



# MINUTES

Ordinary Council Meeting  
17 June 2025

## NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

**Date:** Tuesday 17 June 2025

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

**Commencing:** 5.00pm

**Rebecca McCall**  
**Chief Executive Officer**

12 June 2025

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## 1. Official Opening and Welcome

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

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

## 2. Record of Attendance / Apologies / Leave of Absence

### Councillors:

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

### Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Ms K Conopo	Executive Governance Officer

### Member of Public:

### Apologies:

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

Nil

## 4. Disclosure of Interest

Nil

## 5. Application for Leave of Absence

Nil

## 6. Deputations/ Petitions/ Presentations/ Submissions

Nil

## 7. Confirmation of Previous Meetings

### 7.1 Ordinary Council Meeting 20 May 2025

#### Attachment 7.1A

#### Voting Requirements

☒ Simple Majority

☐ Absolute Majority

### Officer's Recommendation / Council Resolution – 7.1

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

**MIN 8004/25**

**MOTION** - Moved Cr. Bray

Seconded Cr. Cusack

**CARRIED 7 / 0**

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

## 8. Minutes of Committee Meetings to be Received

*Items 8.1 – 8.3 were moved en bloc*

### 8.1 CEACA Management Committee Meeting 19 May 2025 Attachment 8.1A

#### Voting Requirements

☒ Simple Majority

☐ Absolute Majority

### Officer's Recommendation / Council Resolution – 8.1

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

**MIN 8005/25**

**MOTION** - Moved Cr. Cole

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

### 8.2 RoeROC Ordinary Meeting 5 June 2025 Attachment 8.2A

#### Voting Requirements

☒ Simple Majority

☐ Absolute Majority

### Officer's Recommendation / Council Resolution – 8.2

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

**MIN 8005/25**

**MOTION** - Moved Cr. Cole

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

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

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officer's Recommendation / Council Resolution – 8.3**

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

**MIN 8005/25**

**MOTION** - Moved Cr. Cole

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

**9. Recommendations from Committee Meetings for Council Consideration**

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

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officer's Recommendation / Council Resolution – 9.1**

That Council endorse the Committee recommendation as follows:

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

**MIN 8006/25**

**MOTION** - Moved Cr. Bald

Seconded Cr. Currie

**CARRIED 7 / 0**

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

**10. Announcements by Presiding Member without Discussion**

Nil

**11. Officers Reports - Office of the Chief Executive Officer**

Nil

## 12. Officers Reports - Development and Regulatory Services

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

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

#### Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

#### Summary

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

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

#### Background

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

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

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

The existing amalgamated Lot 305 has an approximate area of 2406m<sup>2</sup> and is located on the corner of Thomas Street and Wilfred Street. There is an existing laneway to the south known as Connolly Lane.

A location plan is included below.



Above: Lot 305 shown in red outline

## Comment

- Zoning and Land Use Permissibility*

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

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

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

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

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

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

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

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

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

An extract of Table 1 is included below.

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

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

- Car Parking*

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

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

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

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

### Consultation

No consultation has been undertaken about this application.

### Statutory Implications

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

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

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

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

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

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

Clause 4.12.3.2 states:

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

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

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

The Shire pays TPI for general planning advice.

## Voting Requirements

☒ Simple Majority

☐ Absolute Majority

That Council:

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

Footnotes:

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

**MIN 8007/25**

**MOTION** - Moved Cr. Bray

Seconded Cr. Bald

**CARRIED 7 / 0**

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

## 12.2 Report of Review

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

### Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

### Summary

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

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

### Background

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

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

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

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

#### • **Local Planning Strategy**

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

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

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

## Comment

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

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

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

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

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

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

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

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

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

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

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

- ***Report of Review***

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

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

The Shires' Report of Review recommends that:

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

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

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

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

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

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

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

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

#### **Consultation**

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

#### **Statutory Implications**

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

#### **Policy Implications**

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

#### **Strategic Implications**

##### **Strategic Community Plan**

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

##### **Asset Management Plan**

Nil

##### **Long Term Financial Plan**

Nil

## Risk Implications

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

## Financial Implications

The Shire pays TPI for general planning advice.

