering Landfill Management Plan 2025 has been finalized.</p> <p>Bendering Landfill Working Group will be having an onsite meeting in June 2025 with Talis to workshop the siteworks delivery approach.</p>	Completed
7 March 2025	<p>RoeROC Governance Structure</p> <ol style="list-style-type: none"> 1. That RoeROC delegates agree to merging the RoeROC Terms of Reference into the RoeROC Memorandum of Understanding to create a stand-alone document, to include an appendix for operational / procedural matters. 2. That RoeROC resolve to vary the RoeROC Executive Officer's KPI 1a to confirm retaining the current governance model (VROC). 3. That RoeROC endorses the presented RoeROC Organizational Chart, incorporating the hierarchical terminology of "RoeROC Committee" and "RoeROC Executive." 	RoeROC EO	<p>The Executive Officer presented the proposed changes, inclusions, exclusions at the Executive Meeting on the 1st May 2025 with endorsement provided by CEOs.</p> <p>Draft MOU with appendix has been developed and included in this agenda for consideration.</p>	June 2025
7 March 2025	<p>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.</p>	RoeROC EO	<p>Project scope changed due to request for joint project approach from NEWROC, providing a stronger application.</p> <p>Details provided in June 2025 agenda.</p>	Grant submitted 16 April 2025, awaiting outcome.

15. EXECUTIVE OFFICER KPI - STATUS REPORT

The following provides a status report as of 27th May 2025

ACTION	TIMELINE	STATUS
Employ an executive officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024	Completed
KPI #1a	Timeline	
Effectively manage the process of determining and establishing a governing framework, ensuring a smooth transition and successful implementation. Determine Best governance structure going forward.	June 2025	<p>The Executive Officer presented report and initial directions addressed at the CEO's meeting on the 11th February 2025.</p> <p>Following Resolution was made at the May 2025 Executive Meeting</p> <p>That the RoeROC Executive:</p> <ol style="list-style-type: none"> 1. Endorse the development of a draft revised MOU incorporating: <ol style="list-style-type: none"> a) Governance structure and naming b) Enhancement of New Member requests c) Executive Officer role and responsibilities d) An operational appendix for procedures and traditions 2. The RoeROC Executive Officer prepare a Draft RoeROC MOU in line with resolution 1 and Schedule a Microsoft Teams Executive meeting, to finalise content prior to presentation at the RoeROC Committee meeting scheduled for the 5 June 25.
KPI #1b	Timeline	
Define the Council and CEO meeting schedules for 24/25.	July 2024	Completed

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	EO has had initial discussion and researching with other ROC's as to their approach.
KPI #2	Draft	
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.	April 2025	<p>WALGA have appointed a consultant to develop the guide, which is due for completion in June 2025.</p> <p>At the May 2025 Executive Meeting, CEOs agreed to wait to progress the joint RoeROC Renewables policies until WALGA release the Renewable Energy Community Benefits and Engagement Guide for Local Governments and Templates.</p>

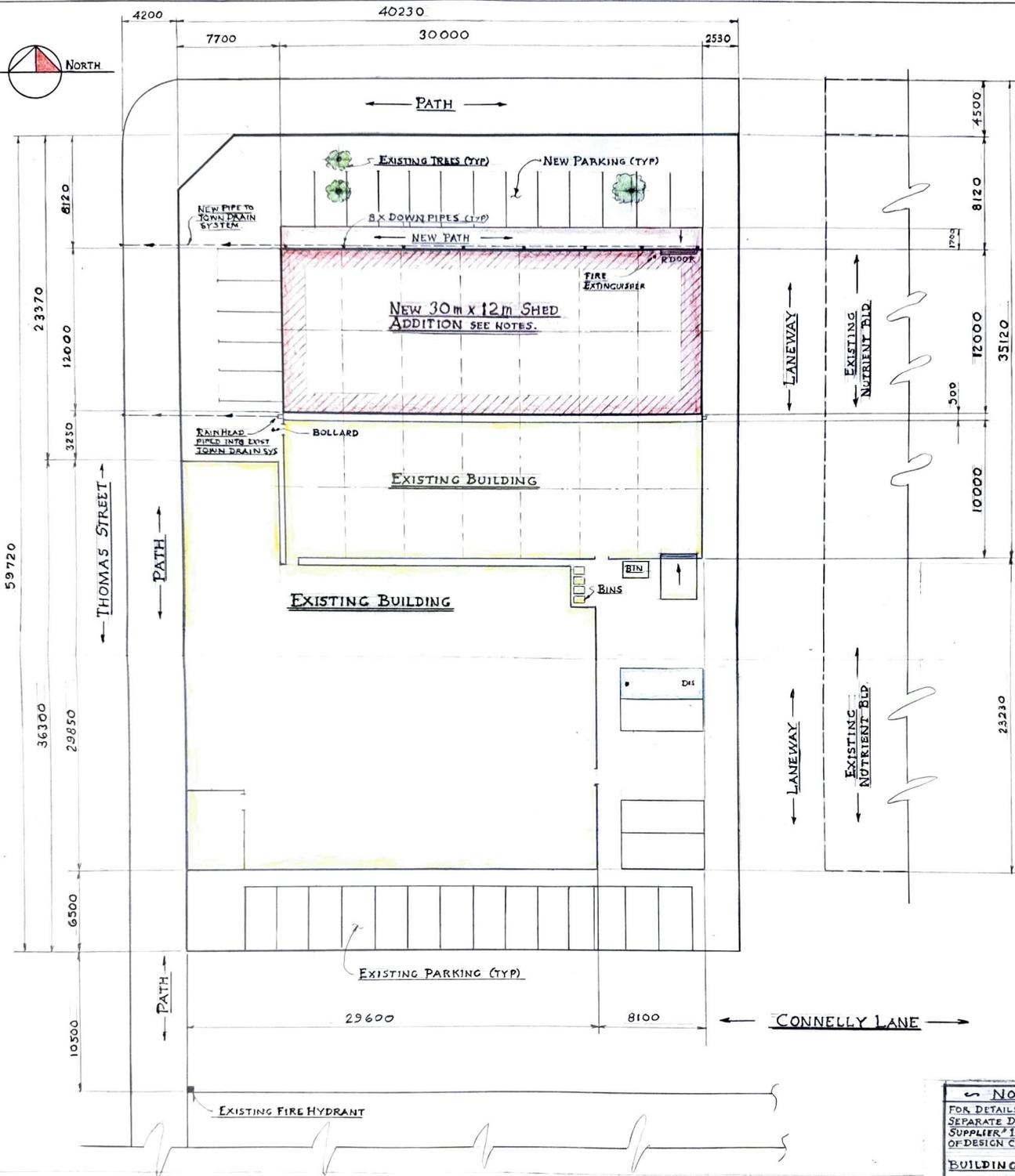
ACTION	TIMELINE	STATUS
Research the requirements for workforce housing and develop and investment plan encompassing: identification of key housing priorities, estimation of housing delivery costs, formulation of funding and advocacy strategies.	2024/25	WDC presented draft reports at the November 2024 RoeROC Meeting. CEOs have been liaising with WDC and Econosis and finalizing Town Action Plans. CEOs to discuss further actions. Completed
KPI #3	Lodgement	
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.	The report needs to be completed prior to considering funding. Potential funding may be available through the State Government’s recently announced \$50 million housing initiative for Local Governments. The agreed Expression of Interest for grant writers, has been distributed and an update on the submissions received will be provided for consideration by RoeROC at the June 2025 Meeting.

ACTION	TIMELINE	STATUS
Develop an external funding proposal aimed at enhancing member Shire facilities to align with local emergency management arrangements and evacuation center requirements.	2024/25	Executive Officer liaised with Jo Spadaccini, Regional Officer for Wheatbelt Emergency Relief and Support at the Department of Communities. The Executive Officer presented the findings and recommendations at the December 2024 RoeROC Meeting. Completed
KPI #4a	Timeline	
Conduct a needs assessment to identify facility enhancements required for emergency management and evacuation centres.	November 2024	The Department of Communities team have undertaken their review of each of the RoeROC Evacuation Centers. All assessments have now been provided by the Department of Communities and summary prepared and presented to February 2025 CEO’s meeting. Completed
KPI #4b	Lodgement	
Prepare funding proposal(s), including project scope, budget, timelines, and expected outcomes.	Prior to closing date of funding program.	Funding stream identified through Federal Grant “Disaster Resilience Fund” progressing through eligibility. Applications extended to close on 16 th April 2025. Grant was submitted on 15th April 2025.

ACTION	TIMELINE	STATUS
Establish a shared services working group.	2024/25	Completed – established in August 2024.
KPI #5a	Timeline	
Establish a shared services working group to promote collaboration and efficiency among the Shires.	September 2024	Completed - Shared Services Working Group SSWG established in August 2024.
KPI #5b	Timeline	
Define the working group's objectives, scope, and meeting schedule.	October 2024	Completed - Terms of Reference endorsed at the September 2024 RoeROC Meeting.
KPI #5c	Timeline	
Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.	December 2024	Draft presented at the Shared Services Working Group meeting on the 25 February 2025. The Draft document has been considered and amended by RoeROC Executive and SSWG and will be presented for consideration at the June 2025 RoeROC Committee Meeting.

ACTION	TIMELINE	STATUS
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	Ongoing
KPI #6a	Present Findings	
Develop and distribute a skills audit survey to all Shires, collecting and analyzing survey data to identify key skills, gaps, and areas of expertise within each Shire.	October 2024	Completed - The combined skills audit matrix has been completed and endorsed by SSWG.
KPI #6b	Timeline	
Establish a digital platform for Shires to share best practices, knowledge, and resources.	December 2024	SSWG Agreed to a suitable platform at their meeting on the 25 February 2025.
KPI #6c	Timeline	
Populate the platform with expert contacts and initial resources.	December 2024	The RoeROC Executive Officer currently implementing.

ATTACHMENT 12.1A
Site Plan – 5 Thomas Street



NOTES

FOR DETAILS OF NEW ADDITION SEE SEPARATE DRAWINGS FROM SHED SUPPLIER INCLUDING CERTIFICATION OF DESIGN COMPLIANCE.

BUILDING AREA: 1400^{sq}m.

Lot No 305

= NEW ADDITION

= EXISTING BUILDING

SITE PLAN
SCALE = 1:150

DRAWN: W. MILNER

**NEW 30m x 12m ADDITION FOR
DORCAS CLOTHING**
6 THOMAS STREET NAREMBEEN 6369

ATTACHMENT 12.2A
Final Report of Review June 2025

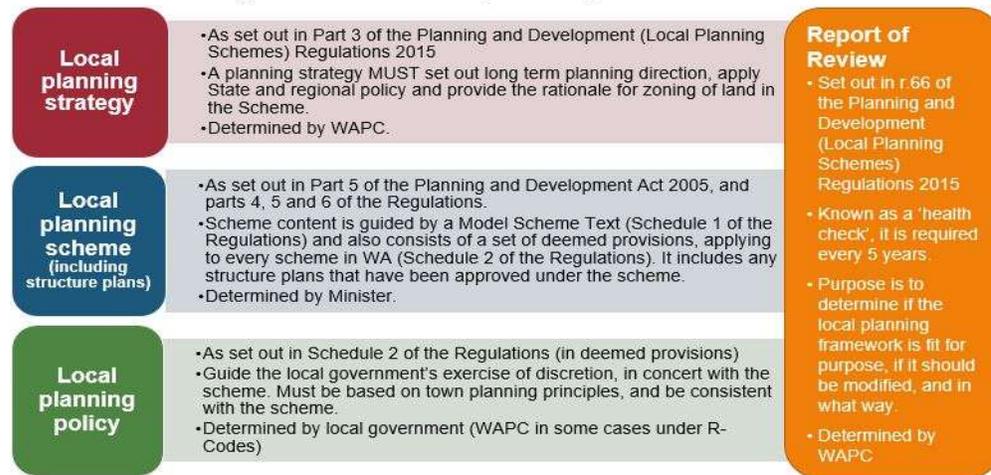
Shire of Narembeen – Report of Review

PART 1 - BACKGROUND

About the WA planning system

The key decision-makers in the Western Australian Planning system are the Minister for Planning, Western Australian Planning Commission (Commission) and local governments. Their roles and responsibilities are set out in legislation and regulation, principally the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). As shown in **Figure 1**, the local planning framework consists of three key components – a local planning strategy, local planning scheme and local planning policies.

Figure 1 - the local planning framework



What is a Report of Review?

A Report of Review (RoR) is a health-check for the local planning framework, which is required to be prepared every 5 years to assess how the framework is operating, and if adjustments need to be made. A RoR is required to consider whether a local government's local planning strategy and local planning scheme, and any structure plans approved under the scheme are:

1. Satisfactory in their existing form; or
2. Should be amended; or
3. Should be revoked and/or have a new one prepared.

It is also recommended that local planning policies be considered as part of this review, but this is at the local government's discretion.

This RoR will examine the Shire of Narembeen's local planning framework and make recommendations to the Commission.

About the Shire of Narembeen

The Shire of Narembeen (Shire) is a local government area in the State's Wheatbelt planning region, about 64 km south of Merredin and about 286 km east of Perth. The Shire covers an area of approximately 2,833 km² (**Attachment 1 - Location Plan**). According to the Australian Bureau of Statistics (ABS), the Shire's Estimated Resident Population (ERP) was 833 persons in 2023. The key population centre is the Narembeen townsite. The Shire's key economic activity is broadscale agriculture, in particular cropping.

PART 2 - EXISTING LOCAL PLANNING FRAMEWORK

The Shire's local planning framework consists of:

Local Planning Scheme No.2 (Scheme 2) – Scheme 2, which applies to the whole of the Shire, was gazetted in 1999. Since gazettal, Scheme 2 has been amended five times, including a Scheme consolidation to incorporate changes introduced to the planning system that occurred following the introduction of the Regulations in 2015. **Attachment 2** provides an overview of these amendments.

Structure Plans - Scheme 2 provides that the Shire or the Commission may require a structure plan to be prepared prior to considering a subdivision or development proposal in the Residential Development zone. The Avoca Farm Structure Plan is the only structure plan in the Shire, supporting urban expansion to Narembeen townsite for residential and rural living lots, and is valid until 2035.

Local planning policies - the Shire has one active local planning policy relating to outbuildings.

The Shire does not currently have a local planning strategy.

PART 3 - PLANNING CONTEXT

This section identifies some drivers of change that are currently or anticipated to have implications for future land use planning over the next 10-15 years.

3.1 Population

3.1.1 Historical trends and forecasts

Between 2001 and 2021, the Shire's Estimated Resident Population (ERP) declined by approximately 140 persons from 963 (2001) to 820 (2021). This decline can be attributed to a broad range of factors such as aging population, fewer agricultural landholdings/businesses, variable economic activity and external employment opportunities.

Population forecasts in the *Western Australia Tomorrow series No.12* (WA Tomorrow) (WAPC, 2025), indicate that the expected number of people living in the Shire between 2021 and 2036 is expected to be either static (Band Central – same population) or increase (Band Upper - 235 additional persons) (refer to **Table 1** and **Figure 2**).

Table 1 - Historical ERP (2001-2021) and population forecasts (2021-2036)

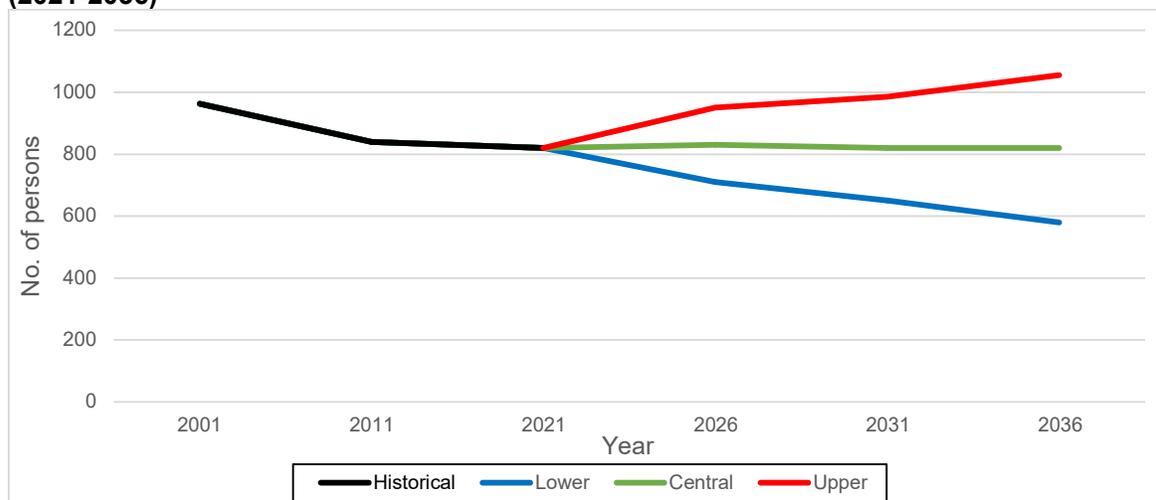
Historical Estimated Resident Population			WAPC Population Forecasts			
2001	2011	2021	Band	2026	2031	2036
963 (ERP)	839 (ERP)	820 (ERP)	Lower	710	650	580
901 (Census)	812 (Census)	787 (Census)	Central	830	820	820
			Upper	950	985	1,055

Notes:

- Data for historic population was sourced from ABS Estimated Resident Population data (ABS, 2024) and the ABS's Quickstats database ([2021 Australia, Census All persons QuickStats | Australian Bureau of Statistics](#)) (ABS, 2021).
- Population forecasts are based on the WAPC's WA Tomorrow Series 12 publication (WAPC, 2018). These forecasts are a series of possible population scenarios that are presented in 'bands. Lower Band is the most conservative forecast while Upper Band is the most optimistic. These forecasts are based on historical fertility, mortality and migration trends.

Source: ABS (2021), ABS (2024); WAPC (2025)

Figure 2 – Historical population change (ERP) (2001-2011) and WA Tomorrow forecasts (2021-2036)



Source: ABS (2023); WAPC (2018); DPLH (2024)

This forecast population change is expected to generate demand for between 0 additional dwellings (~ 0 p.a.) (Band Central) and 102 additional dwellings (~ 7 p.a.) (Band Upper) (refer to **Table 2**). An analysis of past trends and future requirements in respect to supply of land to service this demand is provided in **Part 4 - Land Supply**.

Table 2 - Estimated population and dwelling requirements

Current (2021)	Population/dwellings	
Population	Narembeen (LGA) = 820 persons (ABS ERP) Narembeen (townsite) = 423 persons (2021 Census)	
Private dwellings	Narembeen (LGA) = 395 dwellings (2021 Census) Narembeen (townsite) = 254 dwellings (2021 Census)	
Forecasts (2021-2036)	Central Band	Upper Band
Additional population	0 (~ 0 additional persons p.a.)	+235 (~ 16 additional persons p.a.)
Additional dwellings	0 (~ 0 additional dwellings p.a.)	+102 (~ 7 additional dwellings p.a.)
Notes:		
<ul style="list-style-type: none"> • Base population and dwellings reflect historic ABS ERP (ABS, 2024) and Census data (ABS, 2021). • The 2021 Census identified the Shire's household size as 2.5 persons per dwelling. • The dwelling change calculations are based on the forecast population change for the Central and Upper bands for 2036-2021 divided by the average household size. • Almost all the existing housing stock within the Shire is detached housing - none of the dwelling calculations in this contemplate medium (or higher) density housing typologies. 		

Source: ABS (2021), ABS (2024), WAPC (2025)

3.1.2 Population distribution

In 2021, the main population centre was the Narembeen townsite (423 persons or 51.5% of the Shire's population). Other gazetted townsites such as Emu Hill, Wogarl and Wadderin are uninhabited, but South Kumminin has one dwelling. The remainder of the population live in the rural hinterland within the localities of: Wadderin (100); Mount Walker (76); South Kumminin (85); Cramphorne (43 persons); West Holleton (36); and Woolocutty (34).

3.1.3 Population retention

It is expected that the Narembeen townsite will continue to be the focus of the Shire's settlement pattern. Retaining population within existing townsites is a key consideration that requires intervention from local government across regional areas. This could include various strategies such as maintaining and developing community services (such as health and education), promoting flexibility to attract and retail services and business, and facilitating provision of a range of types, including for the ageing population. Strategies to address population loss and promoting

retention/growth into the future should underpin land use planning within the Shire including the local planning strategy, providing a flexible and responsive local planning scheme and supporting decision making through preparation of relevant local planning policies.

3.1.4 Ageing population

ABS age profile data indicates that the proportion of the Shire's population that is over 65 years of age continues to be well above the State's average (refer to **Table 3**). WA Tomorrow predicts that by 2036 the persons in this cohort will account for 32.6% of the population. The ageing population profile needs to adequately cater for needs of this cohort, particularly their accommodation needs while ensuring access to medical and support services. While accommodation to allow ageing in place is provided in the Narembeen townsite (mostly by the Shire) the accommodation needs of the cohort should continue to be monitored with strategies regularly reviewed to ensure housing and developable land are available and funding support from Government agencies to facilitate provision of services and dwelling construction is leveraged. The local planning framework, including the local planning strategy and the local planning Scheme have role to play meeting the needs of this age cohort.

Table 3 – Proportion of the population aged over 65 years

	Census			WA Tomorrow
	2001	2011	2021	2036
Narembeen LGA	13.7%	21.9%	25%	32.6%
Western Australia	11.2%	12.4%	16.1%	19.4%

Source: ABS (2021), WAPC (2025)

3.1.5 Transient workforce

Approximately 6% of the Shire of Narembeen on the night of the 2021 Census were of working age that usually reside in other places across Western Australia. At that time, much of this population were fly-in/fly-out or drive-in/drive-out workers employed at the Tampia Gold Mine, which has since ceased operations. Accommodating transient workforces is an issue that can be addressed through the land use planning framework, such as through the preparation a new local planning strategy by identifying relevant strategic directions and actions and addressing the issue in the Scheme.

3.1.6 Updating the local planning framework

As part of preparing a new local planning strategy for the Shire, it will be necessary to identify key issues and opportunities relating to population, including retention in the Shire's settlements, particularly retention of population in the Narembeen townsite, the need to provide accommodation options to cater for the ageing population, provision of workforce accommodation and release of land in response to demand (see Section 4 of this document). In response to these issues/opportunities the Strategy will define specific strategic directions and actions relevant to land use planning to respond to trends and issues. The Strategy will also investigate whether changes to the Scheme are required to address the population issues addressed above.

3.2 Economy

In 2021, the Shire's output was \$189m or 1.2% of the total economic output for the Wheatbelt region. There are approximately 150 businesses in the Shire with 71 of these providing 362 jobs or 0.6% of employment across the Wheatbelt region. The key sectors in terms of output/employment were 'Agriculture, Forestry and Fishing' (\$90m/186 jobs, including managers of farms), 'Mining' (\$39.9m/13 jobs), Manufacturing (\$23m/25 jobs) and 'Construction' (\$7.8m/9 jobs).

3.2.1 Agriculture/Rural

Agricultural landholdings dominate the landscape with approximately 341,280ha ha or 89% of the Shire's land area (ABARES, 2023) used for dryland cropping. There are 84 farming businesses that are mostly farms that have mixed outputs such as growing grains (wheat/barley), canola, legumes and/or livestock (sheep/lambs).

Co-operative Bulk Handling (CBH) maintains a presence in the Shire with grain receival/storage/distribution facilities operating at Narembeen and Mt Walker. CBH links growers to the wider supply chain so their produce can be exported to interstate and overseas markets. CBH's grain receival/storage/distribution facility also provides opportunities for permanent and seasonal employment (particularly during the harvest period). CBH is currently implementing its Network Strategy, which seeks to upgrade facilities across its supply chain network.

The agriculture sector faces a range of challenges, including adoption of climate-resilient agriculture management practices, access to water resources, provision and adaptation of infrastructure, management of dryland salinity, reducing carbon emissions, protecting and enhancing biodiversity values, management of off-site impacts, and catering for workforce accommodation. The Shire's priority is to protect and support agricultural activity as well as encouraging other appropriate land uses that do not have local adverse impacts, or for which any impacts can be managed.

There are also opportunities for tree farming in the Shire which can provide economic benefits to the farmer (owner), the local community, and various industries as well as environmental and social benefits. The opportunities include carbon sequestration and carbon farming in context to government schemes, arresting rising dryland salinity around valley floors, regenerating native vegetation to arrest soil erosion and provide habitat for endemic fauna, growing native sandalwood for pharmaceutical production and oil mallees for biofuel production.

To support the agricultural sector and protect rural land, preparing new Strategy and updating the Scheme should seek to discourage fragmentation of rural land through implementation of *State Planning Policy 2.5 – Rural planning and Development Control Policy 3.4 – Subdivision of Rural land*. The Scheme will need to incorporate contemporary model land uses; prescribing suitable permissibility in the zoning table; updating existing or introducing new local planning policies; and providing contemporary guidance on relevant issues, including consideration/assessment of rural intensive agriculture proposals, housing for workers and family members involved in farming operations and tree farms/plantations.

3.2.2 Mining of mineral resources and extractive industries

There is currently no operational mine in the Shire after the closure of the Tampia gold mine, which was located 12km south of Narembeen, in 2023. The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) have identified several prospective mineral resource sites in the Shire and the prospects for discovering new mineral resource areas and future mining activity are good when noting: prospective gold and silver ore deposits around the Tampia mine site; deposits of iron and magnetite ores in the western portions of the Shire; the presence of geologic formations known as 'greenstone belts' (which often contain gold, silver, copper, zinc, lead and other mineral ores); and the confirmed presence of 'critical minerals' (refer to **Attachment 3** for definition of this term) including rare earth elements, lithium and tantalum.

Extractive industries are important for the supply of basic raw materials (BRM) essential for the construction of housing, roads, other infrastructure and agricultural production. BRM extracted, or have potential for extraction, in the Shire include gravel and gypsum. Mapping of BRM significant geological supply areas and extraction sites have not been undertaken for the Shire.

As with all mineral resources, future mining operations need to be economically viable and capable of addressing Aboriginal cultural heritage, environmental and social concerns. However, there is a need for the local planning framework to facilitate mining activities and BRM extraction by identifying resources. This may include, as part of preparing the Strategy, investigating issues/opportunities relevant to both activities and defining relevant actions such as how the *Planning and Development Act 2005* and the *Mining Act 1978* interact when mining operations are proposed on Rural land, identifying mineral and BRM resources. A review of the Scheme may also highlight other opportunities to incorporate contemporary guidance within the State Planning Framework relating to mining particularly the assessment of workforce accommodation (as discussed above).

3.2.3 Renewable energy

There are currently no renewable energy facilities (REF) in the Shire. However, there are good prospects for future development of REF projects particularly in the western parts of the Shire that are adjacent to the South West Interconnected System (SWIS). There is SWIS transmission line approximately 10km west of the Kondinin-Narembeen Road in the southern part of the Shire and 15km west of Narembeen townsite. Electricity is/will be generated by three significant existing/proposed REF in the neighbouring Shire(s) of Merredin and Kondinin at the Collgar Wind Farm (Shire of Merredin), proposed Kondinin Wind Farm (Shire of Kondinin); and proposed King Rocks Wind Farm (Shire of Kondinin). Due to the close proximity of the King Rocks REF site to the SWIS transmission line that runs through the south-eastern corner of the Shire, there is an opportunity to service the eastern parts of the Shire.

3.2.4 Supporting industries

Key supporting industrial activities within the Shire include bulk grain storage/handling, transport (freight services), provision of agricultural supplies, agricultural machinery servicing, building and other household services, motor vehicle supplies/repairs and government services (road construction/maintenance). These industries are important to local employment and the local economy and, therefore, land use conflict should be averted to ensure industrial development is facilitated and not constrained. There is a dedicated industrial area in the southern outskirts of the townsite, which is located away from residential areas, that services the agriculture and construction sectors.

CBH's landholdings and facilities near the Narembeen townsite is partly zoned Farming or Special Use while its Mount Walker site is zoned Farming. The facilities at South Kuminin and Wogarl are located on land that is reserved for railways. Bulk grain storage and handling facilities, due to their industrial nature reliance of heavy freight transport modes can be responsible for generating off-site impacts (i.e. dust, noise, and traffic). Therefore, due regard will need to be given to siting of sensitive land uses, the establishment of vegetated buffers and the capacity of the transport infrastructure servicing these facilities.

3.2.5 Town Centre

The area zoned Town Centre and land reserved for Public Purposes under Scheme 2 in the Narembeen townsite is the Shire's key 'activity centre' that provides a range of retail, hospitality, municipal, professional and other commercial services that cater for the townsite's population as well as people living in the Shire's rural hinterland and neighbouring Shires. The town centre has recently been subject to upgrades along the main street. Further activation of passive sites (i.e. vacant shops and under-developed land) and other improvements are being addressed through the *Narembeen Town Centre Revitalisation Concept Implementation Report* (Shire of Narembeen, 2023).

3.2.6 Tourism

Tourism attractions within the Shire include Wadderin Wildlife Sanctuary, Wakeman Ski Lake, Hidden Hollow Walk Trail, Mount Walker Golf Course, Avoca Farm, Roe Dam and Roe Lookout; natural features such as Walker Lake and other dedicated nature reserves; and historic heritage (e.g. early settlement buildings, Rabbit-proof Fence No.1 and museums). There are several tourism initiatives that seek to promote self-drive trails such as 'Public Silo Trail', 'Pathways to Wave Rock Trail' and 'Granite Woodlands and Discovery Trail'. These trails have the potential to increase visitor traffic and demand for tourism accommodation/amenities. Seasonal wildflowers are also a significant tourism attraction between August and October. Narembeen is part of the network of 'Astro-tourism Towns' with observation sites at Apex Park, Avoca Farm, Walker Lake and Roe Lookout. The Narembeen townsite provides most of the Shire's tourism accommodation, including hotels/motels and caravan parks/camping grounds, while there are limited accommodation options in rural areas with only two rural sites zoned for a wider range of tourism accommodation that hosted short-term rental accommodation.

The South West Native Title Settlement process and the Aboriginal Heritage Survey Program may identify and unlock other sites, such as UCL or unmanaged Crown reserves, for future tourism purposes.

3.2.7 Updating the local planning framework

As part of preparing a new local planning strategy for the Shire, it will be necessary to identify key issues and opportunities relating to the Shire's key economic activities and define specific land strategic directions and actions relating to land uses such as broadscale agriculture, tree farms, renewable energy, tourism, mining/BRM, supporting industries and the town centre. It will also be necessary investigate whether changes to the Scheme are required to facilitate economic development, for example: including contemporary land use uses classes relating to agriculture, tourism, and renewable energy; incorporating additional zones and rezoning land (as may be required); reviewing permissibility relating to tourism, agriculture, mining and renewable energy in the zoning table and inserting relevant provisions to guide development in Part 3 and Part 4

3.3 Environment

Land use planning plays a key role in ensuring that the impacts of subdivision and development on the environment and natural resources are appropriately managed. The State Land Use Planning Framework through State Planning Policy 2.0 – Environment and natural resources (SPP 2.0) and outlines environment and natural resource management needs to be integrated with the broader land use planning and decision to protect, conserve and enhance the natural environment. Other more specific State Planning Policies more specifically address issues such as management of water resources and bushfire risk. A brief outline of environmental issues within the Shire is provided below:

3.3.1 Landforms

The Shire's landscape mostly consists of a gently undulating with low relief with some granite outcrops and chains of salt lakes. Narembeen town is situated on relatively flat land, around the 276m AHD, and rising to 282m to the north (site of workforce accommodation) and 290m to the north-west (zoned Rural Enterprise), with the low points being Walker Lake to the west and Wakeman Creek to the south at around 272m AHD.

3.3.2 Soils

Soils across the Shire vary from clays to sands and granite outcrops. Gypsum dunes also occur in the area. The soils within the Narembeen townsite are mainly red sandy loams.

3.3.3 Biodiversity

Much of the vegetation that remains in the Avon bioregion consists of mixed eucalypt woodlands on granite-derived soils and alluvial soils, while the sandplains and uplands consist of species-rich scrub-heath vegetation. Across the Shire, vegetation occurs that is classified as Threatened and Priority Ecological Community under Western Australian legislation and/or Threatened Ecological Communities under Commonwealth legislation. Valley floor and saline land vegetation associated with salt lake wetlands, and rare/priority flora provide habitat for fauna species, some of which are threatened/endangered/vulnerable such as the curlew sandpiper, numbat, Western Quoll and Carnaby's Black Cockatoos.

3.3.4 Conservation reserves

According to the Department of Agriculture, Fisheries and Forestry, nature conservation comprises 4,630ha or 1.22% of the Shire. The largest nature/conservation reserves include Wadderin Reserve, Billericay Nature Reserve, South Kumminin Nature Reserve, Roach Nature Reserve, Mount Cramphorne Nature Reserve, Cairn Nature Reserve, Welsh Nature Reserve and Borayukkin Rock Nature Reserve.

3.3.5 Bushfire

Large areas throughout the Shire are designated as 'bushfire prone areas', as published by the Fire and Emergency Commissioner. Land use planning in bushfire prone areas must have due regard to the Commission's State Planning Policy 3.7 - Bushfire and associated Guidelines. This includes the fringes of the Narembeen townsite that are associated with the riparian zone of waterways/drainage lines, the foreshore area of Walker Lake, roadside vegetation and revegetation at Avoca Farm. The other gazetted townsites are entirely declared bushfire prone area due to the dense vegetation coverage.

3.3.6 Water Resources

Surface water

Surface water within the Shire is contained within the Swan-Avon-Lockhart River catchment. There are 13 significant dams that mostly provide non-potable water for firefighting and the agricultural sector. These are managed by Water Corporation, Department of Water and Environmental Regulation, the Department of Biodiversity, Conservation and Attractions and the Shire of Narembeen.

Drainage/hydrology

Hydrology within the Shire consists of smooth to irregularly undulating plains dominated by salt lake chains within an ancient valley drainage system. The Narembeen townsite is sited within this ancient valley and part of the town is approximately 50cm above the valley floor. Due to low valley floor gradients and low rainfall, the drainage system will not function as a continuous entity and water will not flow to the Avon River unless there is heavy and prolonged rainfall event. While the Department of Water and Environmental Regulation has not prepared floodplain mapping for the Shire, a drainage study in 1995 predicted the western part of the town, adjacent to Walker Lake, to be affected by a 1 in 100-year flood event at 275.4m AHD. The town was partly inundated in 2000 and 2017. This issue will need to further be investigated as part of preparing the Strategy and in the Scheme.

Groundwater

Groundwater within the Swan-Avon-Lockhart River Catchment is within two metres of ground level in valley floors and greater than ten metres in upper slope areas. Groundwater salinity is very high in the valley floors and beneath the salt lakes and in deep aquifers in lower sub-catchment areas. Groundwater depth (below ground level) at the Narembeen townsite is between 2m and 3m.

3.3.7 Climate change

The issues associated with climate change impacting the Shire include more frequent extreme weather events resulting in drought, bushfires, water/soil erosion and flood risk from intensive rainfall events and shortage of potable water impacting biodiversity, agricultural production and general liveability. Consequently, the key challenges for the Shire include the management issues associated with agriculture, the remaining natural areas/biodiversity, water resources, salinity management and responding to bushfire risk generally and to the townsites.

3.3.8 Updating the local planning framework

A new Strategy could identify specific land use actions and strategic directions relating to protection, conservation and management of the Shire's environmental assets. This could include integrating the directions for land use planning contained in key State Planning Policies, such as SPP 2.0, SPP 2.5, SPP 2.9 – Planning for water, SPP 3.7 – Bushfire risk and the Government Sewerage Policy. Some the Commission's development control policies and positions statements will also be relevant. When reviewing the Scheme, consideration should be given as to whether new model zones, such as the Environmental Conservation zone should be inserted into the Scheme Specific and a review of zone-specific and general development provisions relating to development environmental matters in Part 3 and Part 4 should be undertaken with existing content modified and new added (as required).

PART 4 - LAND SUPPLY

This section evaluates land supply requirements in response to the key drivers identified in **Part 3**.

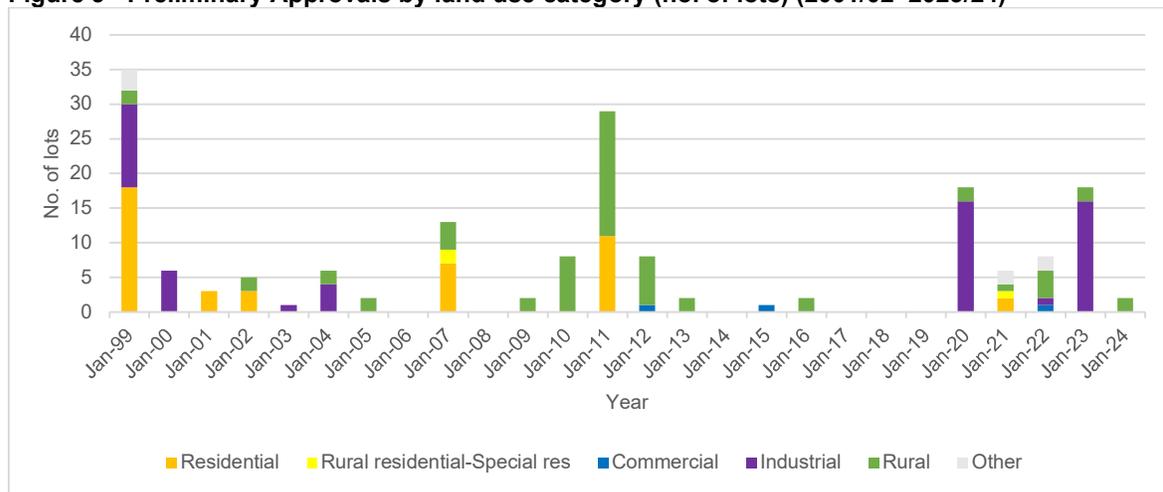
4.1 Subdivision activity

When the Commission determines subdivision applications, these are typically given preliminary approval, subject to conditions. When conditions have been fulfilled, applicants may then proceed to final approval, where new lot titles are issued.

4.1.1 Preliminary Subdivision approvals

Since gazettal of Scheme 2 in 1999, 175 lots (~ 7 lots p.a.) have received Preliminary Approval across the Shire. Of these, 44 were for residential purposes (25% ~ 2 lots p.a.), 56 were for industrial (32% ~2 lots p.a.), three were for commercial and seven for other purposes within the Narembeen townsite. Outside of the townsite Preliminary Approval was issued to 62 lots in the Rural zone and three lots were zoned for rural living purposes.

Figure 3 - Preliminary Approvals by land use category (no. of lots) (2001/02–2023/24)



Source: DPLH (2025)

4.1.2 Final Subdivision approvals

Since gazettal of Scheme 2 in 1999, 141 lots (~ 6 lots p.a.) received Final Approval across the Shire. Of these, 33 were for Residential purposes (21% ~ 1 lots p.a.), two were zoned Commercial, seven for Industrial purposes in the Narembeen townsite. Outside of the Narembeen townsite, 85 lots zoned for Rural purposes, one lot zoned Rural Residential and 24 lots that are zoned for 'Other' purposes received Final Approval.

4.2 Development activity

Development applications are typically determined by the Shire, Regional Development Assessment Panel or State Development Assessment Panel and are typically approved with conditions that must be complied with.

4.2.1 Building commencements

Since 2010/11, there have been 76 building commencements (5 p.a.) for - Residential dwellings (21 or ~1 p.a.), Outbuildings (44 or 2 p.a.) Commercial/Industrial purposes (7 or 0.5 p.a.) and Community services (4 or 0.3 p.a.).

Table 6 – Building commencements (2010/11-2023/24)

Year	No. building commencements	Type of development			
		Residential dwellings	Outbuildings	Commercial/ Industrial purposes	Community services
2023/24	6	1	5	0	0
2022/23	6	2	4	0	0
2021/22	5	2	3	0	0
2020/21	7	4	0	3	0
2019/20	3	2	1	0	0
2018/19	8	2	6	0	0
2017/18	3	1	1	0	1
2016/17	4	0	3	0	1
2015/16	6	1	5	0	0
2014/15	2	0	2	0	0
2013/14	6	2	3	1	0
2012/13	0	0	0	0	0
2011/12	12	3	7	1	1
2010/11	8	1	4	2	1
Total	76	21	44	7	4

Source: Shire of Narembeen (2025)

4.2.2 Regional Development Assessment Panel

No applications have been lodged with the Regional Development Assessment Panel.

4.2.3 State Development Assessment Unit

No applications have been lodged with the State Development Assessment Unit.

4.3 Future land supply requirements

To evaluate future land supply, this analysis uses data collated by the Valuer General's Office. This dataset provides a breakdown of land development status by classifying zoned land as 'developed', 'undeveloped' and 'unrated' (refer to **Attachment 4** for a description of these terms).

Table 5 provides a Shire overview of land development status.

4.3.1 Residential

There are 272 lots zoned Residential within the Narembeen townsite. Of these lots, 231 are classified as 'Developed' and 17 are vacant. Most of these lots have a residential density code of R12.5 although is one area in the northeast of the townsite that has an R-Code of R2/12.5 and one other small area that has an R-Code of R2.5. The 2021 Census indicated that there were 344 occupied private dwellings in the townsite of which 72 were 'unoccupied'.

Most of the lots zoned Residential range in size from 900-1,200m² but there are some larger lots that have sizes ranging from 2,000-5,000m². It may be possible to re-subdivide these further given the minimum lot size for the R12.5 density code is 800m². To facilitate this 'brownfield' subdivision it will be necessary, however, for lots to be capable of being connected to the reticulated sewer network, and it may also be necessary to address any other site constraints that might be present.

There are also (approx.) 30ha of 'Unrated' land that is zoned either Residential or Residential Development to the north and east of the gazetted townsite that could be utilised in the future for residential purposes. However, releasing this land may require constraints to be addressed such: preparation of structure plans, achieving compliance with State Planning Policy (particularly SPP 3.7), appropriate management of environmental issues and/or connection to utility services (power, water and/or reticulated sewerage).

Further, there is also large land area (130ha) zoned Rural Enterprise on the western boundary of the townsite. The purpose of this zone is to provide larger lots that can accommodate residential

and light industrial land uses on the same lot. If this land was developed with a minimum lot of approximately 4ha, this area could accommodate an additional 25-30 lots.