## Voting Requirements

☒ Simple Majority ☐ Absolute Majority

## Officers Recommendation / Council Resolution – Item 12.2

That Council:

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

**MIN 8008/25**

**MOTION** - Moved Cr. Hardham

Seconded Cr. Cusack

**CARRIED 7 / 0**

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

UNCONFIRMED

## 13. Officers Reports - Corporate Services

### 13.1 Fees and Charges for the Year Ended 30 June 2026

<b>Date:</b>	10 June 2025
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	FINANCIAL MANAGEMENT\BUDGETS\Annual\2026
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.1A Fees and charges for the year ended 30 June 2026

#### Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Consultation

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

## Statutory Implications

### Local Government Act 1995

#### Section 6.16 – Imposition of fees and charges

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

*\*Absolute majority required*

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

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

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

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long-Term Financial Plan

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

## Risk Implications

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

Action / Treatment	Nil
Risk Rating After Treatment	Adequate

### Financial Implications

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

### Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

### Officers Recommendation / Council Resolution – 13.1

That Council, by absolute majority:

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

**MIN 8009/25**

**MOTION** - Moved Cr. Currie

Seconded Cr. Bray

**CARRIED 7 / 0**

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

## 13.2 Council Policy Review

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

### Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

### Summary

For Council to review the attached policy amendment(s)

### Background

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

### Comment

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

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

### Consultation

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

## Statutory Implications

### Local Government Act 1995

#### Section 2.7 Role of council

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

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

#### Section 5.41 Functions of CEO

The CEO's functions are to —

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

## Policy Implications

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

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

## Strategic Implications

### Strategic Community Plan

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

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

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

**Financial Implications**

Nil

**Voting Requirements**

☒ Simple Majority ☐ Absolute Majority

**Officers Recommendation / Council Resolution – Item 13.2**

That council adopt the revised policies, as attached.

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

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

### 13.3 Council Policy Review (Repeal)

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

#### Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

#### Summary

To review several Council policies of an administrative nature

#### Background

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

#### Comment

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

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

#### Consultation

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

## Statutory Implications

### Local Government Act 1995

#### Section 2.7 Role of council

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

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

#### Section 5.41 Functions of CEO

The CEO's functions are to —

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

## Policy Implications

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

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

## Strategic Implications

### Strategic Community Plan

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

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

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

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority



Absolute Majority

**Officers Recommendation / Council Resolution – Item 13.3**

That council repeal the policies, as attached.

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

Seconded Cr. Bald

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

### 13.4 Financial Statements for the Month Ended 31 May 2025

<b>Date:</b>	6 May 2025
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.4A Shire of Narembreen - Financial statements for month ended 31 May 2025

#### Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

#### Summary

For Council to review and the financial statements for the months ended 31 May 2025.

#### Background

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

#### Comment

Council's closing funding surplus as at 31 May 2025 is \$1,984,755 with cash on hand of \$8,308,458 including \$5,555,215 of restricted reserves.

#### Consultation

Nil

#### Statutory Implications

*Local Government Act 1995, Section 6.4*

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

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

#### Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

Nil

## Voting Requirements

☒ Simple Majority ☐ Absolute Majority

## Officers Recommendation / Council Resolution – Item 13.4

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

**MIN 8012/25**

**MOTION** - Moved Cr. Cusack

Seconded Cr. Currie

**CARRIED 7 / 0**

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

### 13.5 Schedule of Accounts for the Month Ended 31 May 2025

<b>Date:</b>	7 May 2025
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>File Reference</b>	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	13.5A Schedule of Accounts paid for the month ended 31 May 2025 13.5B Credit card payments, May 2025

#### Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

#### Summary

For Council to receive the list of payments made by the Shire of Narembreen for the month ended 31 May 2025.

#### Background

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

#### Comment

As per the attached schedule, total payments from Municipal funds for the month ended 31 May 2025 total \$788,069.21 including \$8,587.07 of expenditure on Council credit cards.

#### Consultation

Nil

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

#### Reg. 13 List of Accounts

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

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

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

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

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

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

### Financial Implications

Nil

### Voting Requirements

☒ Simple Majority ☐ Absolute Majority

**Officers Recommendation / Council Resolution – Item 13.5**

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

**MIN 8013/25**

**MOTION** - Moved Cr. Currie

Seconded Cr. Hardham

**CARRIED 7 / 0**

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

**14. Officers Reports - Community Services**

Nil

**15. Officers Reports - Infrastructure Services**

Nil

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

Nil

**17. Elected Member Motions Without Notice**

Nil

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

Nil

**19. Matters for which the Meeting may be Closed**

Nil

**20. Closure of Meeting**

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

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