Adequacy of (residential) land supply

The current residential land supply is considered to be adequate to meet the requirements of population forecasts for the Central Band (medium growth). However, should population and economic drivers cause the population to track towards the Upper Band (high growth) forecast it may be necessary to release additional land for residential purposes. At the present time, opportunities to release additional land is comprised of:

- 17 'Vacant' lots zoned Residential in the townsite that can accommodate a single dwelling;
- 71 'unoccupied' private dwellings;
- 31.4 ha of greenfield land that is zoned Residential or Residential Development that may be capable of future subdivision subject to resolution of constraints;
- subdivision of larger existing lots to create smaller lots given consistent minimum lot size requirements for the prevailing R-Code or the upcoding and re-subdivision of land at the higher density subject to resolution of constraints.

4.3.2 Rural Townsite

There are 33 lots zoned Rural Townsite in the South Kumminin townsite. Of these lots, one is 'developed' with remaining 31 lots are classified as either 'Vacant' or 'Unrated'. Except for three lots that are privately owned, most of this land within the townsite is Unallocated Crown Land, land that is reserved or land that is owned by or vested in the Shire. It may be possible to develop on nine of these lots that front onto the Kondinin-Narembeen Road as these are capable of being connected to reticulated water and power. The remaining lots, however, are remote from services or do not have constructed road frontage.

4.3.4 Workforce accommodation

A 120-bed workforce accommodation facility was completed in March 2021 on Lot 16224 Narembeen-Merredin Road, 500m from the northern edge of Narembeen townsite, on Shire-owned land that is zoned Residential Development under the local planning scheme. The future of this facility is currently being reassessed. Demand for workforce accommodation generated by future mining operations and other industries within 30km of Narembeen townsite is still being assessed, while the remote eastern part of the Shire would require on-site facilities on rural zoned land.

4.3.5 Aged Persons Accommodation

Aged persons accommodation within the Narembeen, which includes Koolberrin Lodge (includes high level care) at the Narembeen Hospital and Narembeen Homes for the Aged (12 units).

4.3.6 Town Centre

The town's main commercial area is comprised of 48 lots zoned Town Centre. Of these lots, 34 are 'Developed', three are 'Vacant' and 11 are 'Unrated'. The current supply of Commercial land is sufficient land zoned to meet current and future demand.

However, there are some existing businesses, which were established under a previous town planning scheme, that are purpose built and now operate in residential zone under non-conforming use rights. Examples include: 10-12 Doreen Street, which are owned by the Shire, and used by a motor vehicle repair and carpentry business. Another example is an existing mechanical repair business operating in an industrial style shed at 2-6 Doreen Street that was, historically, used as a service station dating back to the 1960's. These businesses are important for the town and, rather than be hindered by non-conforming use rights, the Shire is pursuing a scheme amendment to allow Additional Use rights by introducing special conditions to improve future development controls.

4.3.7 Industrial

There are 22 lots zoned for Industrial purposes on the southern boundary of the townsite along either side of the Kondinin-Naremben Road. Of these lots, 16 are 'Developed' and eight are vacant. This includes a 10ha greenfield subdivision site that was conditionally approved to create 17 lots ranging from 2,011m² to 1.4ha in 2022. Land supply for small-scale light industrial uses on lots ranging in size from 1,000–2000m² may need to be addressed to cater for future service industries.

4.3.8 Rural land

Outside of the townsites land is mostly zoned Rural or as local reserves for various purposes. A review of the maximum number of dwellings on rural zoned land and homestead lots is required to cater for the housing needs of family members involved in farming operations and farm workers without subdivision for new titles.

4.3.9 Special Use zones

Some of the Special Use zones in Naremben townsite need to be reviewed as the current Scheme provisions are basic. This may include incorporating greater flexibility to allow a wider range of land uses within these zones and ensuring that zone provisions are 'fit for purpose' so that new businesses looking to move into the town can be accommodated.

For example, there was a seed cleaning business operating from Lot 2 Latham Street, but it has not been operating for some years. The Shire has received enquiries from interested parties looking at buying the land and using it for other purposes. However, an amendment to the scheme will be required to facilitate any land use other than 'seed cleaning' and this may not be attractive to a prospective landowner.

A Local Planning Strategy should include a review of all existing Special use zones. Consultation is also required with CBH, key industry for the town, to ensure that it's grain receival/storage/distribution facilities are appropriately zoned to support their on-going operations,

Table 5 - Land development status

Townsite	Zone (Land use)	Developed		Vacant		Unrated	
		Lots	Ha	Lots	Ha	Lots	Ha
Naremben	Residential	231	24.9	17	2.04	24	6.34
	Residential Development	0	0	0	0	1	24.67
	Rural Enterprise	0	0	0	0	2	130
	Town Centre	34	3.85	3	0.53	11	0.84
	Industrial	5	3.37	2	0.35	0	0
South Kumminin	Rural Townsite	1	0.1	10	1.01	23	4.40

Source: DLPH (2025)

PART 5 - EVALUATION OF EXISTING LOCAL PLANNING FRAMEWORK

This part evaluates the Shire's existing local planning framework given the planning context presented in Part 3 and the assessment of land supply and demand in Part 4.

As required by the Regulations, this part of the report considers whether the Shire's Local Planning Strategy, Local Planning Scheme, Structure Plans and Local Planning Policies are satisfactory in their existing form; or should be amended; or should be revoked and new ones prepared.

5.1 Local Planning Strategy

At the present time the Shire does not have a local planning strategy. This has implications for responsiveness of the local planning framework to current and emerging land use

issues/opportunities that are influencing the Shire. As outlined in Part 3 of this Report of Review, key issues for consideration during preparation of the Strategy include:

- retaining the Shire’s population;
- ensuring services are of sufficient capacity to service the needs of the population;
- providing different and new forms of housing;
- ensuring there is an adequate supply of land for a range of land uses (residential, commercial, industrial, commercial) within Narembeen;
- facilitating existing and new mining operations and renewable energy proposals;
- providing for workforce accommodation;
- expanding tourism opportunities (both attractions and accommodation);
- regulating short-term rental accommodation;
- managing use of rural land and protecting the agricultural sector;
- managing environmental assets (such as water resources and biodiversity assets) and the addressing the impacts of climate change; and
- managing bushfire risk across the Shire.

A local planning strategy also plays a key role in investigating how Local Planning Scheme No. 2 could be updated to ensure it is contemporary and up to date (see Section 5.2 below).

Therefore, it is recommended that the Shire prepare its first (new) local planning strategy to: set out the long-term planning directions for the local government; apply any State or regional planning policy that is relevant to the strategy; and provide the rationale for any zoning or classification of the land under the local planning scheme.

The new local planning strategy will be prepared in accordance with the Commission’s Local Planning Strategy Guidelines (published in 2023) (Local Planning Strategy Guidelines). These guidelines provide the guiding principles, procedural steps and recommended content for a Strategy. A Strategy is comprised of two parts – **Part 1** and **Part 2**:

- **Part 1** outlines the 15-year vision for how land use change and development will occur within the Shire; identifies relevant planning issues/opportunities and defines planning directions/actions under key themes that are generally identified in the State’s Land Use Planning Framework, such as: urban growth and settlement, economy, environment, and infrastructure.
- **Part 2** provides the background, context and justification for the planning issues/opportunities, planning directions, and actions identified in Part 1.

5.2 Local Planning Scheme No. 2 (‘Scheme 2’)

The local planning scheme and supporting local planning instruments (such as local planning policies) give effect to local strategic planning through statutory land use and development control. Scheme 2 was gazetted in 1999 and has been amended five times: twice to rezone land, once to incorporate the (then) Deemed provisions set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2; and to make administrative changes and corrections as required (refer to **Attachment 2**).

While Scheme 2 has provided for flexible decision making, it has not been regularly updated to: address contemporary land use planning issues/opportunities as would be identified in a local planning strategy; apply the current State Land Use Planning Framework; and reflect recent updates/changes to the Regulations.

To ensure the Scheme is contemporary and fit-for-purpose it is recommended that the Scheme be amended following the preparation of the new Strategy. Implementing the required changes will best be achieved via a standard omnibus amendment, in accordance with the Regulations,

where a suite of changes to the Scheme are implemented as part of one process. Broadly, amending Scheme 2 will involve –

- a) aligning the document structure and clauses with the updated Model Scheme Text;
- b) actioning recommendations from the new Strategy relating to the Scheme;
- c) incorporating contemporary land use terms and definitions;
- d) considering whether new scheme reserves and zones should be incorporated;
- e) prescribing appropriate permissibility representations in the zoning table;
- f) identifying development does not require development approval;
- g) rationalising/updating existing clauses and adding new provisions relating to zone-specific and general development;
- h) rationalising/updating special control areas, schedules; and
- i) modifying the scheme maps to align with the updated scheme text.

5.3 Structure Plans

Scheme 2 provides that the Shire or the Commission may require the preparation of a structure plan prior to the considering a subdivision or development proposal in the Residential Development zone. One structure plan has been prepared under Scheme 2.

5.4 Local planning policies

It is recommended that local planning policies be reviewed as part of amending the Scheme to ensure they reflect contemporary guidance on the specific issues.

5.5 Reviewing the local planning framework

In late 2024, the Shire approached the Department seeking its advice on undertaking a review of its local planning framework. Around this time, it is understood that the neighbouring Shire of Kondinin made a similar request. Following preliminary discussions with both Narembeen and the Shire, the Department accepted a request to address the four local governments (the Shire(s) of Corrigin, Kondinin, Kulin, and Narembeen) at the February meeting of the Roe Regional Organisation of Councils (RoeROC) about reviewing their respective local planning frameworks.

5.5.1 Report of Review

At the RoeROC meeting, the Department broadly outlined that the first step in reviewing a local planning framework is to prepare a report of review (RoR). The RoeROC subsequently advised that its members are committed to preparing a RoR as it provides an examination of the Shire's local planning framework. The Shire will now forward this RoR, including Council's recommendations, to the Commission for its consideration.

5.5.2 Local Planning Strategy

The discussion during the RoeROC meeting also highlighted that none of the local planning frameworks for the shires comprising RoeROC currently have a local planning strategy. In addressing the requirement for a strategy, the Department advised that there may be an opportunity for each of the RoeROC members to work collaboratively to prepare a joint Strategy.

Joint local planning strategies have been prepared for several locations across the Wheatbelt region, including Quairading/Cunderdin/Tammin in 2021 and, more recently, for the Shire(s) of Williams, West Arthur and Wagin during 2023-2024. Both strategy documents identified land use planning issues/opportunities and defined strategic directions/actions common to each participating local government while also investigating specific issues/opportunities and directions/actions affecting the individual LGAs.

Some of the key reasons for preparing a joint Strategy include the opportunity to share costs (i.e. mapping); and prepare a streamlined Strategy document that has a singular Part 1 and a singular Part 2 relevant to each participating local government instead of four separate documents as would be the case if each local government prepared its own strategy document.

Following this discussion, the RoeROC advised the Department that its members will give 'consideration to working collaboratively (pending Report of Review recommendations) to develop a joint Local Planning Strategy'. Shire officers consider a joint approach to be a pragmatic option as the RoeROC local governments comprise a geographic cluster where population, economic, and environmental drivers are (likely to be) relatively homogenous. The collaborative approach also provides an opportunity for cost savings (as outlined above).

The Department has advised that once each member local government has considered its RoR and advised of their willingness (or otherwise) to collaborate on preparing a joint Strategy it will then work further with participants to prepare a detailed project and communications plan that will guide preparation of a joint Strategy through 2025 and 2026.

5.5.3 Local Planning Scheme

The omnibus amendment to the Scheme will commence after the local planning strategy has been finalised. It is anticipated that the earliest commencement for this phase of reviewing the local planning review framework would be late 2026 with finalisation of the amendment occur during mid/late 2027. The Shire will progress the required amendment in consultation with the Department.

5.5.4 Structure Plans

The review of the existing structure plans can commence during preparation of the Strategy and is likely to be completed at the same time as the Scheme amendment.

5.5.5 Local Planning Policies

The required review of the Shire's local planning policies is expected to be completed after the Scheme amendment as this process have some implications for the policy framework.

PART 6 - RECOMMENDATION

That Council:

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

3. As part of preparing the new Local Planning Strategy and amending Local Planning Scheme No. 2 assess its existing local planning policies to determine:
 - (a) Which policies are satisfactory; or
 - (b) Should be amended or should be revoked; and
 - (c) Whether any new local planning policies are required.

Attachment 1 - Location Plan



Location Plan: Shire of Narembeen

Attachment 2 – Amendments to Local Planning Scheme No. 2 since gazettal

No	Gazettal date	Details (summary)
2	GD 1/9/06	<ul style="list-style-type: none"> modifying clause 4.15.4 Subdivision by adding clauses (e) and (f).
3	GD 7/4/09	<ul style="list-style-type: none"> adding 'Conservation' as a reserve in Clause 2.1 inserting definitions "reception centre", "chalet", "guesthouse" and "farm stay". inserting Additional Use Area 1 "Part of Lot 18322 Dixon Road, Wadderin". inserting Special Use Area "Lots 25118 and 28512 Soldiers Road, Mount Walker"
4	GD 15/7/11	<ul style="list-style-type: none"> Inserting new clause "4.2 Objectives of the Zone". Inserting new column in table 1 – zoning table titled "Residential Development". Inserting new clauses 4.16 and 4.17
6	GD 8/3/16	<ul style="list-style-type: none"> Re-zoning Lot 301 (No 6) and Lot 302 (No 4) Thomas Street, Narembeen from 'Special Use' to 'Town Centre' Re-zoning Lots 63 and Lot 64 Doreen Street, Lots 79 and Lot 80 Thomas Street, Narembeen from 'Special Use' to 'Residential' with an 'R12.5' density code Introducing a new Clause 4.2. Re-number existing Clauses 4.2 to 4.17, Clauses 4.3 to 4.19
7	GD 17/11/17	<p>Omnibus amendment to:</p> <ul style="list-style-type: none"> address the Deemed provisions set out in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, by deleting, adding and modifying various scheme clauses; insert Schedule A - Supplemental Provisions (development that does not require development approval); Modifying various Zoning Table use class titles and definitions; and provide for necessary administrative changes and corrections.

Attachment 3 - Definition of 'critical' and 'strategic minerals'

'Critical minerals'	<p>Critical minerals are listed by the Australian Government under 'Critical Minerals List' in 2024 (which is reviewed every two years), are minerals of strategic national importance as far as transitioning to a modern economy (e.g. advanced manufacturing, advanced computer technology and zero-carbon emissions) and national security reasons. Critical minerals are vulnerable to supply chain disruption, such as geopolitical turmoil and war. Some critical minerals can also be extracted as a by-product of mining/processing of gold, nickel, copper, lead, tin and zinc, which again may be present around the greenstone belts.</p>
'Strategic Materials'	<p>Strategic minerals are also listed by the Australian Government in 2024, are also minerals of strategic national importance but are not vulnerable to supply chain disruption, and includes aluminium (sourced from bauxite), copper, phosphorus, tin and zinc resources. There are no known strategic materials resources identified in the Shire, however such minerals may be present around the greenstone belts.</p>

Attachment 4 - Explanation of Land Supply Data (Landgate Property Valuation Database)

The Landgate Property Valuation Database (PVD) gives each cadastral lot in the Residential, Industrial and Commercial zones one of three values (developed, undeveloped or unrated). These values are explained below.

Category	Description
Developed	Refers to lots that are zoned for development for the purposes of the specified primary land use category (Residential, Industrial and Commercial) for which premises valuation information is captured in Landgate's PVD.
Undeveloped	Refers to lots that are zoned for development for the purposes of the specified primary land use category (Residential, Industrial and Commercial) that are recorded as vacant in Landgate's PVD.
Unrated	Refers to lots that are zoned for development for the purpose of the specified primary land use category (Residential, Industrial and Commercial) for which no vacant land or premises valuation information has been captured in Landgate's PVD. This may include State, or local government owned lots or premises exempt from rates, Crown allotments, common property within lots on survey, newly created lots on survey, land otherwise exempt from rates and some public roads which are zoned for the primary land use category (Residential, Industrial and Commercial) under the local planning scheme.

ATTACHMENT 13.1A 2026 Fees and Charges

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
GOVERNANCE				
Administration services				
4221600	Administration fee on rates instalments, per instalment	\$ 10.00	\$ -	\$ 10.00
3121600	Rate enquiry fee	\$ 45.45	\$ 4.55	\$ 50.00
4222000	Document/building plan search fee	\$ 67.27	\$ 6.73	\$ 74.00
3121600	Request for rate book	\$ 68.18	\$ 6.82	\$ 75.00
4222000	Administration fee for sale of Shire plates	\$ 20.00	\$ 2.00	\$ 22.00
4222000	Request for electoral roll	\$ 67.27	\$ 6.73	\$ 74.00
4222000	Handling fee to return goods to customers		Cost + 20%	
Freedom of Information Requests				
Fees as per Freedom of Information Regulations 1993, Schedule 1				
4222000	Application fee	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, administrative handling (per hour or part thereof)	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, supervision (per hour or part thereof)	\$ 30.00	\$ -	\$ 30.00
4222000	Actioning FOI request, postage		At Cost	
4222000	Actioning FOI request, duplicating tape, film or electronic documents		At Cost	
4222000	Advanced deposit - for estimated costs in excess of \$300		75% of estimate	
LAW, ORDER AND PUBLIC SAFETY				
Dog Control				
Fees as per Dog Regulations 2013, Section 17				
Dog Registrations are for the year ending 31 October				
5223000	1 year registration of unsterilised dog, standard	\$ 50.00	\$ -	\$ 50.00
5223000	1 year registration of unsterilised dog, pensioner	\$ 25.00	\$ -	\$ 25.00
5223000	3 year registration of unsterilised dog, standard	\$ 120.00	\$ -	\$ 120.00
5223000	3 year registration of unsterilised dog, pensioner	\$ 60.00	\$ -	\$ 60.00
5223000	Lifetime registration of unsterilised dog, standard	\$ 250.00	\$ -	\$ 250.00
5223000	Lifetime registration of unsterilised dog, pensioner	\$ 125.00	\$ -	\$ 125.00
5223000	1 year registration of dog, standard	\$ 20.00	\$ -	\$ 20.00
5223000	1 year registration of dog, pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	3 year registration of dog, standard	\$ 42.50	\$ -	\$ 42.50
5223000	3 year registration of dog, pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Lifetime registration of dog, standard	\$ 100.00	\$ -	\$ 100.00
5223000	Lifetime registration of dog, pensioner	\$ 50.00	\$ -	\$ 50.00
5223000	Additional annual registration fee for dangerous dog	\$ 50.00	\$ -	\$ 50.00
5223000	Lifetime registration of guide dog		No charge	
5223000	Dogs used for droving or tending stock		25% of Applicable Standard Fee	
5223000	Dog-related fines and penalties as per Dog Regulations 2013, Section 33			
Shire administrative charges				
5223000	Application to keep more than the legally permitted number of dogs	\$ 272.73	\$ 27.27	\$ 300.00
5223000	Application for dog registration (cost per dog)	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Dog surrender fee	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Replacement dog tag	\$ 10.00	\$ 1.00	\$ 11.00
Cat Control				
Fees as per Cat Regulations 2012, Schedule 3				
Cat Registrations are for the year ending 31 October				
5223000	Part-year registration (registered from 1 June), standard	\$ 10.00	\$ -	\$ 10.00
5223000	Part-year registration (registered from 1 June), pensioner	\$ 5.00	\$ -	\$ 5.00
5223000	1 year registration, standard	\$ 20.00	\$ -	\$ 20.00
5223000	1 year registration, pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	3 year registration, standard	\$ 42.50	\$ -	\$ 42.50
5223000	3 year registration, pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Lifetime registration, standard	\$ 100.00	\$ -	\$ 100.00
5223000	Lifetime registration, pensioner	\$ 50.00	\$ -	\$ 50.00
5223000	Application to grant or renew approval to breed cats, per cat	\$ 100.00	\$ -	\$ 100.00
5221000	Administration fee for application or renewal or approval to breed cats	\$ 75.00	\$ 7.50	\$ 82.50

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
LAW, ORDER AND PUBLIC SAFETY				
Shire administrative charges				
5223000	Application to keep more than the legally permitted number of cats	\$ 272.73	\$ 27.27	\$ 300.00
5223000	Application for additional cat (cost per cat)	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Cat surrender fee	\$ 100.00	\$ 10.00	\$ 110.00
Impounding and transporting of animals				
Ordinary hours (8am - 5pm)				
5221000	Seizing of pets or livestock for return or local impounding (per animal)	\$ 55.00	\$ 5.00	\$ 60.00
5221000	Transporting livestock or animals back to owner after being locally impounded (per animal)	\$ 55.00	\$ 5.00	\$ 60.00
After ordinary hours (after 5pm)				
5221000	Seizing of pets or livestock for return or local impounding (per animal)	\$ 234.15	\$ 23.42	\$ 257.57
5221000	Transporting livestock or animals back to owner after being locally impounded (per animal)	\$ 234.15	\$ 23.42	\$ 257.57
Local pound fees				
5221000	Local pound, day fee	\$ 5.00	\$ 0.50	\$ 5.50
5221000	Local daily maintenance fee of impounded animals	\$ 10.00	\$ 1.00	\$ 11.00
Impounding and transporting to another district				
5221000	Seizing of cats or dogs requiring impounding outside Narembeen	\$ 200.00	\$ 20.00	\$ 220.00
5221000	Seizing and returning cats or dogs requiring impounding outside Narembeen	\$ 400.00	\$ 40.00	\$ 440.00
5221000	Animals impounded outside of Narembeen, daily maintenance fee	\$ 27.27	\$ 2.73	\$ 30.00
Animal trapping				
5221000	Trap hire (per day, per trap)	\$ 9.09	\$ 0.91	\$ 10.00
5221000	Trap hire bond (per trap)	\$ 100.00	\$ -	\$ 100.00
HEALTH				
Septic Applications				
Fees as per Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974				
7524010	Application fee for the approval of an <i>apparatus</i> under Regulation 4	\$ 118.00	\$ -	\$ 118.00
7524010	Fee for the issuance of a permit to use an <i>apparatus</i>	\$ 118.00	\$ -	\$ 118.00
Food Businesses - (Governing Legislation - Food Act 2008)				
7524010	Registration - new or transfer of ownership	* \$ 160.50	\$ -	\$ 160.50
7524010	Annual Inspection - low risk	* \$ 53.50	\$ -	\$ 53.50
7524010	Annual Inspection - medium and high risk	* \$ 107.00	\$ -	\$ 107.00
*(charitable and community groups exempt)				
7524010	Food vendors trading in public places - annual fee	\$ 156.00	\$ -	\$ 156.00
7524010	Mobile food vendors - per application	\$ 75.00	\$ -	\$ 75.00
7524010	Mobile food vendors (charity, local sporting, community groups) - per application	\$ -	\$ -	\$ -
Offensive Trades				
Fees as per Health (Offensive Trades Fees) Regulations 1976, Regulation 3				
Lodging Houses - (Governing Legislation - Health Act (Misc. Prov) Act 1911)				
7524010	Registration - new and annual renewal pursuant to Health Local Laws 2016	* \$ 192.50	\$ -	\$ 192.50
Public Buildings & Events				
7524010	Application to construct, alter or amend	* \$ 500.00	\$ -	\$ 500.00
7524010	Annual inspection	* \$ 100.00	\$ -	\$ 100.00
*(charitable and community groups exempt)				
7524010	Private swimming pool inspection fee (required every four years)	\$ 61.00	\$ -	\$ 61.00
7524010	Private swimming pool inspection, written report	\$ 160.45	\$ 16.05	\$ 176.50
Labour				
7524010	EHO hourly rate <i>*charged at the Shire's discretion on requests that take an excessive amount of time</i>	\$ 127.27	\$ 12.73	\$ 140.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
COMMUNITY AMENITIES				
Rubbish Collection				
1012100	Domestic refuse and recycle charge, per annum (1 bin each)	\$ 395.58	\$ -	\$ 363.96
1012100	Domestic refuse and recycle charge, additional bin per annum	\$ 395.58	\$ -	\$ 363.96
Bendering Waste Site (Shire of Corrigin fees and charges)				
n/a	Bulk commercial/industrial waste (per tonne)	<p style="text-align: center;">As per the Shire of Corrigin's adopted fees and charges.</p> <p style="text-align: center;">The Shire of Narembeen cannot collect and remit these fees; this is for information purposes only.</p>		
n/a	Bulk demolition waste (per tonne)			
n/a	Wrapped asbestos waste (per m ³)			
n/a	Contaminated waste soil (per tonne)			
n/a	Add: asbestos mobilisation/treatment fee (cost + 30%)			
n/a	Refuse delivery - skip bins 3m ³			
n/a	Refuse delivery - skip bins 4.5m ³			
n/a	Refuse delivery - hook bins 10m ³			
n/a	Refuse delivery - hook bins 12m ³			
n/a	Refuse delivery - hook bins 15m ³			
n/a	Administration/supervisor fees (per hour)			
Cemetery charges				
1052100	Copy, transfer or renewal of right of burial	\$ 30.00	\$ 3.00	\$ 33.00
1052100	Reserve or purchase land for grave, including right of burial	\$ 400.00	\$ 40.00	\$ 440.00
1052100	Grave interment fees, week day	\$ 727.27	\$ 72.73	\$ 800.00
1052100	Grave interment fees, weekends and public holidays	\$ 1,000.00	\$ 100.00	\$ 1,100.00
1052100	Grave interment fees, additional fee for short notice (less than 3 days)	\$ 181.82	\$ 18.18	\$ 200.00
1052100	Reserve or purchase of Niche Wall allocation, including right of burial	\$ 50.00	\$ 5.00	\$ 55.00
1052100	Niche Wall interment including plaque installation, week day	\$ 100.00	\$ 10.00	\$ 110.00
1052100	Niche Wall interment including plaque installation, weekends and public holidays	\$ 200.00	\$ 20.00	\$ 220.00
1052100	Burial plaques	Cost + 10%		
1052100	Re-opening of grave, week day	\$ 727.27	\$ 72.73	\$ 800.00
1052100	Re-opening of grave, weekends	\$ 1,000.00	\$ 100.00	\$ 1,100.00
1052100	Re-interment of ashes	\$ 40.91	\$ 4.09	\$ 45.00
1052100	Exhumation fee	\$ 36.36	\$ 3.64	\$ 40.00
1052100	Funeral booking Fee - late notice charge (less than 24 hours)	\$ 44.55	\$ 4.45	\$ 49.00
1052100	Permit to erect monuments, headstones or memorials	\$ 27.27	\$ 2.73	\$ 30.00
Community Resource Centre - Binding				
1052510	Plastic combs, up to 20 pages	\$ 3.64	\$ 0.36	\$ 4.00
1052510	Plastic combs, 20-50 pages	\$ 5.45	\$ 0.55	\$ 6.00
1052510	Plastic combs, 50-100 pages	\$ 7.27	\$ 0.73	\$ 8.00
1052510	Plastic combs, 100+ pages	\$ 9.55	\$ 0.95	\$ 10.50
Community Resource Centre - Equipment Hire, per day				
1052510	Chair covers and tablecloths (each)	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Data projector	\$ 30.45	\$ 3.05	\$ 33.50
1052510	Projector screen	\$ 30.45	\$ 3.05	\$ 33.50
1052510	Display board	\$ 22.27	\$ 2.23	\$ 24.50
1052510	Laptop	\$ 40.45	\$ 4.05	\$ 44.50
1052510	Lectern	\$ 55.91	\$ 5.59	\$ 61.50
1052510	PA system	\$ 71.36	\$ 7.14	\$ 78.50
1052510	iPad	\$ 40.45	\$ 4.05	\$ 44.50
Community Resource Centre - Laminating				
1052510	A4 pages	\$ 2.73	\$ 0.27	\$ 3.00
1052510	A3 pages	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Non-standard sheets (per metre)	\$ 14.09	\$ 1.41	\$ 15.50
Community Resource Centre - Meeting Room/Hot Office				
1052510	Meeting room, per day	\$ 181.82	\$ 18.18	\$ 200.00
1052510	Meeting room, per half day (up to 4 hours)	\$ 90.91	\$ 9.09	\$ 100.00
1052510	Meeting room, per hour	\$ 22.73	\$ 2.27	\$ 25.00
1052510	Hot office, per day	\$ 22.73	\$ 2.27	\$ 25.00
1052510	Hot office, per half day (up to 4 hours)	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Hot office, per hour	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Catering for hosted functions	Charged at cost + 10%		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
COMMUNITY AMENITIES					
Community Resource Centre - Merchandise (Stationery)					
1052510	Coloured paper, A4	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Coloured paper, A3	\$ 0.91	\$ 0.09	\$ 1.00	
1052510	Coloured card, A4	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Coloured card, A3	\$ 0.91	\$ 0.09	\$ 1.00	
1052510	Envelopes, plain DL	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Envelopes, C4 (A4)	\$ 0.91	\$ 0.09	\$ 1.00	
1052510	Labels (per sheet)	\$ 3.18	\$ 0.32	\$ 3.50	
1052510	Photo paper - Smooth Ilford Pearl	\$ 3.18	\$ 0.32	\$ 3.50	
1052510	White paper (A4)	\$ 0.09	\$ 0.01	\$ 0.10	
1052510	White paper (A3)	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	White paper, ream (A4)	\$ 7.73	\$ 0.77	\$ 8.50	
1052510	Special Peterkin paper	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Special Peterkin card	\$ 0.91	\$ 0.09	\$ 1.00	
1052510	Special Peterkin envelope	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Mondi card, A4	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Mondi card, A3	\$ 0.91	\$ 0.09	\$ 1.00	
Community Resource Centre - Canvas (fully framed and protected)					
1052510	A1	\$ 154.55	\$ 15.45	\$ 170.00	
1052510	A2	\$ 104.55	\$ 10.45	\$ 115.00	
1052510	A3	\$ 68.18	\$ 6.82	\$ 75.00	
Community Resource Centre - Canvas (print only - no frame)					
1052510	A1	\$ 45.91	\$ 4.59	\$ 50.50	
1052510	A2	\$ 30.45	\$ 3.05	\$ 33.50	
1052510	A3	\$ 25.45	\$ 2.55	\$ 28.00	
Community Resource Centre - Photo Lustre					
1052510	A1	\$ 35.45	\$ 3.55	\$ 39.00	
1052510	A2	\$ 25.45	\$ 2.55	\$ 28.00	
1052510	A3	\$ 15.00	\$ 1.50	\$ 16.50	
1052510	A4	\$ 5.91	\$ 0.59	\$ 6.50	
Community Resource Centre - Glossy photo paper					
1052510	6x4	\$ 0.45	\$ 0.05	\$ 0.50	
1052510	Custom Sizes for all Paper Types	Members: cost + 20% Non-members: cost + 30%			
Community Resource Centre - Photocopying/Printing					
1052510	Black and White, single sided (A4)	*	\$ 0.18	\$ 0.02	\$ 0.20
1052510	Black and White, double sided (A4)	*	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Black and White, single sided (A3)	*	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Black and White, double sided (A3)	*	\$ 0.41	\$ 0.04	\$ 0.45
1052510	Colour, single sided (A4)	*	\$ 0.36	\$ 0.04	\$ 0.40
1052510	Colour, double sided (A4)	*	\$ 0.55	\$ 0.05	\$ 0.60
1052510	Colour, single sided (A3)	*	\$ 0.73	\$ 0.07	\$ 0.80
1052510	Colour, double sided (A3)	*	\$ 1.09	\$ 0.11	\$ 1.20
*10% discount on all charges for 50+ sheets and 20% discount on all charges for 100+ sheets					
*CRC members receive a 20% discount to printing fees					
Community Resource Centre - Memberships					
1052510	Businesses	\$ 100.00	\$ 10.00	\$ 110.00	
1052510	Community Groups & Clubs	\$ 63.64	\$ 6.36	\$ 70.00	
1052510	Families	\$ 86.36	\$ 8.64	\$ 95.00	
1052510	Individuals	\$ 45.45	\$ 4.55	\$ 50.00	
1052510	Seniors/Concession	\$ 31.82	\$ 3.18	\$ 35.00	

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
COMMUNITY AMENITIES				
Community Resource Centre - Staff Assistance				
1052510	Graphic design work (per hour)	\$ 54.55	\$ 5.45	\$ 60.00
1052510	Download Photos and Save to CD or USB	\$ 12.27	\$ 1.23	\$ 13.50
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (15 minutes)	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (1 Hour)	\$ 54.55	\$ 5.45	\$ 60.00
Community Resource Centre - Merchandise				
1052510	All merchandise	Cost + 40%		
1052510	Special Order	Cost + 30% for members Cost + 40% for non-members		
Pop-up Shop Hire				
1052510	Pop-up Shop hire, per day	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Pop-up Shop hire, per week	\$ 72.73	\$ 7.27	\$ 80.00
1052510	Cleaning fee where shop left in unreasonable condition (per hour)	\$ 40.91	\$ 4.09	\$ 45.00
Community Telephone Directory Advertisements				
1052510	Small advertisement (125mm x 60mm)	\$ 59.09	\$ 5.91	\$ 65.00
1052510	Medium advertisement (125mm x 85mm)	\$ 77.27	\$ 7.73	\$ 85.00
1052510	Large advertisement (125mm x 180mm)	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Stand alone business listing (no colour or graphics)	\$ 22.73	\$ 2.27	\$ 25.00
Events & Workshops				
1052510	Ladies Long Lunch	Cost + 20%		
1052510	School Holiday Activities	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Business Women Networking Event	Cost + 20%		
1052510	Triathlon Entry Adult	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Triathlon Entry Child	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Community Markets Stall holder	\$ 9.55	\$ 0.95	\$ 10.50
1052510	Workshop/Training/Other event	Charged at Cost + 20% Admin fee (Admin fee capped at \$100 per person)		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
COMMUNITY AMENITIES					
Development Application Fees					
The below fees and charges are as per Planning and Development Regulations 2009, Schedule 2					
Determining a development application where the development has not commenced or been carried out and the estimated cost of the development is:					
1042600	Development Applications less than \$50,000	\$ 147.00	\$ -	\$ 147.00	
1042600	Development Application - \$50,000 - \$500,000	0.32% of estimated cost of development			
1042600	Development Application - \$500,000 - \$2.5 million	\$1,700 plus 0.257% for every \$1 in excess of \$500k			
1042600	Development Application - \$2.5 million - \$5 million	\$7,161 plus 0.206% for every \$1 in excess of \$2.5million			
1042600	Development Application - \$5 million - \$21.5 million	\$12,633 plus 0.257% for every \$1 in excess of \$2.5million			
1042600	Development Application - more than \$21.5 million	\$34,196			
1042600	Development application fee (other than for extractive industry) where the development has commenced or been carried out.	*	Fee, as calculated above, plus, by way of penalty, twice the amount again.		
1042600	Development application fee for extractive industry where the development has not been commenced or carried out.	*	\$ 739.00	\$ -	\$ 739.00
1042600	Development application fee for extractive industry where the development has commenced or been carried out.	*	\$ 2,217.00	\$ -	\$ 2,217.00
1042600	Determining an application to amend or cancel development application	*	\$ 295.00	\$ -	\$ 295.00
1042600	Subdivision clearance - not more than 5 lots (fee per lot)	*	\$ 73.00	\$ -	\$ 73.00
Subdivision clearance - more than 5 lots but not more than 195 (fee per lot)					
1042600	First 5 lots	*	\$ 73.00	\$ -	\$ 73.00
1042600	Every lot thereafter, up to 195	*	\$ 35.00	\$ -	\$ 35.00
1042600	Subdivision clearance - more than 195 lots	*	\$ 7,393.00	\$ -	\$ 7,393.00
1042600	Initial fee to determine home occupation permit (where occupation has not commenced)	*	\$ 222.00	\$ -	\$ 222.00
1042600	Initial fee to determine home occupation permit (where occupation has commenced)	*	\$ 666.00	\$ -	\$ 666.00
1042600	Renewal of an approval of a home occupation where the application is made before a current approval expires	*	\$ 73.00	\$ -	\$ 73.00
1042600	Renewal of an approval of a home occupation where the application is made after the current approval expires	*	\$ 219.00	\$ -	\$ 219.00
1042600	Application for a change of use or for an alteration or extension or change of a non-conforming use to which development application fees so not apply, where the change or alteration, extension or change has not commenced or been carried out	*	\$ 295.00	\$ -	\$ 295.00
1042600	Application for a change of use or for an alteration or extension or change of a non-conforming use to which development application fees so not apply, where the change or alteration, extension or change has commenced or been carried out	*	\$ 885.00	\$ -	\$ 885.00
1042600	Zoning Certificate	*	\$ 73.00	\$ -	\$ 73.00
1042600	Replying to a property settlement questionnaire	*	\$ 73.00	\$ -	\$ 73.00
1042600	Written Planning Advice	*	\$ 73.00	\$ -	\$ 73.00
RECREATION & CULTURE					
Swimming Pool					
Casual Admission Charges					
1122200	Children, under 5 (must have an adult in the water)		No Charge		
1122200	Narembreen District High School swimming lessons		No Charge		
1122200	Children attending VacSwim sessions		No Charge		
1122200	Children, 5 - 16		No Charge		
1122200	Adults (16+)		No Charge		
1122200	Senior/Concession (Seniors and Health Care)		No Charge		
1122200	Spectator		No Charge		
1122200	Organised events		Cost + 30%		
Recreation Centres & Halls					
Venue Hire					
3201920	Venue Bond	\$ 300.00	n/a	\$ 300.00	
Town Hall (Community Groups, Clubs & School)					
1112100	School end-of-year functions, student performances and functions		Free of Charge		
1112100	Part-day hire charge (up to 6 hours)	\$ 25.00	\$ 2.50	\$ 27.50	
1112100	24 hour hire charge	\$ 50.00	\$ 5.00	\$ 55.00	
1112100	Hourly hire charge	\$ 9.55	\$ 0.95	\$ 10.50	

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
RECREATION & CULTURE					
Town Hall (Commercial & Private)					
1112100	Part-day hire charge (up to 6 hours)	\$ 50.00	\$ 5.00	\$ 55.00	
1112100	24 hour hire charge	\$ 100.00	\$ 10.00	\$ 110.00	
1112100	Hourly hire charge	\$ 28.64	\$ 2.86	\$ 31.50	
Equipment Hire (Community Groups, Clubs & School)					
1132400	Large round tables	Free of Charge			
1132400	Chairs	Free of Charge			
1132400	Setup/pack up fees (per hour of staff time, payable in advance to secure booking)	\$ 63.64	\$ 6.36	\$ 70.00	
Equipment Hire (per item, per day)					
1132400	Large round tables	*	\$ 14.09	\$ 1.41	\$ 15.50
1132400	Chairs	*	\$ 5.00	\$ 0.50	\$ 5.50
1132400	Replacement of cost of broken chair	*	\$ 68.18	\$ 6.82	\$ 75.00
<i>*orders requiring Shire delivery and or collection will be charged an additional fee for the labour and plant (as applicable) as per the labour charges below</i>					
Recreation Centres & Halls					
Community Gym					
1132150	Annual Gym Membership	\$ 181.82	\$ 18.18	\$ 200.00	
1132150	3 Monthly Gym Membership	\$ 50.00	\$ 5.00	\$ 55.00	
1132150	Monthly Gym Membership	\$ 18.18	\$ 1.82	\$ 20.00	
1132150	Casual Gym Usage per visit	\$ 4.55	\$ 0.45	\$ 5.00	
1132150	Hire of Gym for Group Classes (per session)	\$ 13.64	\$ 1.36	\$ 15.00	
n/a	Swipe Card Bond (refundable)	\$ 50.00	n/a	\$ 50.00	
Community Bus					
3201920	Bond (refundable)	\$ 200.00	\$ -	\$ 200.00	
1052400	Hire charge (per km) - conditions apply	\$ 0.80	\$ 0.08	\$ 0.88	
<i>**cleaning charges may be raised if the bus is returned in poor condition. As per the below charges for cleaners</i>					
OTHER ECONOMIC SERVICES					
Standpipe charges					
1362100	Cramphorne Road standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Gibb Rock Road standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Narembeen townsite standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Narembeen townsite wash-down bay standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	South Kuminin standpipe, water usage charge per kilolitre (25mm)	\$ 5.00	\$ -	\$ 5.00	
1362100	Wadderin standpipe, water usage charge per kilolitre (50mm)	\$ 10.00	\$ -	\$ 10.00	
1362100	Registration for standpipe, administrative handling fee	\$ 50.00	\$ 5.00	\$ 55.00	
1362100	Issuance or replacement of standpipe swipe card (cost per card)	\$ 20.00	\$ 2.00	\$ 22.00	
Caravan Park					
1322100	Camping spot at caravan park or town oval - permission on a case-by-case basis (daily fee)	\$ 4.55	\$ 0.45	\$ 5.00	
1322100	Powered Site (Per Week)	\$ 136.36	\$ 13.64	\$ 150.00	
1322100	Powered Site (Per Day)	\$ 27.27	\$ 2.73	\$ 30.00	
1322100	Unpowered Site (Per Week)	\$ 45.45	\$ 4.55	\$ 50.00	
1322100	Unpowered Site (Per Day)	\$ 9.09	\$ 0.91	\$ 10.00	
1322100	Onsite Cabins - 1 Bedroom (per day)	\$ 77.27	\$ 7.73	\$ 85.00	
1322100	Onsite Cabins - 2 Bedroom (per day)	\$ 163.64	\$ 16.36	\$ 180.00	
1322100	Access to amenities only	\$ 9.09	\$ 0.91	\$ 10.00	
1322100	Cancellation/No Show (Less than 24hours Notice)	One night Accommodation			
1322100	Cleaning fee for cabins left in an unreasonable condition	\$ 40.91	\$ 4.09	\$ 45.00	
1322100	Washing machine and dryer (per use)	\$ 4.55	\$ 0.45	\$ 5.00	
Saleyard					
1342100	Saleyard rental fee (per head)	\$ 0.91	\$ 0.09	\$ 1.00	

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
OTHER ECONOMIC SERVICES					
Trailer-Mounted Community Equipment					
1322110	Trailer-mounted generator, daily hire charge (community groups)		No charge		
1322110	Trailer-mounted generator, daily hire charge (individuals and commercial entities)	\$ 100.00	\$ 10.00	\$ 110.00	
1322110	Trailer-mounted digital display (scoreboard), daily hire charge (community groups)		No charge		
1322110	Trailer-mounted digital display (scoreboard), daily hire charge (individuals and commercial entities)	\$ 100.00	\$ 10.00	\$ 110.00	
3201920	Bond (refundable)	\$ 300.00	\$ -	\$ 300.00	
Bookings may be cancelled or denied at any time at the discretion of the CEO					
Building Permits					
Building Services Levy Fees - remitted to the Building Commission by the Shire of Narembreen					
Fees as per Building Services (Complain Resolution and Administration) Regulations 2011, Section 12)					
1332200	BSL for building or demolition permit - value of work less than \$45,000	*	\$ 61.65	\$ -	\$ 61.65
1332200	BSL for building or demolition permit - value of work more than \$45,000	*	0.137% of the value of the work		
1332200	BSL for occupancy permit or approval certificate under sections 47, 49, 50 or 52 of the <i>Building Act 2011</i>		\$ 61.65	\$ -	\$ 61.65
1332200	BSL for occupancy permit or approval certificate under sections 51 of the <i>Building Act 2011</i> - value of work less than \$45,000		\$ 123.30	\$ -	\$ 123.30
1332200	BSL for occupancy permit or approval certificate under sections 51 of the <i>Building Act 2011</i> - value of work more than \$45,000		0.274% of the value of the work		
Building and Demolition Permits					
Fees as per Building Regulations 2012, Schedule 2, Division 1					
1332200	Certified application for a building permit For building work for a Class 1 or Class 10 building or incidental structure.	*	0.19% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00		
1332200	Certified application for a building permit For building work for a Class 2 to Class 9 building or incidental structure.	*	0.09% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00		
1332200	Uncertified application for a building permit	*	0.32% of the estimated value of the building work (inc. GST). Minimum charge of \$110.00		
1332200	Application for demolition permit for a Class 1 or Class 10 building or incidental structure	*	\$ 110.00	\$ -	\$ 110.00
1332200	Application for demolition permit for a Class 2 - Class 9 building (fee per storey)	*	\$ 110.00	\$ -	\$ 110.00
1332200	Application to extend duration of building or demolition permit	*	\$ 110.00	\$ -	\$ 110.00

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL
Occupancy Permits				
Fees as per Building Regulations 2012, Schedule 2, Division 2				
1332200	Application for Temporary Moveable Accommodation	\$ 300.00		\$ 300.00
1332200	Application for occupancy permit for completed building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for temporary occupancy permit for incomplete building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for modification of occupancy permit for additional use of building on temporary basis	\$ 110.00	\$ -	\$ 110.00
1332200	Application for replacement occupancy permit for permanent change of building use and classification	\$ 110.00	\$ -	\$ 110.00
1332200	Application for occupancy permit for a building in respect of which unauthorised work has been done	0.18% of estimated value including GST but not less than \$110.00		
1332200	Application for building approval certificate for a building in respect of which unauthorised work has been done	0.38% of estimated value including GST but not less than \$110.00		
1332200	Application to replace an occupancy permit for an existing building	\$ 110.00	\$ -	\$ 110.00
1332200	Application for building approval certificate for an existing building where unauthorised work has not been done	\$ 110.00	\$ -	\$ 110.00
1332200	Application to extend the time during which an occupancy permit or building approval certificate has effect	\$ 110.00	\$ -	\$ 110.00
Other Building Costs				
1332200	Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought), as per <i>Building Regulations 2012, Schedule 2, Division 3</i>	\$ 2,160.15	\$ -	\$ 2,160.15
1332200	Inspection of private pools exceeding 300mm in depth as per <i>Building Regulations 2012, Regulation 53</i>	\$ 58.45	\$ -	\$ 58.45
1332200	Application for battery powered smoke alarm as per <i>Building Regulations 2012, Regulation 61</i>	\$ 179.40	\$ -	\$ 179.40
Shire of Narembeen Fees and Charges				
1332200	Building Inspection Service Fee	\$50.00 + \$1.00 per kilometre for travel (inc. GST)		
1332200	Bond for material on street (per m2 per month)	\$ 1.00	\$ -	\$ 1.00
1332200	Preliminary Building plans (% of licence)	25% + GST		
Building & Construction Industry Training Fund Levy				
1332200	Levy on all Residential, Commercial & Civil Engineering Project where value of construction is more than \$20,000	0.2% value of work over \$20,000.		

Schedule of Fees and Charges for the year ended 30 June 2026



FEE DESCRIPTION		Ex-GST	GST	TOTAL	
OTHER PROPERTY & SERVICES					
Private works					
Plant and equipment hire, per day					
1412400	Small and minor plant and equipment	\$ 90.91	\$ 9.09	\$ 100.00	
Plant and equipment hire, per hour					
1412400	Utes	\$ 55.91	\$ 5.59	\$ 61.50	
1412400	Small trucks (<5 tonne)	\$ 134.55	\$ 13.45	\$ 148.00	
1412400	Skidsteer with attachments	\$ 145.45	\$ 14.55	\$ 160.00	
1412400	Tractors with implements	\$ 153.18	\$ 15.32	\$ 168.50	
1412400	Backhoe	\$ 173.18	\$ 17.32	\$ 190.50	
1412400	Water Truck	\$ 173.18	\$ 17.32	\$ 190.50	
1412400	Large trucks (> 5 tonne)	\$ 183.64	\$ 18.36	\$ 202.00	
1412400	Semi and low loaders	\$ 193.64	\$ 19.36	\$ 213.00	
1412400	Elevated working platform, dry-hire (must provide proof of current licensing)	\$ 145.45	\$ 14.55	\$ 160.00	
1412400	Elevated working platform, wet-hire	\$ 204.55	\$ 20.45	\$ 225.00	
1412400	Rollers	\$ 224.55	\$ 22.45	\$ 247.00	
1412400	Graders	\$ 245.00	\$ 24.50	\$ 269.50	
1412400	Loaders	\$ 280.45	\$ 28.05	\$ 308.50	
All plant is wet hire (plant and operator provided) with the sole exemption of the elevated working platform which may be dry or wet hire, as noted above. If works are to be carried out outside of ordinary hours or on weekends, RDO or public holidays an increase of 25% per hour will apply. Availability subject to the CEO's discretion					
Private works, RoeROC					
Plant and equipment hire					
1412400	Light vehicles	\$ 39.09	\$ 3.91	\$ 43.00	
1412400	Heavy plant	\$ 75.00	\$ 7.50	\$ 82.50	
Material costs					
1412400	Sand	*	Cost + 15%		
1412400	Gravel	*	Cost + 10%		
1412400	Blue metal (sizes pending availability)	*	Cost + 10%		
<i>*Materials may not be made available where the requested quantity may impact on Shire operations.</i>					
Executive Services - Per hour					
4222000	Executive Manager Corporate Services	^^	\$ 200.00	\$ 20.00	\$ 220.00
4222000	Executive Manager Infrastructure Services	^^	\$ 200.00	\$ 20.00	\$ 220.00
4222000	Chief Executive Officer	^^	\$ 250.00	\$ 25.00	\$ 275.00
Labour					
Ordinary Hours					
1412400	Works Crew	*	\$ 68.18	\$ 6.82	\$ 75.00
1412400	Cleaners	*	\$ 68.18	\$ 6.82	\$ 75.00
1412400	Mechanic	*	\$ 100.00	\$ 10.00	\$ 110.00
Time and a Half Hours					
1412400	Works Crew	**	\$ 102.27	\$ 10.23	\$ 112.50
1412400	Cleaners	**	\$ 102.27	\$ 10.23	\$ 112.50
1412400	Mechanic	**	\$ 150.00	\$ 15.00	\$ 165.00
Double Time Hours					
1412400	Works Crew	***	\$ 136.36	\$ 13.64	\$ 150.00
1412400	Cleaners	***	\$ 136.36	\$ 13.64	\$ 150.00
1412400	Mechanic	***	\$ 200.00	\$ 20.00	\$ 220.00
Double Time and a Half Hours					
1412400	Works Crew	****	\$ 170.45	\$ 17.05	\$ 187.50
1412400	Cleaners	****	\$ 170.45	\$ 17.05	\$ 187.50
1412400	Mechanic	****	\$ 250.00	\$ 25.00	\$ 275.00
<p><i>*ordinary hours are between 8am and 4:30pm on weekdays, excluding public holidays</i></p> <p><i>**time and a half hours are the first two hours worked after 4:30pm on a weekday (excluding a public holiday) or a Saturday</i></p> <p><i>***double time hours are all hours worked from the second hour on a Saturday and all Sunday hours</i></p> <p><i>****double time and a half hours are all hours worked on a public holiday</i></p> <p><i>^^the services of Executive Staff are provided at the sole discretion of the CEO.</i></p>					

ATTACHMENT 13.2A

Policy Review

Council Policy

x.x Communications and Use of Social Media



POLICY OBJECTIVES

To establish protocols for the Shire of Narembreen's official communications to ensure the organisation is professional and accurately represented, and to enhance a positive public perception.

POLICY SCOPE

This Policy applies to all employees, contractors, sub-contractors and volunteers. It also applies to:

1. Communications initiated by or responded to by the Shire to the community; and
2. Councillors, whether acting in an official or personal capacity.

POLICY DETAIL

Official Communications

The purposes of the Shire's official communications include:

1. Sharing legally required information;
2. Disseminating information of interest or benefit to the community;
3. Promoting Shire events and services;
4. Advertising public notices and engagement opportunities;
5. Responding to community questions and information requests relevant to the Shire's responsibilities; and
6. Receiving and responding to community complaints, compliments, feedback, and ideas.

All official communications must be consistent with relevant legislation, Shire policies, standards, and Council-adopted positions. Communications must always be respectful and professional.

The Shire will utilise a range of communication channels based on the message type and audience needs, including:

1. Advertising and promotional materials;
2. Community newsletters, letter drops, and other methods as determined by the CEO;
3. Media releases (typically issued by the Shire President);
4. Social media platforms; and
5. The Shire's official website.

Speaking on behalf of the Shire

The Shire President is the designated spokesperson and may represent the Shire in official communications, including speeches and media commentary [s.2.8(1)(d), Local Government Act 1995].

In the absence of the Shire President, the Deputy Shire President may act as spokesperson [s.2.9 and s.5.34].

The Chief Executive Officer (CEO) may speak on behalf of the Shire when authorised to do so by the Shire President [s.5.41(f)].

Only the Shire President or an authorised CEO may officially speak on behalf of the Shire. Out of respect for this protocol, others should refrain from public comment—particularly on recent or contentious issues—until the designated spokesperson has had an opportunity to speak.

Councillor Communications

Councillor communications, whether official or personal, must not:

1. Bring the Shire into disrepute;
2. Disclose confidential information without authorisation;
3. Imply Shire endorsement of personal views;
4. Imply they are speaking on behalf of the Shire (unless authorised);
5. Undermine their effectiveness in their role;

Councillors must comply with the Code of Conduct for Council and Committee Member and Candidates, and the Local Government (Rules of Conduct) Regulations 2007.

Unsecured forums or personal social media must not be used to conduct or discuss official Shire business.

Responding to Media Enquiries

All media enquiries for official comment must be referred to the CEO or a person authorised by the CEO. Information will be coordinated to support a consistent and accurate response by the Shire President or CEO.

Councillors may speak to the media in a personal capacity but must clearly state that their comments are personal views.

Social Media

The Shire uses social media to share information and receive feedback but will not use it to discuss complex or private matters.

Current platforms include:

- Facebook; and
- Instagram.

The Shire may also contribute to third-party social media pages to represent strategic objectives.

Engagement is welcomed; however, content may be moderated or deleted if it:

1. Campaigns for or against election candidates;
2. Compromises safety or security;
3. Is offensive, defamatory, or misleading;
4. Is promotional or commercial in nature;
5. Is spam or repetitively posted;
6. Is unlawful or encourages illegal activity;
7. Violates intellectual property rights;
8. Is otherwise inappropriate.

Repeat offenders may be blocked temporarily or permanently.

Use of Social Media in Emergency Management and Response

The Shire will use its SMS service (primarily for harvest bans) and, where applicable, Facebook to share emergency information, especially during fire events or longer-term emergency response and recovery.

Record Keeping and Freedom of Information

All official communications, including social media content, must be retained as local government records in accordance with the Shire's Recordkeeping Plan and the *State Records Act 2000*. These are also subject to the *Freedom of Information Act 1992*.

Councillors must ensure any records related to their official duties are transferred to the Shire for retention and are also subject to Freedom of Information legislation.

Personal Communications

Personal conversations, messages, emails, texts, or social media posts may be made public, regardless of original intent.

Councillors and employees must ensure that even personal communications do not breach this policy, the Code of Conduct, or the relevant legislation.

Statements on Shire Matters

Councillors may publicly comment on Shire matters but must:

- Avoid criticism of Council decisions or individual Shire representatives;
- Avoid damaging the Shire's reputation;
- Comply with laws, including copyright, defamation, and discrimination;
- Clearly state that the comment is a personal view;
- Ensure factual accuracy;
- Ensure the comment is made with care and diligence; and
- Maintain a respectful tone.

Councillors may request support from the CEO when approached by media.

Delegation for Interviews

The Shire President may delegate interview responsibilities to the Chief Executive Officer (CEO). With the Shire President's permission, the CEO may further delegate to an appropriate staff member based on the subject matter and expertise required. This ensures accurate, timely, and informed responses across a variety of communication mediums, including print, radio, and digital platforms.

Comments in breach of this policy may constitute a minor breach under the *Local Government Act 1995*.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations
Freedom of Information Act 1992

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Not applicable

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency		
Creation Date		OCM Ref
Last Review Date		OCM Ref
Next Review Date		

Council Policy

Strategic Policy Framework



POLICY OBJECTIVES

To ensure that all policies developed by the Shire of Narembeen are relevant, clearly written, consistently applied, appropriately authorised, and reflective of sound governance across the district.

POLICY SCOPE

This policy applies to all employees and Councillors involved in the development, preparation, and adoption of policies to guide the operations of the Shire.

POLICY DETAIL

The Shire of Narembeen will operate under a three-tiered policy and procedural framework to support effective governance and standardised service delivery, aligned with best practices. These tiers are:

- Council Policy
- Executive Policy
- Procedures/Manuals

Council Policy

Council policies are formerly adopted by Council and provide the Chief Executive Officer with high-level boundaries, limits, and rules for actions and decision-making and undertaken by the local government.

Unless otherwise specified by an Australian Standard, Legislation, or Town Planning Scheme, all Council Policies must follow this standard format:

1. Council Policy Title – Included in the header, accompanied by the Shire logo, and displayed on all pages.
2. Policy Objective – A clear statement outlining the policy's purpose and intended benefit.
3. Policy Scope – Defines the individuals or groups to whom the policy applies (e.g., Councillors, employees).
4. Policy Detail – The substantive content of the policy.
5. Definitions – Clarifies acronyms or technical terms used within the policy.
6. Related Legislation – Lists applicable Acts or legislative frameworks; where possible, include specific section references.
7. Other Related Policies/Key Documents – Identifies other Council or Executive Policies or documents relevant to the policy's implementation.
8. Delegated Authority – Specifies any delegated authorities associated with the policy.
9. Review Date – The scheduled review date of the policy.
10. History – Records original adoption and any amendments or previous review dates.

All Council Policies must be recorded in the Shire's policy register and reviewed at least once every three years.

Council Policies are to be considered on their own merit, and the Shire must maintain an up-to-date list of all adopted policies and their next scheduled review date.

Upon adoption, Council Policies must be published on the Shire's website to promote transparency and community understanding.

Policy Development Process

The following standard process will apply to the creation or substantial amendment of Council Policies:

- Identification of the need for a new or revised policy
- Draft policy development
- Review by the CEO
- Submission to Council with an accompanying report outlining the rationale
- Finalisation of the draft policy
- Report to Council requesting formal adoption
- Policy register updated following adoption

Executive Policy

Executive Policies are adopted by the CEO and guide operational practices across the organisation. They may be used to:

- Detail the administration's approach to implementing or applying a Council Policy.
- Establish standardised practices in areas such as Information and Communications Technology, and Human Resources.

Executive Policies are internal documents and do not require Council adoption. However, Councillors may request a list of existing Executive Policies or seek clarification on any rules in place from the CEO.

The CEO determines the format and content of Executive Policies, which must be reviewed at least every three years.

Procedures/Manuals

The CEO will encourage all employees to establish and maintain relevant procedures and manuals that outline key operational processes, tasks, and responsibilities specific to their roles. These documents serve as a foundation for knowledge transfer, operational continuity, and service consistency.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995 – Section 2.7 and Section 5.41

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	17 April 2019	OCM Ref 6826/19
Last Review Date	16 August 2022	OCM Ref 7483/22
	17 June 2025	OCM Ref
Next Review Date	June 2028	
File Ref (original)		
File ref (copy)		

Council Policy

x.x Freeman – Guidelines for Appointment



OBJECTIVES

This policy sets out the circumstances under which Council may bestow the title of “Honorary Freeman of the Shire of Narembeen” upon individuals who have made an outstanding and exceptional contribution to the Shire or community.

SCOPE

This policy is applicable to all nominations, applications and awards of the title “Honorary Freeman of the Shire of Narembeen”.

POLICY

The award of Freeman is intended to recognise outstanding commitment or contribution to the Shire or community over a significant period of time and in a diversity of activities. This award is to be recognised as the highest honour that the local community, through its elected members, can confer on one of its citizens. Therefore, the award will be conferred sparingly, and independent of any other award. In bestowing the title, Council will give consideration to the nature of the individual’s service or achievement, and its lasting impact on the Shire or community.

Eligibility Criteria

The following eligibility criteria shall be taken into account when considering conferring of the title of Honorary Freeman of the Shire of Narembeen:

- a) The title shall not be bestowed on anyone who is a current employee or Councillor of the Shire of Narembeen.
- b) The nominee’s exceptional service must be recognised as a matter of public record.
- c) The nominee will ordinarily be a resident of the Shire of Narembeen and have lived within the Shire for a significant number of years, usually 20 years or greater, although this may be reduced by the significance of service.
- d) The nominee should have given extensive and distinguished service to the local community and made a contribution that is considered extraordinary, above the contributions of most other persons.
- e) The nominee’s endeavours must have clearly benefited the Shire of Narembeen and possibly the wider region.
- f) The nominee’s achievements should be of a nature which would encourage the local government to nominate that person for a honour under the Australian Honours System.
- g) The nominee must have demonstrated both outstanding leadership and personal integrity.
- h) Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution to the profession is significantly above that expected from others in their occupation.
- i) The contribution to the welfare of the community must involve one or both of the following factors:
 - i. Significant contribution of the nominee’s time in serving members of the community for the improvement of their welfare.

- ii. The promotion, achievement and/or delivery of community services in which a real, personal contribution is made.

Nomination Procedure (does not include consultation with the Minister)

- a) Formal nominations for the honour can only be made by a Councillor of the Shire of Narembeen. A Councillor may make a nomination on their own cognisance or act as a sponsor for a wider community desire to honour a person.
- b) A nomination for the honour may be submitted at any time provided the nomination is in writing and clearly addresses each of the above eligibility criteria.
- c) The nomination must clearly outline the history of the nominee in chronological order, outlining their extraordinary community service.
- d) Nominations must be made in the strictest confidence without the nominee's knowledge, be sponsored by a Councillor and supported in writing by at least two (2) other Councillors
- e) Nominations are to be submitted to the Chief Executive Officer. The Chief Executive Officer will submit a confidential report to a Council Meeting with details of the nomination. The confidential report for the Council Meeting shall be delivered to all Councillors at least two (2) weeks prior to the meeting date.
- f) If a Councillor expresses an objection to the nomination, that Councillor must give their reasons for the objection in writing to the Chief Executive Officer, at least one (1) week prior to the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
- g) Deliberations on the matter will take place behind closed doors. No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council. Council is to utilise the Honorary Freeman Assessment Sheet presented in Appendix 1 to evaluate the suitability of the nominee.
- h) In the event the Council approves the nomination, it shall be by an Absolute Majority decision.
- i) If it is considered appropriate to pursue the nomination further, it should then be resolved 'that Council bestow the honour of Honorary Freeman of the Shire of Narembeen as indicated in this report'. The Shire President is to send a letter advising of this Council decision to the nominated Freeman.
- j) If it is considered by Council that it would not be appropriate to pursue such a nomination, the resolution is to reflect that the nomination has not received the support of Council but does not have to name the nominee.
- k) If the candidate for Honorary Freeman declines the nomination, Council is to be informed, and the matter shall lapse.

Selection Criteria

In making a determination, Council is to consider the following weighted selection criteria:

Criteria	Weighting (%)
Level of dedication to their field of activity	20
Outstanding personal leadership qualities and personal integrity	20
Benefits to the local community and wider region	40
Special achievements of the nominee	20

Entitlements

Any person declared an Honorary Freeman of the Shire of Narembeen:

- May designate themselves as an "Honorary Freeman of the Shire of Narembeen".
- Will be invited to all civic events and functions and be acknowledged as a dignitary.
- Will have their photograph hung in the Shire's Council Chambers.
- Will be provided with a plaque to commemorate receipt of their Award.
- Will be conferred at an appropriate civic ceremony for the purpose hosted by the Shire of Narembeen

Limitations on Holders of the Award

At any time, a maximum of four (4) living persons only, unless otherwise decided by an Absolute Majority decision of the Council, may hold the title of 'Honorary Freeman of the Shire of Narembeen.

The title shall not be awarded posthumously.

Personal Conduct

A person who has been conferred with the honour of "Honorary Freeman of the Shire of Narembeen" shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire of Narembeen or the community into disrepute.

Council reserves the right to cancel the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire of community into disrepute. Any such resolution shall be by an Absolute Majority decision.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	3	
Policy Owner(s)	Executive Manager Corporate Services	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date		OCM Ref
Last Review Date	18 February 2015 15 February 2017 17 June 2025	OCM Ref 5896/15 OCM Ref 6367/17 OCM Ref
Next Review Date	June 2028	
File Ref (original)		
File ref (copy)		

Appendix 1 – Honorary Freeman of the Shire Assessment Sheet

Eligibility Criteria *(tick end box to confirm compliance)*

1. The title shall not be bestowed on anyone who is a current employee or Councillor of the Shire of Narembeen.
2. The nominee's exceptional service must be recognised as a matter of public record.
3. The nominee will ordinarily be a resident of the Shire of Narembeen and have lived within the Shire for a significant number of years, usually 20 years or greater, although this may be reduced by the significance of service.
4. The nominee should have given extensive and distinguished service to the local community and made a contribution that is considered extraordinary, above the contributions of most other persons.
5. The nominee's endeavours must have clearly benefited the Shire of Narembeen community and possibly the wider region.
6. The nominee's achievements should be of a nature which would encourage the local government to nominate that person for an honour under the Australian Honours System.
7. The nominee must have demonstrated both outstanding leadership and personal integrity.
8. Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution to their profession is significantly above that expected from others in their occupation.
9. The contribution to the welfare of the community must involve one or both of the following factors:
 - a. Significant contribution of the nominee's time in serving members of the community for the improvement of their welfare.
 - b. The promotion, achievement and/or delivery of community services in which a real, personal contribution is made.

Selection Criteria

Each criteria is to be scored out of five (whole numbers only) with 1 being poor and 5 being exceptional.

Councillor	Level of commitment to their field of activity (20%)	Outstanding personal leadership qualities and personal integrity (20%)	Benefits to the community or district (40%)	Special achievements of the nominee (20%)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

ATTACHMENT 13.3A
Policy Repeal

Council Policy

x.x Significant Community Events



POLICY OBJECTIVES

To recognise Council's commitment in supporting significant annual community events.

POLICY SCOPE

Australia Day, Thank a volunteer day, ANZAC Day

POLICY DETAIL

That Australia Day be celebrated with BBQ breakfast and presentation ceremony of Citizen, Junior Citizen and Event of the Year held at the Narembeen Aquatic Centre on Australia Day with all catering and costs covered by Council.

That the Thank a Volunteer Celebrations be held by Council at a time determined by the Shire President and Chief Executive Officer each year.

That an Anzac Day ceremony be held on Anzac Day of every year with refreshments catered for by Council after the proceedings have finished. Services will be held at the Cenotaph before the town hall and refreshments will be in council Chambers

DEFINITIONS

Not applicable

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

DELEGATED AUTHORITY

Not applicable

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	2	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	15 November 2021	OCM Ref 7290/21
Last Review Date		OCM Ref
Next Review Date	November 2024	
File Ref (original)		

REVIEW

Council Policy

x.x Road Name Changes



OBJECTIVES

SCOPE

POLICY

Anyone wishing to alter a road name is to apply to Council stating their reasons. Council may write to all the landholders adjoining the affected road to obtain their views.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date		OCM Ref
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
Next Review Date	April 2028	
File Ref (original)		
File ref (copy)		

Council Policy (Change to Executive Policy?)

x.x Use of Depot for Servicing of Vehicles



OBJECTIVES

SCOPE

POLICY

There is to be no servicing or maintaining of private vehicles in the Shire Yard without the express permission of the Chief Executive Officer.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	OCM Ref	
Last Review Date	18 February 2015 15 February 2017	OCM Ref 5896/15 OCM Ref 6367/17
Next Review Date	April 2028	
File Ref (original)		
File ref (copy)		

Council Policy

x.x Media Contact



POLICY OBJECTIVES

To clarify when persons other than those authorised under the Local Government Act 1995 (the Act) are permitted to speak on behalf of Council to the media, in public and on social media.

POLICY SCOPE

This policy applies to all Councillors, the Chief Executive Officer (CEO) and Employees.

POLICY DETAIL

1. The President and Deputy President (if the President is not available or is unable or unwilling to speak) are authorised to speak on behalf of Council by the Act (2.8(d) and 5.34).
2. The Chief Executive Officer (CEO) is only permitted to speak on behalf of Council if the President agrees and has provided written approval. This approval can be withdrawn at any time at the discretion of the President.
3. The CEO is permitted to authorise other employees (Directors and/or Managers, and possibly other staff) to speak on behalf of Council on specific matters related to their area of responsibility.
4. If a Councillor or employee is approached by the press to answer questions or make a comment on council business or a council decision, the press should be referred to the President or CEO (if authorised) for a response.
5. Nothing in this policy shall prevent a Councillor expressing his/her personal opinion to the media. However, as a general principle, Councillors approached by a representative from any form of media to make a statement or private comment on a matter of Council business, should have regard to any resolutions of the Council affecting the matter in question.
6. Authorised Officers shall use Shire of Narembreen social media platforms for the promotion of;
 - Coming events
 - Recent activities
 - General Notices
 - Achievements
 - Any other items as directed by the Chief Executive Officer

Further information regarding Councillor and Staff responsibilities with regard to social media are contained within the code of conduct document.

DEFINITIONS

CEO – the Shire of Narembreen’s Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembeen Council

Councillor – a person duly elected to the office of Councillor on a Council by way of a free election

RELATED LEGISLATION

Local Government Act 1995 Sections 2.8(d) and 5.34

RELATED POLICIES

DELEGATED AUTHORITY

Not applicable

DOCUMENT MANAGEMENT

Policy Number	2	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	15 November 2021	OCM Ref 7290/21
Last Review Date		OCM Ref
Next Review Date	November 2024	
File Ref (original)		
File ref (copy)		

ATTACHMENT 13.4A
Financial Statements for month ended
31 May 2025



SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

MAY 2025

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT For the Period Ended 31 May 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

* Statement of Financial Activity by Nature or Type

* Note 1 Net Current Assets

* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Disposal of Assets

Note 8 Borrowings

These accounts are prepared with data available at the time of preparation.

* Statutory Report

STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

BY NATURE OR TYPE

	Ref Note	Annual Budget	Budget Review - Annual amount	Budget Review - YTD amount	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,027,808	4,157,857	4,157,857	4,157,856	0	(0%)	
Revenue from operating activities								
Rates		2,132,325	2,141,824	2,152,025	2,141,734	(10,292)	(0%)	
Gratia Rates	5	31,382	31,382	31,382	30,843	(539)	(2%)	
Operating Grants, Subsidies and Contributions	6	788,760	774,140	757,129	889,713	132,584	18%	overbudget
Fees and Charges		491,677	498,780	471,569	543,816	72,247	15%	overbudget
Interest Earnings		380,941	412,941	301,298	352,957	51,659	17%	overbudget
Other Revenue		77,000	217,000	207,076	279,736	72,660	35%	overbudget
Profit on Disposal of Assets		97,000	90,160	82,654	38,752	(43,902)		
		3,999,085	4,166,227	4,003,133	4,277,550			
Expenditure from operating activities								
Employee Costs		(2,282,856)	(2,422,904)	(2,224,508)	(2,115,979)	108,529	5%	
Materials and Contracts		(1,476,604)	(1,617,404)	(1,483,516)	(1,644,248)	(160,732)	(11%)	overbudget
Utility Charges		(193,898)	(236,648)	(218,766)	(238,262)	(19,496)	(9%)	
Depreciation on Non-Current Assets		(2,813,083)	(2,813,083)	(2,578,257)	(2,584,097)	(5,840)	(0%)	
Interest Expenses		(32,716)	(32,716)	(29,975)	(34,552)	(4,577)	(15%)	
Insurance Expenses		(235,263)	(235,263)	(220,915)	(242,630)	(21,715)	(10%)	
Other Expenditure		(172,360)	(251,760)	(211,915)	(204,772)	7,143	3%	
Loss on Disposal of Assets		(23,000)	(31,276)	(28,655)	(36,174)	(7,519)	(26%)	
		(7,229,779)	(7,641,054)	(6,996,507)	(7,100,712)			
Operating activities excluded from budget								
Add back Depreciation		2,813,083	2,815,583	2,578,257	2,584,097	5,840	0%	
Adjust (Profit)/Loss on Asset Disposal		(97,000)	(97,000)	(53,999)	(2,578)	51,421	(95%)	
Movement in Local Government House Unit Trust		23,000	20,500	(3,500)	3,551	7,051	(201%)	
Non-cash amounts excluded from operating activities		2,739,083	2,739,083	2,520,758	2,585,070			
Amount attributable to operating activities		(491,611)	3,422,113	(472,616)	(238,093)			
Investing activities								
Non-operating grants, subsidies and contributions	6	3,416,489	4,001,835	3,749,463	3,030,386	(719,078)	(19%)	underbudget
Proceeds from Disposal of Assets		431,500	413,309	42,500	199,352	156,852	369%	overbudget
Proceeds from self-supporting loans		18,273	18,273	14,118	14,118	0	0%	
Capital acquisitions	5	(7,603,507)	(7,273,739)	(6,700,244)	(4,902,061)	1,798,183	27%	underbudget
Amount attributable to investing activities		(3,737,245)	(2,840,322)	(2,894,163)	(1,658,205)			
Financing Activities								
Transfer from Reserves		2,289,122	2,289,122	0	0	0		
Repayment of Debentures		(84,837)	(84,838)	(81,780)	(81,780)	0	0%	
Transfer to Reserves		(2,088,234)	(2,800,597)	0	(195,024)	(195,024)		
Amount attributable to financing activities		116,051	(596,313)	(81,780)	(276,804)			
Closing Funding Surplus (Deficit)	1	(85,000)	(14,522)	709,298	1,984,755			

KEY INFORMATION

Variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS**

Adjusted Net Current Assets	Ref Note	Closing Actual Balance 30 June 2024	This Time Last Year 30 May 2024	Year to Date Actual 31 May 2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,887,455	2,571,068	2,753,344
Cash Restricted	3	5,360,192	4,778,955	5,555,214
Receivables - Rates	4	154,026	163,590	48,584
Receivables - Other	4	255,761	250,249	145,310
Loans receivable		18,273	2,138	4,155
Net ATO assets/(liabilities)		29,638	(41,359)	16,099
Inventories		5,525	32,773	32,920
		10,710,870	7,757,414	8,555,627
Less: Current Liabilities				
Payables		(319,177)	(287,974)	(17,391)
Provisions		(351,067)	(317,362)	(500,861)
Long term borrowings		(84,837)	(484)	(3,057)
Contract Liability		(475,004)	(638,324)	(475,004)
Bonds and deposits held		(24,326)	(24,076)	(27,416)
Trust funds		(1,977)	(1,977)	(1,524)
		(1,256,387)	(1,268,219)	(1,025,251)
Unadjusted Net Current Assets		9,454,483	6,489,195	7,530,376
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(5,360,191)	(4,778,955)	(5,555,214)
Less: Investment in associates debtors		(3,000)	0	(3,000)
Less: Loans receivable		(18,273)	(2,138)	(4,155)
Add: Non-current leave paid		0	0	14,052
Add : Long Term Borrowings		84,837	484	3,057
Adjusted Net Current Assets		4,157,856	1,708,586	1,985,115

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

This Year YTD	Last Year YTD
Surplus(Deficit)	Surplus(Deficit)
\$1.985 M	\$1.709 M

**STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2025 financial year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	132,584	18% overbudget		Timing	See note 6 for more details
Fees and Charges	72,247	15% overbudget		Timing	Category-wide actuals exceeding budget estimates. Most of the over-estimate revenues were kept under-stated in the budget to keep final surplus estimates conservative.
Interest Earnings	51,659	17% overbudget		Timing	Interest projections were revised downwards in the budget review to keep estimates conservative. Will likely still be over-budget at the end of the financial year.
Other Revenue	72,660	35% overbudget		Timing	Variance predominantly due to ongoing insurance payouts received in excess of budget. Budget review figure for insurance reimbursements/payouts kept conservative to under-estimate surplus; its likely that this variance will continue.
Expenditure from operating activities					
Materials and Contracts	(160,732)	-11% overbudget		Timing	Category-wide over-expenditure. Currently offset by under-expenditure on several accounts where costs are incurred in May and June. Anticipate over-expenditure in this category at the end of financial year, which will likely be offset by under-expenditure in other areas (including capital expenses).
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(719,078)	(19%) underbudget		Timing	Variance due to delays in eligibility to claim project-based grant funding. Significant claims made in April that closed some of the variance in May, but the bulk of the under-budget revenues will be brought to account as assets as part of the end of financial year reconciliations.
Capital Acquisitions	1,798,183	27% underbudget		Timing	See note 5 for more detail.

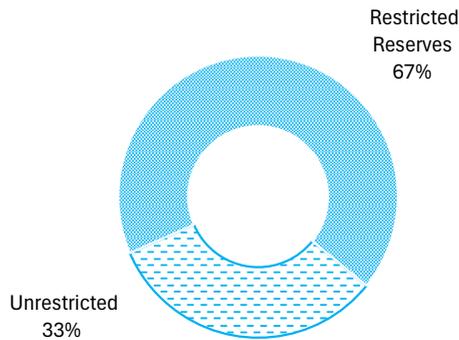
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted Reserves	YTD Actual	Institution	Interest rate	Maturity date
	\$	\$	\$			
Cash on Hand						
Petty Cash and Floats	641	0	641			
At Call Deposits						
Municipal Funds (CBA)	2,752,602	129,610	2,752,602	CBA	0.10%	
Term Deposits						
Term Deposit - CBA #38420506 (Reserves)	0	5,555,215	5,555,215	CBA	4.91%	7/04/2025
Total	2,753,243	5,684,825	8,308,458			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$8.31 M	\$2.75 M

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

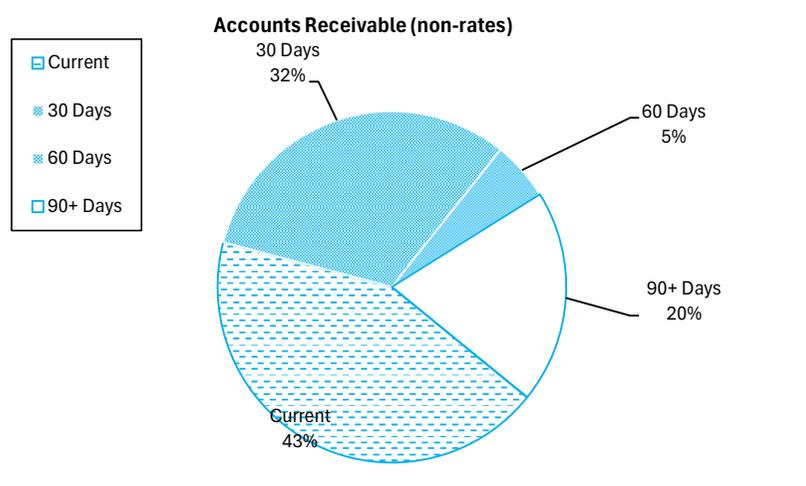
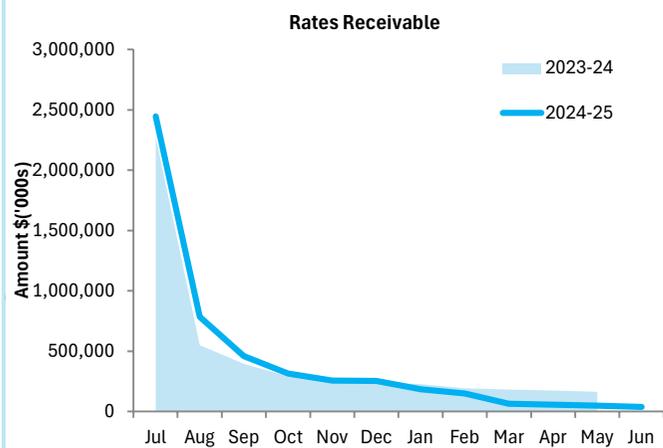
**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable including ESL and Rubbish	31 May 25
	\$
Opening rates in arrears	154,026
Rates levied in 2025	2,133,835
Less: collections to date	(2,239,272)
Rates outstanding at end of month	48,584
Net Rates Collectable	48,584
% Collected	104.94%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	11,151	8,156	1,400	5,075	25,782
Percentage	43%	32%	5%	20%	
Balance per Trial Balance					
Sundry debtors	11,151	8,156	1,400	5,075	25,782
Other receivable	119,528	0	0	0	119,528
Total Sundry Receivables Outstanding					145,310

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$145,310
Over 30 Days
57%
Over 90 Days
20%

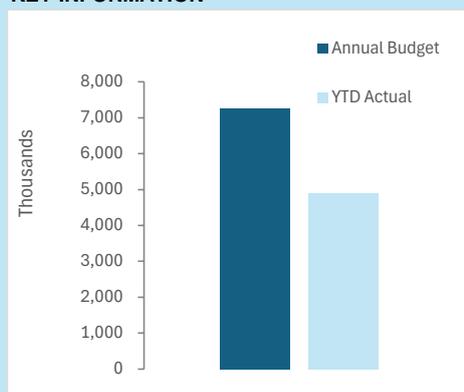
Rates Received	Rates Due
105%	\$48,584

Capital Acquisitions	Amended budget			YTD Actual Total	YTD Budget Variance
	Original Budget	Budget Review - Annual amount	Budget Review - YTD amount		
		\$	\$	\$	\$
Land and Buildings	1,556,000	1,554,290	1,429,709	1,010,560	(419,149)
Plant and Equipment	1,180,540	1,071,761	1,009,040	845,591	(163,449)
Furniture and Equipment	98,070	71,500	66,777	55,096	(11,681)
Road Infrastructure	3,619,897	3,606,188	3,305,621	2,536,943	(768,678)
Other Infrastructure	1,099,000	970,000	889,097	453,870	(435,227)
Capital Expenditure Totals	7,553,507	7,273,739	6,700,244	4,902,061	(1,798,183)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	3,416,489	4,001,835	3,749,463	3,030,386	(719,078)
Proceeds on disposal of assets	0	431,500	42,500	199,352	156,852
Contribution from Municipal funds	4,137,018	2,840,404	2,908,281	1,672,323	(1,235,958)
Capital Funding Total	7,553,507	7,273,739	6,700,244	4,902,061	(1,798,183)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.27 M	\$4.9 M	67%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4. M	\$3.03 M	76%

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 31/05/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Land and Buildings										
Staff housing, Thomas St builds	2178	1,100,000	1,100,000	688,583	411,417	37%	1,008,326	688,583	319,743	32%
18 Hilton Way, renovations	2225	35,000	35,000	41,182	(6,182)	-18%	35,000	41,182	(6,182)	-18%
Staff housing, Cr Cheetham Way & Brown St subdivision	2179	30,000	33,000	18,173	14,827	45%	30,250	18,173	12,077	40%
1 Longhurst Street, renovations	2180	21,000	21,000	6,123	14,877	71%	19,250	6,123	13,127	68%
26 Hilton Way - landscaping	2129	20,000	20,000	0	20,000	100%	18,326	0	18,326	100%
16 Hilton Way - renovations	2228	0	25,000	18,369	6,631	27%	25,000	18,369	6,631	27%
Administration Office, tank and pump for reticulation	2132	5,000	5,000	5,728	(728)	-15%	4,576	5,728	(1,152)	-25%
30 Longhurst Street (Old Church) restorations	2169	10,000	10,000	0	10,000	100%	9,163	0	9,163	100%
Depot, Pound Improvements	2182	20,000	20,000	10,590	9,410	47%	18,326	10,590	7,736	42%
Recreation Centre, female changerooms (design)	2183	30,000	50,000	11,100	38,900	78%	45,826	11,100	34,726	76%
<u>Land and building jobs with brought forward expenditure</u>										
New house - 24 Cheetham Way	2130	110,000	110,000	617,134	(507,134)		100,837	617,134	(516,297)	
Less: 2024 WIP brought forward		0	0	(506,444)			0	(506,444)		
2025 CAPEX		110,000	110,000	110,690	(690)	-1%	100,837	110,690	(9,853)	-10%
Administration Office and Chambers Refurbishment - stage 1	2055	50,000	14,000	109,868	(95,868)	-685%	12,826	109,868	(97,042)	
Less: 2024 WIP brought forward		0	0	(71,695)			0	(71,695)		
2025 CAPEX		50,000	14,000	38,173	(24,173)	-173%	12,826	38,173	(25,347)	-198%
Shire Depot Improvements	2170	80,000	80,000	42,753	37,247		73,326	42,753	30,573	
Less: 2024 WIP brought forward		0	0	(12,195)	0		0	(12,195)	0	
2025 CAPEX		80,000	80,000	30,558	49,442	62%	73,326	30,558	42,768	58%
LRCI 4 - Diesel Generator (Narembreen Recreation Centre)	2171	45,000	31,290	92,049	(60,759)		28,677	92,049	(63,372)	
Less: 2024 WIP brought forward		0	0	(60,759)	0		0	(60,759)	0	
2025 CAPEX		45,000	31,290	31,290	-	0%	28,677	31,290	(2,613)	-9%
Total Land and Buildings		1,556,000	1,554,290	1,010,560	543,730		1,429,709	1,010,560	419,149	
Furniture and Equipment										
Recreation Centre, furniture + blinds	2181	16,400	26,500	19,316	7,184	27%	24,288	19,316	4,972	20%
Admin - VOIP Phones	2184	10,000	10,000	0	10,000	100%	9,163	0	9,163	100%
Admin - Council Chambers Furniture	2185	23,670	0	0	0		0	0	0	
Admin - Laptops (5x)	2186	8,000	10,000	10,985	(985)	-10%	9,163	10,985	(1,822)	-20%
Recreation Centre, new oven	2227	0	15,000	15,031	(31)	0%	15,000	15,031	(31)	0%
<u>Furniture & equipment jobs with brought forward expenditure</u>										
Replacement Admin Server	2043	40,000	10,000	33,135	(23,135)		9,163	33,135	(23,972)	
Less: 2024 WIP brought forward		0	0	(23,371)	0		0	(23,371)	0	
2025 CAPEX		40,000	10,000	9,764	236	2%	9,163	9,764	(601)	-7%
Total Furniture and Equipment		98,070	71,500	55,096	16,404		66,777	55,096	11,681	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 31/05/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Plant and Equipment										
Works, Traffic Counters (2x)	2187	23,000	19,463	19,463	0	0%	17,831	19,463	(1,632)	-9%
Works, Fleet Tracking Hardware	2188	10,000	10,000	0	10,000	100%	9,163	0	9,163	100%
Replace - CEO Vehicle, 1NB (2022)	2189	80,000	69,247	70,023	(776)	-1%	63,470	70,023	(6,553)	-10%
Replace - EMCS Vehicle, NB01 (2022)	2190	75,000	67,066	67,193	(127)	0%	61,468	67,193	(5,725)	-9%
Replace - Doctors Vehicle, 111NB (2022)	2191	65,000	53,750	53,750	0	0%	49,269	53,750	(4,481)	-9%
Replace - EMIS Vehicle, NB1 (2021)	2192	80,000	80,000	64,791	15,209	19%	73,326	64,791	8,535	12%
Howard Porter - Side Tipper, NB5708 (2005)	2193	160,000	110,000	104,895	5,105	5%	100,826	104,895	(4,069)	-4%
Replacement Dolly, NB15003 (2019)	2194	46,000	46,000	38,396	7,604	17%	42,163	38,396	3,767	9%
Light tipper (NEW)	2195	78,000	78,000	0	78,000	100%	71,500	0	71,500	100%
Nissan Navara - Dual Cab Ute, 1HAQ076 (2015)	2196	48,000	48,000	0	48,000	100%	44,000	0	44,000	100%
Nissan Navara - Dual Cab Ute, 1HAQ077 (2015)	2197	48,000	48,000	0	48,000	100%	44,000	0	44,000	100%
Elevated working platform (NEW)	2198	55,000	52,603	52,603	(0)	0%	48,213	52,603	(4,390)	-9%
New Traffic Lights	2199	29,000	29,000	0	29,000	100%	26,576	0	26,576	100%
Auger (attachment for skid steer)	2200	5,540	5,540	5,385	155	3%	5,071	5,385	(314)	-6%
Grab bucket (loader attachment)	2201	36,000	22,500	21,500	1,000	4%	20,625	21,500	(875)	-4%
Scales (loader attachment)	2202	22,000	12,592	12,592	0	0%	11,539	12,592	(1,053)	-9%
Grader, NB7000	2224	320,000	320,000	335,000	(15,000)	-5%	320,000	335,000	(15,000)	-5%
Total Plant and equipment		1,180,540	1,071,761	845,591	226,170		1,009,040	845,591	163,449	
Total Property, Plant and Equipment		2,834,610	2,697,551	1,911,248	786,303		2,505,526	1,911,248	594,278	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 31/05/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Infrastructure - Roads, Footpaths and Drainage										
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	103,281	103,331	(50)	0%	94,677	103,331	(8,654)	-9%
LRCI 4 - Road Signage and Safety Audit	2173	50,000	50,000	7,552	42,448	85%	45,826	7,552	38,274	84%
LRCI 3 - Churchill Street improvements (defects)	2092	0	0	76,852	(76,852)	NO BUDGET	0	76,852	(76,852)	NO BUDGET
LRCI 3 - Savage Laneway (defects)	2091	0	0	3,294	(3,294)	NO BUDGET	0	3,294	(3,294)	NO BUDGET
R2R - Dixon Road, gravel resheeting (SLK 22.00 - 25.82)	2203	100,000	100,000	117,208	(17,208)	-17%	91,663	117,208	(25,545)	-28%
R2R - Emu Hill East Road and Cemetery Parking reconstruct and seal	2204	100,000	100,000	98,310	1,690	2%	91,663	98,310	(6,647)	-7%
R2R - Swartz Road - gravel resheeting and vegetation clearing (SLK 8.19 - 13.96)	2205	147,754	147,754	69,257	78,498	53%	135,432	69,257	66,176	49%
R2R - Soldiers Road, reconstruct and seal (SLK 7.80 - 8.90)	2206	150,000	150,000	149,879	121	0%	137,500	149,879	(12,379)	-9%
RRG - Cramphorne Road, second coat seal (SLK 32.29 - 37.29)	2207	100,000	100,000	118,794	(18,794)	-19%	91,663	118,794	(27,131)	-30%
RRG - Cramphorne Road, reconstruct and primer seal (SLK 37.29 - 42.29)	2208	620,000	620,000	480,104	139,896	23%	568,326	480,104	88,222	16%
Wogarl-Muntadgin Road, reseal (SLK 0.00 - 0.61 & 10.61 - 11.42)	2209	54,000	54,000	47,963	6,037	11%	49,500	47,963	1,537	3%
Mount Walker Road, shoulders and vegetation works (SLK 0.00 - 8.90)	2210	180,000	180,000	42,174	137,826	77%	165,000	42,174	122,826	74%
Mount Walker Road, recondition and reseal sections (between SLK 18.83 - 24.00)	2211	230,000	230,000	229,985	15	0%	210,826	229,985	(19,159)	-9%
Townsite kerb replacement	2157	150,000	150,000	0	150,000	100%	137,500	0	137,500	100%
LRCI 4 - Townsite drainage improvements and catchment works	2212	206,842	206,842	34,365	172,477	83%	189,596	34,365	155,231	82%
LRCI 4 - Townsite Drainage, Kerbing, Flood Mitigation & footpaths	2213	145,430	145,430	80,215	65,216	45%	133,309	80,215	53,095	40%
LRCI 4 - Townsite Improvements (Trees and Planter Boxes & Interpretive and Wayfinding Signage)	2150	120,000	120,000	28,533	91,467		110,000	28,533	81,467	
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	50,000	50,000	1,924	48,076	96%	45,837	1,924	43,913	96%
<i>Roadworks jobs with brought forward expenditure</i>										
WSFN - Naremben- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	787,283	248,588		949,542	787,283	162,259	
Less: 2024 WIP brought forward		0	0	(3,089)	0		0	(3,089)	0	
2025 CAPEX		1,035,871	1,035,871	784,194	251,677	24%	949,542	784,194	165,348	17%
Townsite drainage survey and design	2156	60,000	63,010	72,650	(9,640)		57,761	72,650	(14,889)	
Less: 2024 WIP brought forward		0	0	(9,640)	0			(9,640)		
2025 CAPEX		60,000	63,010	63,010	-	0%	57,761	63,010	(5,249)	-9%
Total Roads, Footpaths and Drainage		3,619,897	3,606,188	2,536,943	1,069,245		3,305,621	2,536,943	768,678	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 31/05/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Other Infrastructure										
LRCI 4 - Swimming Pool Heating	2149	100,000	110,000	110,658	(658)	-1%	100,826	110,658	(9,832)	-10%
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	25,000	26,359	(1,359)	-5%	22,913	26,359	(3,446)	-15%
Town Dam - Compliance and Safety works	2214	10,000	10,000	0	10,000	100%	9,163	0	9,163	100%
Caravan Park, drain, sewerage and electrical line rerouting and	2215	25,000	0	0	0		0	0	0	
Narembeen swimming pool, chlorination system improvements	2216	50,000	25,000	0	25,000	100%	22,913	0	22,913	100%
Community Directory website development	2161	5,000	0	0	0		0	0	0	
Administration Office - Generator installation	2217	50,000	50,000	25,347	24,653	49%	45,826	25,347	20,479	45%
CRC - Generator Installation	2218	60,000	0	0	0		0	0	0	
Depot - New fuel tank	2219	59,000	59,000	0	59,000	100%	54,076	0	54,076	100%
Community LED display	2220	65,000	0	0	0		0	0	0	
BMX track, survey and design	2162	25,000	25,000	150	24,850	99%	22,913	150	22,763	99%
Ski Lake planning and development	2163	85,000	95,000	85,404	9,596	10%	87,076	85,404	1,672	2%
Narembeen oval, switchboard	2223	44,000	44,000	0	44,000	100%	40,326	0	40,326	100%
Town Oval, New reticulation system survey and design	2226	0	15,000	11,650	3,350	22%	13,750	11,650	2,100	15%
<i>Other infrastructure jobs with brought forward expenditure</i>										
Narembeen & Mt Walker tennis lights (Club Night Lights)	2221	186,700	186,700	147,749	38,951		171,138	147,749	23,389	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		186,700	186,700	146,749	39,951	21%	171,138	146,749	24,389	14%
Narembeen hockey field lights (Club Night Lights)	2222	299,300	299,300	44,303	254,997		274,351	44,303	230,048	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		299,300	299,300	43,303	255,997	86%	274,351	43,303	231,048	84%
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and	2177	10,000	26,000	4,771	21,230		23,826	4,771	19,056	
Less: 2024 WIP brought forward		0	0	(520)	0			(520)		
2025 CAPEX		10,000	26,000	4,251	21,749	84%	23,826	4,251	19,575	82%
Total Other Infrastructure		1,099,000	970,000	453,870	516,130		889,097	453,870	435,227	
Total Infrastructure		4,718,897	4,576,188	2,990,813	1,585,375		4,194,718	2,990,813	1,203,905	
Net 2025 Capital Expenses		7,553,507	7,273,739	4,902,061	2,371,678		6,700,244	4,902,061	1,798,183	
Add: 2024 Work In Progress brought forward		0	0	689,713	0		0	689,713	0	
Total 2025 Capital Acquisitions		7,553,507	7,273,739	5,591,774	2,371,678		6,700,244	5,591,774	1,798,183	

Grants and Contributions

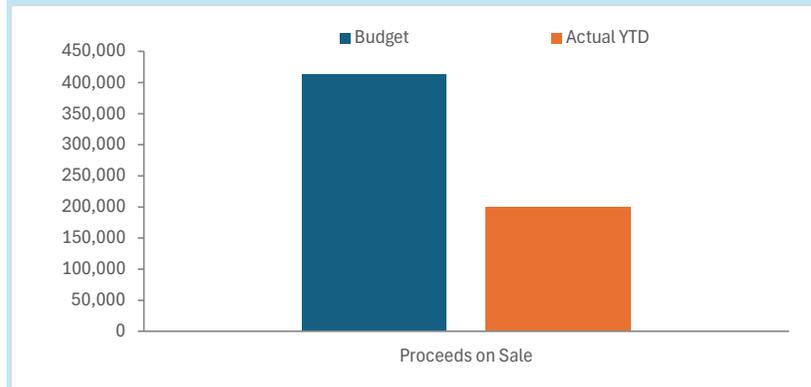
	Current			YTD Actual	Variance (Under)/Over
	Annual Budget	Budget	YTD Budget		
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	119,896	119,896	119,896	193,297	73,401
Financial Assistance Grant - Roads portion	85,044	85,044	85,044	109,054	24,010
	<u>204,940</u>	<u>204,940</u>	<u>204,940</u>	<u>302,351</u>	<u>97,411</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	14,720	3,000	2,250	7,893	5,643
	<u>14,720</u>	<u>3,000</u>	<u>2,250</u>	<u>7,893</u>	<u>5,643</u>
Housing					
Other housing, reimbursements received	38,400	40,500	40,500	32,823	(7,677)
	<u>38,400</u>	<u>40,500</u>	<u>40,500</u>	<u>32,823</u>	<u>(7,677)</u>
Community Amenities					
CRC, SOCK Week grant funding	25,455	25,455	25,455	40,000	14,545
CRC, Annual operating grants	121,000	121,000	110,913	130,163	19,250
CRC, Event grant funding	31,000	31,000	28,413	26,749	(1,664)
CRC, Event grant funding	38,000	38,000	34,826	44,490	9,664
	<u>215,455</u>	<u>215,455</u>	<u>199,607</u>	<u>241,401</u>	<u>41,794</u>
Recreation and Culture					
Reimbursements from sporting groups	0	0	0	0	0
	<u>10,000</u>	<u>5,000</u>	<u>4,587</u>	<u>0</u>	<u>(4,587)</u>
Transport					
Main Roads Direct Grant	305,245	305,245	305,245	305,245	0
	<u>305,245</u>	<u>305,245</u>	<u>305,245</u>	<u>305,245</u>	<u>0</u>
Operating grants, subsidies and contributions Total	788,760	774,140	757,129	889,712	132,583
Non-operating grants, subsidies and contributions					
Recreation and Culture					
LRCI grant funding	767,272	767,272	703,329	368,049	(335,280)
Club Night Lights grant funding	264,649	205,647	188,507	201,627	13,120
Local sporting group contributions	160,000	110,977	101,728	19,398	(82,330)
	<u>1,191,921</u>	<u>1,083,896</u>	<u>993,564</u>	<u>589,074</u>	<u>(404,490)</u>
Transport					
Regional Road Group (RRG) Grant Funding	480,000	480,000	440,000	384,001	(55,999)
Roads to Recovery (R2R) Grant Funding	497,754	497,754	456,280	250,000	(206,280)
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	966,814	966,814	886,248	793,984	(92,264)
Heavy Vehicle Road Maintenance Contributions	225,000	973,371	973,371	1,013,326	39,955
	<u>2,169,568</u>	<u>2,917,939</u>	<u>2,755,899</u>	<u>2,441,311</u>	<u>(314,588)</u>
Non-operating grants, subsidies and contributions Total	3,361,489	4,001,835	3,749,463	3,030,385	(719,078)
Grand Total	4,150,249	4,775,975	4,506,592	3,920,098	(586,494)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Description	Amended budget				YTD Actual			
	Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
	Value	Proceeds			Value	Proceeds		
	\$	\$	\$	\$	\$	\$	\$	
Toyota Prado (CEO's car)	41,681	37,273	0	(4,408)	41,681	37,272	0	(4,409)
Toyota Kluger (EMCS's car)	49,379	40,727	0	(8,652)	49,379	40,727	0	(8,652)
Toyota Kluger (Dr's car)	40,000	38,000	0	(2,000)	0	0	0	0
Toyota Prado (EMIS's car)	45,000	45,000	0	0	55,200	44,545	0	(10,655)
Howard Porter - Side Tipper (NB 5708)	0	42,688	42,688	0	0	42,688	42,688	0
Howard Porter - Side Tipper (NB 3937)	0	28,000	28,000	0	0	0	0	0
Dolly (NB15003)	13,000	24,000	11,000	0	0	0	0	0
Ford Ranger (NB 7399)	4,000	3,500	0	(500)	0	0	0	0
Nissan Navara (1HAQ076)	11,000	15,000	4,000	0	0	0	0	0
Nissan Navara (1HAQ077)	11,000	15,000	4,000	0	0	0	0	0
CAT 12M Grader (NB7000)	92,500	90,000	0	(2,500)	0	0	0	0
Holden Rodeo (surplus to requirements)	0	273	273	0	0	272	272	0
Land, 41 Cheetham Way	46,864	33,648	0	(13,216)	46,864	33,648	0	(13,216)
Laptop (surplus to requirements)	0	200	200	0	0	200	200	0
	354,424	413,309	90,161	(31,276)	193,124	199,352	43,160	(36,932)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$413,309	\$199,352	48%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	87,574	0	0	26,413	27,296	61,161	60,278	6,284	5,402
Loan 128 - Recreation Centre	501,085	0	0	39,268	39,268	461,817	461,817	25,873	25,873
	588,659	0	0	65,682	66,564	522,977	522,095	32,157	31,275
Self supporting loans									
Housing									
Loan 127 - Aged Homes	15,952	0	0	4,415	6,552	11,537	9,400	536	876
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	3,840	0	0	3,840	3,840	-0	0	31	31
Loan 131 - Narembeen Bowling Club	56,811	0	0	7,843	7,881	48,968	48,930	573	534
	76,603	0	0	16,098	18,273	60,505	58,330	1,140	1,441
Total	665,262	0	0	81,780	84,837	583,482	580,425	33,297	32,716

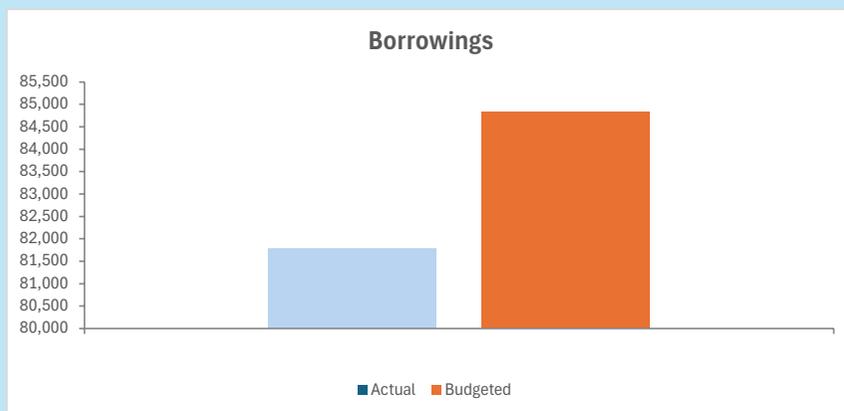
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments
\$81,780

Interest Earned
\$352,957

Interest Expense
\$33,297

Reserves Bal
#REF!

Loans Due
\$.58 M

**NOTES TO THE STATEMENT OF
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 9
CASH BACKED RESERVES**

	Amended Budget Opening Balance	Amended Budget Transfer to	Amended Budget Transfer (from)	Amended Budget Closing Balance	Actual Opening Balance	Actual Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Restricted								
Leave reserve	309,132	14,418	0	323,550	309,132	11,247	0	320,379
Plant reserve	567,015	26,446	(256,040)	337,421	567,015	20,630	0	587,645
Infrastructure reserve	2,465,448	292,131	(1,323,082)	1,434,497	2,465,448	41,564	(1,323,082)	1,183,931
HVRIC reserve	0	2,278,453	0	2,278,453	0	1,371,221	0	1,371,221
Land Development reserve	342,573	15,978	0	358,551	342,573	12,464	0	355,037
Avoca Farm reserve	84,199	3,927	0	88,126	84,199	3,063	0	87,262
Recreation reserve	758,939	35,397	(110,000)	684,336	758,939	27,613	0	786,552
Housing reserve	587,297	27,392	(600,000)	14,689	587,297	21,368	0	608,665
Heritage reserve	21,760	1,015	0	22,775	21,760	792	0	22,552
Medical reserve	98,770	4,607	0	103,377	98,770	3,594	0	102,364
Server reserve	0	15,000	0	15,000	0	0	0	0
ERP reserve	0	40,000	0	40,000	0	0	0	0
Bendering landfill reserve	125,059	35,833	0	160,892	125,059	4,550	0	129,609
Bendering rehabilitation reserve	0	5,000	0	5,000	0	0	0	0
RoeROC reserve	0	5,000	0	5,000	0	0	0	0
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	1,518,106	(1,323,082)	5,555,217
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	1,518,106	(1,323,082)	5,555,217

ATTACHMENT 13.5A
Schedule of Accounts for month ended
31 May 2025



Shire of Narembreen
Schedule of accounts paid
For the month ended 31 May 2025

Chq/EFT	Date	Name	Description	Amount
EFT18608	1/05/2025	Australian Services Union	Payroll Deductions	26.50
EFT18609	1/05/2025	Bitutek Pty Ltd	Cramphorne Rd, supply and spray Bituminous products	125,386.31
EFT18610	1/05/2025	Brian Cummins / TA B & K Fencing	33 Thomas St, supply and install lime stone retaining wall	17,212.80
EFT18611	1/05/2025	GSG WA Pty Ltd (Narembreen Roadhouse)	Fuel purchases for the month of March 2025	564.35
EFT18612	1/05/2025	Great Eastern Freightlines	Cramphorne Roadworks, wet hire road train side tipper	31,075.00
EFT18613	1/05/2025	Industrial Automation Group Pty Ltd	Solar standpipe controller (50% deposit)	10,802.00
EFT18614	1/05/2025	Manjimup Family Centre Inc	SOCK Week Grant 2025	1,075.00
EFT18615	1/05/2025	Mt Walker Sports Club INC	RRSNCBF, Round 8 grant	3,500.00
EFT18616	1/05/2025	Narembreen Club Inc	Education Session, catering	1,650.00
EFT18617	1/05/2025	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	8 Cheetham Way, replace fence posts and rails	539.88
EFT18618	1/05/2025	Nungarin Community Resource Centre Inc	SOCK Week Grant 2025	1,500.00
EFT18619	1/05/2025	P M Services Narembreen	Waste Transfer Station, Facility Management	2,842.00
EFT18620	1/05/2025	PC & JE Kennedy	Wilfred Street footpath installation (deposit)	40,920.00
EFT18621	1/05/2025	PEAP Contractors Pty Ltd	Supply and installation of hockey field lighting towers	53,016.32
EFT18622	1/05/2025	PJ Madigan & TG Madigan T/A Merredin Flowers and Gifts	ANZAC Day, wreaths	945.00
EFT18623	1/05/2025	SMEC Australia PTY LTD	Ski Lake, design and consultation	93,943.96
EFT18624	1/05/2025	Shire Of Bruce Rock	Light vehicle, put inspection	503.10
EFT18625	1/05/2025	Shire of Mukinbudin	SOCK Week Grant 2025	1,350.00
EFT18626	1/05/2025	Stabilisation Technology Pty Ltd	Kondinin Narembreen Road, Engineering Services	2,304.50
EFT18627	1/05/2025	State Wide Turf Supplies	Town oval, seed and seeding application	12,077.00
EFT18628	1/05/2025	Swastik Shree Pty Ltd (ALLSTAMPS)	Custom stamps Narembreen IGA	107.80
EFT18629	1/05/2025	Team Global Express Pty Ltd	Freight	40.35
EFT18630	1/05/2025	Gym member	Gym Bond refund	50.00
EFT18631	1/05/2025	Caravan park customer	Accommodation refund	360.00
EFT18632	1/05/2025	WA Contract Ranger Services	Weekly ranger services	837.37
EFT18633	1/05/2025	Wheatbelt Office and Business Machines	CRC, Photocopier Charges	402.47
EFT18634	1/05/2025	Williams Community Resource Centre	SOCK Week Grant 2025	2,500.00
			Purchase of chemicals (\$4,771.89)	
			Charge for extended season (\$8,800.00)	
EFT18635	1/05/2025	XAV Group Pty Ltd t/a Contract Aquatic	Charge for extended operating hours throughout the season (\$3,415.50)	27,107.29
			Charge for additional days for VacSwim (\$1,930.50)	
			Charge for additional opening hours for Bin 2 Bin (\$765.00)	
			Morning swim hours throughout the season (\$7,484.40)	
EFT18636	15/05/2025	150 Square Pty Ltd	RoeROC Executive Officer fees, April	3,759.60
EFT18637	15/05/2025	Aust Post	Monthly postage charge	33.43
EFT18638	15/05/2025	Australian Services Union	Payroll Deductions	26.50
EFT18639	15/05/2025	Australian Taxation Office	April 2025 BAS payable	9,475.07
EFT18640	15/05/2025	Avon Waste	Rubbish collection and general waste services	15,446.23
EFT18641	15/05/2025	Boc Gases	Workshop consumables, gas	8.44
EFT18642	15/05/2025	Boddington Community Resource Centre	SOCK Week Grant 2025	1,725.00
EFT18643	15/05/2025	Chris Bray Electrics Pty Ltd	CRC, minor electrical works to office	352.00
EFT18644	15/05/2025	Cutting Edges Equipment Parts Pty Limited	NB7108, cutting edge segments	1,666.43
EFT18645	15/05/2025	Ratepayer	Refund of overpaid rates	3,504.85



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 May 2025

Chq/EFT	Date	Name	Description	Amount
EFT18646	15/05/2025	Eastern District Panel Beaters	111 NB, Repairs to Dr vehicle	2,635.72
EFT18647	15/05/2025	Fulton Hogan	Pot hole repair materials	3,590.40
EFT18648	15/05/2025	Haddeo Infrastructure Agriculture Pty Ltd	Club Night Lights hockey project, project management	1,100.00
EFT18649	15/05/2025	Kalannie Community Resource Centre Inc	SOCK Week Grant 2025	1,350.00
EFT18650	15/05/2025	MCG Architects Pty Ltd	Extension of Narembeen Recreation Centre, design and QS	8,184.00
EFT18651	15/05/2025	Marble Bay Holdings T/A Bes Printing	Works, stationery	46.70
EFT18652	15/05/2025	McMullen Nolan Group Pty Ltd	Lot 61 Cheetham Way, subdivision costs	2,156.00
EFT18653	15/05/2025	Modularis Pty Ltd T/A Modular WA	35 Thomas Street, progress payment	94,365.00
EFT18654	15/05/2025	Moore Australia (WA) Pty Ltd	Admin, staff training	2,310.00
EFT18655	15/05/2025	Roe Tourism Association	Roe Tourism Banner	129.99
EFT18656	15/05/2025	Team Global Express Pty Ltd	Delivery of CEL FI vehicle pack	50.83
EFT18657	15/05/2025	Caravan park customer	Refund	630.00
EFT18658	15/05/2025	Great Eastern Freightlines	Freight	230.05
EFT18659	15/05/2025	Kellerberrin Community Resource Centre	SOCK Week Grant 2025	1,375.00
EFT18660	15/05/2025	LG Best Practices Pty Ltd	Admin, staff training and assistance with rates	1,936.00
EFT18661	15/05/2025	Landgate	UV revaluation schedule for 2026	7,873.32
EFT18662	15/05/2025	Liberty Oil Rural Pty Ltd	Works, 7,000 litres of diesel	11,323.90
EFT18663	15/05/2025	Livingston Medical Pty Ltd	Livingston Medical, monthly maangement fee	26,205.66
EFT18664	15/05/2025	Local Government Professionals Australia WA	CRC, recruitment advertising	180.00
EFT18665	15/05/2025	Merredin Freightliners	Admin and works, monthly freight	318.89
EFT18666	15/05/2025	Narembeen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Heavy duty car trailer, extensive repairs and modifications + auger components	9,152.00
EFT18667	15/05/2025	Officeworks	Youth Leadership Forum, lollies and bags	52.77
EFT18668	15/05/2025	Repco a division of GPC Asia Pacific Pty Ltd	Various parts for vehicle servicing	826.99
EFT18669	15/05/2025	Trustee for J & S Baldwin Trust	Toyota Hilux, replacement tyres + minor repairs	1,830.00
EFT18670	15/05/2025	Narembeen Hardware And Ag Supplies Pty Ltd	Town oval, fertilizer	15,854.26
EFT18671	15/05/2025	Narembeen IGA	Admin and CRC, Monthly purchases	1,095.76
EFT18672	15/05/2025	Shire Of Corrigin	SOCK Week Grant 2025	1,350.00
EFT18673	15/05/2025	Town Planning Innovations	General planning services and consulting	371.25
EFT18674	15/05/2025	WA Contract Ranger Services	Weekly ranger services	779.63
EFT18675	15/05/2025	WA Distributors Pty Ltd	Cleaning supplies	718.05
EFT18676	15/05/2025	Willway Plumbing and Gas	20 Cheetham Way, repair storm water pipes and increase gas pressure to oven	409.75
EFT18677	15/05/2025	A-team Printing	SOCK Week Bin Stickers	863.50
EFT18679	15/05/2025	Goldpoint Holdings Pty Ltd	Wayfinding signage	24,842.14
EFT18680	15/05/2025	Hoffgreen Pty Ltd T/A Ezflo Injection Australia	High capacity vertical fertiliser injection system and coupling connector 80mm	4,410.56
EFT18682	15/05/2025	Lildon Pty Ltd T/A Merredin Refrigeration & Air Conditioning	REED, services AC's and clean filters	349.46
EFT18683	15/05/2025	Newdegate Community Resource Centre	SOCK Week Grant 2025	1,250.00
EFT18684	15/05/2025	P M Services Narembeen	Waste Transfer Station, facility management	2,842.00
EFT18685	15/05/2025	Pingrup Community Resource Centre Inc	SOCK Week Grant 2025	1,485.00
EFT18686	15/05/2025	Sanders Family Trust T/A lcs Carpentry	Admin Building, roof leak and clean out box gutters	550.00
EFT18687	15/05/2025	Shire Of Corrigin	RoeROC Regional Environmental Health services	4,063.40
EFT18689	15/05/2025	The Trustee for Teamwork Contractors Unit Trust T/A Team Work Fencing	REED, fencing products for the replacement of the front fence	1,923.89
EFT18690	15/05/2025	The Trustee for the W & J Youl Family Trust T/A Youlie & Son Contracting	Dixon Road and Swartz Road, dozer hire to push gravel	47,983.65
EFT18691	15/05/2025	West OZ Liner marking	Cemetery, line marking for carpark, including: parking bays, ACROD bays and directional arrows.	9,454.50



Shire of Narembreen
Schedule of accounts paid
For the month ended 31 May 2025

Chq/EFT	Date	Name	Description	Amount
EFT18692	15/05/2025	Willway Plumbing and Gas	Caravan Park, various minor repairs + replacement hot water unit for double cabin	2,495.66
EFT18693	15/05/2025	AFGRI Equipment Australia Pty Ltd	NB7108, replacement belts	415.17
EFT18694	15/05/2025	Liberty Oil Rural Pty Ltd	Works, 4,000 litres of diesel	6,538.00
EFT18695	15/05/2025	Merredin Freightlines	Works, freights for equipment purchases	303.16
EFT18696	15/05/2025	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Adjust height of jockey wheel in car trailer.	434.50
EFT18697	15/05/2025	Repco a division of GPC Asia Pacific Pty Ltd	Works, minor tools and equipment	705.10
EFT18698	15/05/2025	Sanders Family Trust T/A Ics Carpentry	Admin, supply and install gyprock plasterboard in Council chambers	26,202.00
EFT18699	15/05/2025	Team Global Express Pty Ltd	Freight on account for the month	63.87
EFT18700	15/05/2025	Trustee for J & S Baldwin Trust	Light vehicle, replace tyres	3,650.00
EFT18701	23/05/2025	AMAC Mechanical	Mt Walker Firefighting Appliance, supply and install spotlights	1,343.93
EFT18702	23/05/2025	Chris Bray Electrics Pty Ltd	Admin, selectrical works in Council chambers	2,526.70
EFT18703	23/05/2025	Combined Pest Control Wa	Apex Park, bee hive removal	154.00
EFT18704	23/05/2025	Dormakaba Australia Pty Ltd	19 Churchill Street, Automatic door servicing	231.00
EFT18705	23/05/2025	Fisheye Pty Ltd	SOCK Week, TV advertising	4,400.00
EFT18706	23/05/2025	Industrial Automation Group Pty Ltd	Solar standpipe controller, final payment	10,802.00
EFT18707	23/05/2025	Kennedy James Peter T/A Kennedy Civil WA	26 Hilton Way, paving and landscaping	7,408.69
EFT18708	23/05/2025	Lildon Pty Ltd T/A Merredin Refrigeration & Air Conditioning	Admin, remove, service and reinstall AC in Council chambers	1,519.10
EFT18709	23/05/2025	Livingston Medical Pty Ltd	Employee flu shots	330.00
EFT18710	23/05/2025	Michael Franzinelli T/A WA Traffic Planning	Triathalon, traffic management plan	495.00
EFT18711	23/05/2025	Narembreen Cafe Love that food T/A Kim McMenzie Thornton	Catering for Citizenship Ceremony	375.00
EFT18712	23/05/2025	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Townsite corten steel planter boxes	5,544.00
EFT18713	23/05/2025	Prompt Safety Solutions	Quarterley toolbox and work health and safety training	1,639.66
EFT18714	23/05/2025	Qbit Trading Company Pty Ltd	Managed IT services	6,782.04
EFT18715	23/05/2025	Team Global Express Pty Ltd	Freight	40.85
EFT18716	23/05/2025	The Churches Commission on Education Inc T/A YouthCare	Youth Leadership Forum, presentation and facilitation of workshops	1,900.00
EFT18717	23/05/2025	York Community Resource Centre Inc.	SOCK Week Grant 2025	1,725.00
EFT18718	23/05/2025	AFGRI Equipment Australia Pty Ltd	Supply and deliver John Deere 620GP motor grader	368,500.00
EFT18719	23/05/2025	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT18720	23/05/2025	Chris Bray Electrics Pty Ltd	Upgrade netball flood light to LED	1,327.70
EFT18721	23/05/2025	Eastern Hills Saws And Mowers	Various service and repair items for minor petrol engine machines	270.00
EFT18722	23/05/2025	Elders Real Estate (W.A.) Pty Ltd	Residential and commercial property appraisals	9,350.00
EFT18723	23/05/2025	Livingston Medical Pty Ltd	Employee Vaccines	330.00
EFT18724	23/05/2025	Merredin Freightlines	Freight	1,526.27
EFT18725	23/05/2025	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18726	23/05/2025	PC & JE Kennedy	Townsite kerbing replacements, backfill and compaction	38,500.00
EFT18727	23/05/2025	Repco a division of GPC Asia Pacific Pty Ltd	Light vehicle servicing kits	498.68
EFT18728	23/05/2025	Team Global Express Pty Ltd	Freight	70.97
EFT18729	23/05/2025	Willway Plumbing and Gas	Recreation Centre, replace broken water fountain	2,658.76
EFT18730	30/05/2025	AMAC Mechanical	NB8000, new windscreen	2,844.08
EFT18731	30/05/2025	Chris Bray Electrics Pty Ltd	1/33 Currall St, install new power point for gas hot water system	444.40
EFT18732	30/05/2025	Department Of Fire And Emergency Services (DFES)	4th 2025 ESL remittance	6,231.50
EFT18733	30/05/2025	Doors Doors Doors Pty Ltd	Emergency Services Facility, supply and instal 12 x PE Beams to door motors and service all motors	5,075.40
EFT18734	30/05/2025	Dormakaba Australia Pty Ltd	19 Churchill Street, service of automatic doors	616.00



Shire of Narembreen
Schedule of accounts paid
For the month ended 31 May 2025

Chq/EFT	Date	Name	Description	Amount
EFT18735	30/05/2025	Groeneveld Beka Pty Ltd	NB7108, grease fittings for auto grease system	231.74
EFT18736	30/05/2025	Jane Genoveses T/A Learning Fundamentals Genovese	Youth Leadership Forum, workshop facilitation	550.00
EFT18737	30/05/2025	Livingston Medical Pty Ltd	Pre-employment medical	275.00
EFT18738	30/05/2025	The Trustee for 20SEVEN 20sevenPty Ltd T/A Gogo Fish	SOCK Week, mascot costume	5,755.75
EFT18739	30/05/2025	Willyung Holdings Pty Ltd	Townsite, tree pruning for trees encroaching on powerlines	22,445.00
EFT18740	30/05/2025	AL Midland Pty Ltd	Net changeover of new EMIS vehicle, MV Triton GLS 2.4L D 6A/T 4x4	22,270.10
EFT18741	30/05/2025	Doon Raj Pty Ltd T/A Northam Carpet Court	Supply and install 5 Solarscape roller blinds in Council chambers	2,690.00
EFT18742	30/05/2025	G & A Lombardi Pty Ltd	Supply of Dual-Axle Dolly	42,235.60
EFT18743	30/05/2025	Liberty Oil Rural Pty Ltd	Works, supply of 7,500 litres of diesel	12,272.20
EFT18744	30/05/2025	Modularis Pty Ltd T/A Modular WA	33 Thomas St, instalment payment	94,365.00
EFT18745	30/05/2025	Ratepayer	Rate refund	536.95
EFT18746	30/05/2025	Shire Of Corrigin	Leadership Development Workshop 20 May 2025	320.00
EFT18747	30/05/2025	Staygood Pty Ltd T/A Ross's Diesel Service	NB6079, inspect and diagnose ongoing issues	3,528.20
EFT18748	30/05/2025	WA Contract Ranger Services	WA Contract Ranger Services	721.87
EFT18749	30/05/2025	Willway Plumbing and Gas	Recreation centre, repair leaking shower in away rooms	176.00
EFT18750	30/05/2025	Wurth Australia Pty Ltd	workshop consumables	990.00
DD12740.1	2/05/2025	Synergy	Electricity usage for Council properties and facilities	29.23
DD12744.1	9/05/2025	Beam Precision Superannuation	Superannuation payments for payroll #97	16,123.74
DD12754.1	8/05/2025	Water Corporation	Water usage for Council properties and facilities	101.19
DD12755.1	13/05/2025	Synergy	Electricity usage for Council properties and facilities	3,043.55
DD12755.2	13/05/2025	Commander Australia Pty Ltd	Admin, telephone handset charges	68.51
DD12766.1	19/05/2025	Synergy	Electricity usage for Council properties and facilities	470.35
DD12766.2	19/05/2025	Power ICT Pty Ltd	Admin, message on hold services	75.90
DD12768.1	20/05/2025	Telstra	Electricity usage for Council properties and facilities	2,170.60
DD12773.1	23/05/2025	Beam Precision Superannuation	Superannuation payments for payroll #98	15,899.11
DD12774.1	21/05/2025	Synergy	Electricity usage for Council properties and facilities	519.91
DD12784.1	22/05/2025	Synergy	Electricity usage for Council properties and facilities	297.20
n/a	7/05/2025	Altus Payroll	Payroll run #97	68,073.10
n/a	22/05/2025	Altus Payroll	Payroll run #98	66,887.46
n/a	29/05/2025	Commonwealth Bank	Credit Card purchases from 25 April 2025 - 26 May 2025	8,587.07
				\$ 1,687,933.59

ATTACHMENT 13.5B
Credit Card payment list May 2025



Shire of Narembeen
Credit Card Purchases
25 April 2025 - 26 May 2025
 Direct Debited 29 May 2025

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
16/05/2025	YetiAu	ERP gifts and engraving	\$ 396.00
16/05/2025	Merredin Flowers	Flowers for EMCS and family	\$ 120.00
12/05/2025	Dunnings Northam	Fuel - CEO	\$ 120.75
7/05/2025	BP Quairading	Fuel - CEO	\$ 40.00
7/05/2025	Dunnings Northam	Fuel - CEO	\$ 40.00
6/05/2025	Narembeen Roadhouse	Fuel - CEO	\$ 40.00
29/04/2025	Dunnings Wongan Hills	Fuel - CEO	\$ 90.01
28/04/2025	Shire of Narembeen	DOT, transfer fee BFB pump trailer	\$ 20.50
TOTAL CEO CREDIT CARD PAYMENTS			\$ 867.26

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
22/05/2025	Shire of Narembeen	DOT, change of plate	\$ 31.10
20/05/2025	AL Melville Motors	Service parts for NB01	\$ 259.06
19/05/2025	Shire of Narembeen	DOT, undercharge on 1UAP222	\$ 7.55
15/05/2025	Broson Safety	Grey Safcord Trip prevention roll	\$ 153.78
15/05/2025	Proactive Group	Warden and First Aid vests and caps	\$ 1,042.28
15/05/2025	e-Safety Supplies	Sharps Disposal kits	\$ 426.23
15/05/2025	Shire of Narembeen	DOT, change of plate	\$ 31.10
TOTAL EMIS CREDIT CARD PAYMENTS			\$ 1,951.10



Shire of Narembreen
Credit Card Purchases
25 April 2025 - 26 May 2025
 Direct Debited 29 May 2025

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
19/05/2025	Adobe	Adobe Pro	\$ 47.99
19/05/2025	Siteminder	Caravan Park Booking System	\$ 207.90
16/05/2025	Saftey Culture	iAuditor monthly fee	\$ 31.90
15/05/2025	Reddy Express	Fuel - EMCS	\$ 91.33
15/05/2025	Remarkable	Remarkable software subscription	\$ 4.99
12/05/2025	Cuppy	SOCK Week cups	\$ 788.68
12/05/2025	Southern Cross Austere	SOCK Week, Triple M radio advertising	\$ 1,092.27
12/05/2025	Dial A Stamp	Document Certification Stamp	\$ 70.00
12/05/2025	Narembreen Caravan Park	Test Booking refund	-\$ 33.00
12/05/2025	Starlink	Starlink internet services to Council properties and facilities	\$ 834.00
7/05/2025	Narembreen Caravan Park	Test Booking	\$ 33.00
6/05/2025	Kitchen Warehouse	Kitchen accessories	\$ 64.75
6/05/2025	Bits of Australia	Citizenship gift and shipping	\$ 46.00
6/05/2025	Australia The Gift	Citizenship gift and shipping	\$ 29.47
5/05/2025	Poster Passion	Marquee carry bags x 2	\$ 241.34
2/05/2025	Dynamicgift	SOCK Week air fresheners	\$ 580.64
1/05/2025	The Good Guys	Stick Vacuum	\$ 325.00
30/04/2025	Officeworks	CRC stationary order	\$ 433.43
28/04/2025	RNG Industries	Refreshments for ANZAC Day	\$ 879.02
		TOTAL EMCS CREDIT CARD PAYMENTS	\$ 5,768.71

Date	Supplier	Description of purchase	Amount
	Commbank	Bank fees and interest	\$ -

TOTAL CBA CREDIT CARD PURCHASES FOR THE PERIOD \$ 8,587.07