



AGENDA

Ordinary Council Meeting
18 November 2025





NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

Date: Tuesday 18 November 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 November 2025

DISCLAIMER

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event

7.2 Cr Bald

Date	Meeting/Event

7.3 Cr Bray

Date	Meeting/Event

7.4 Cr Currie

Date	Meeting/Event

7.5 Cr Hardham

Date	Meeting/Event

7.6 Cr Smoker

Date	Meeting/Event

7.7 Cr Stirrat

Date	Meeting/Event

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 21 October 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

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

9. Minutes of Committee Meetings to be Received

9.1 RoeROC Special Committee Meeting 10 November 2025 Attachment 9.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.1

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

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

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.2

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

10. Recommendations from Committee Meetings for Council Consideration

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

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 10.1

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

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

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

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

11. Announcements by Presiding Member without Discussion

12. Officers Reports - Office of the Chief Executive Officer

12.1 Central Eastern Accommodation and Care Alliance – Expansion Project

Date:	3 November 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT/CEACA/EXPANSION PROJECT
Previous Meeting Reference	MIN 7593/23
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

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

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

Background

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

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

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

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

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

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



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

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

Comment

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

The proposed terms are as follows:

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

Other proposed terms are as follows:

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

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

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

Consultation

CEACA Management Committee

Statutory Implications

Local Government Act 1995

Section 3.58 — *Disposing of Property*

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

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

Local Government (Functions and General) Regulations 1996

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

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

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

Policy Implications

Housing Strategy 2024-2034

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

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

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 12.1

That Council:

1. Notes that CEACA will be responsible for all construction, maintenance, and management costs associated with the project;
2. Notes that housing allocation will prioritise eligible Narembreen residents under CEACA's housing framework;
3. Authorises the Chief Executive Officer to prepare and execute a formal agreement with CEACA to give effect to the above; and
4. Pending receiving no materially negative feedback to the public notice as per section 9.49(2) of the *Local Government Act 1995* authorise the Chief Executive Officer and Shire President to effect the necessary legal documentation, including affixing the Shire's common seal, to process the transfer of land to CEACA.

12.2 RoeROC Key Worker Housing Project - Regional Housing Support Fund

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

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

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

Background

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

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

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

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

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

Comment

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

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

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

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

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

Consultation

RoeROC CEOs

RoeROC Executive Officer

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

Statutory Implications

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

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

Local Government Act 1995 - Section 3.59 - Major Land Transaction

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

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

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

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

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

Policy Implications

Housing Strategy 2024-2034

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

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

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Business Case, Financial Management Framework and Legislation, Risk Management Framework, Project Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

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

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

Shire Coordination (25%)	\$1,310,000
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Shire Co-Contribution Breakdown		
Cash	Approvals and development	\$1,224,000
Land Value	Lot 16 & Lot 17 Currall Street Narembreen (4,304m ²)	\$86,000
		<u>\$1,310,000</u>

Voting Requirements

- ☒ Simple Majority
 ☐ Absolute Majority

Officers Recommendation – Item 12.2

That Council:

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

13. Officers Reports - Development and Regulatory Services

Nil

14. Officers Reports - Corporate Services

14.1 Amended Fees and Charges

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

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

Comment

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

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

Consultation

Chief Executive Officer
Council – October Discussion Forum

Statutory Implications

Local Government Act 1995

6.19. Local Government to give notice of fees and charges

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Ineffective Management of Events / Facilities / Venues
Risk Category	Reputational
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	N/A
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Estimated financial implications of the proposed recommendations are as follows:

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

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation – Item 14.1

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

Fees and charges to be added:

Fees and Charges – Caravan Park

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

Fees and Charges – Caravan Park

1132150	Hire of Gym for Group Classes (per session)	\$15.00
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14.2 Financial Statements for the Month Ended 31 October 2025

Date:	11 November 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.2A Shire of Narembreen - Financial statements for month ended 31 October 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

Comment

Council's closing funding surplus as at 31 October 2025 is \$3,452,015 with cash on hand of \$9,091,340 including \$5,941,389 of restricted reserves.

Consultation

Nil

Statutory Implications

Local Government Act 1995

Section 6.4 – Financial Reports

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

Local Government (Financial Management) Regulations 1996

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 14.2

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

14.3 Schedule of Accounts for the Month Ended 31 October 2025

Date:	11 November 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.3A Schedule of Accounts paid for the month ended 31 October 2025 14.3B Credit card payments, October 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 31 October 2025 total \$885,261.05 including \$9,268.02 of expenditure on Council credit cards that were debited from Council's municipal account.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Regulation 13 - List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 14.3

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

15. Officers Reports - Community Services

Nil

16. Officers Reports - Infrastructure Services

16.1 GPS Fleet Tracking – Council Policy

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

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

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

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

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

Comment

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

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

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Mechanic
Plant Infrastructure Officer

Statutory Implications

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Plant Replacement Program; Risk Management Framework
Action / Treatment	Development of GPS Tracking Procedure
Risk Rating After Treatment	Adequate

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation – Item 16.1

That Council adopt the GPS Fleet Tracking Policy.

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

18. Elected Member Motions Without Notice

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

20. Matters for which the Meeting may be Closed

20.1 Close the meeting to the Public.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation – Item 20.1

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

20.2 CEO Performance Review 2025 - Report

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

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

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

Officers Recommendation – Item 20.2

That Council:

1. Receives the Chief Executive Officer's Performance Review Report - 2025, as presented in Confidential Attachment 12.2A.
2. Endorses the Key Performance Indicators for 2025/2026, as presented in Attachment 12.2B;
3. Schedules the next performance and remuneration review to be completed by November 2026;
4. Authorises the Chief Executive Officer's total reward package to be in accordance with Proposed Remuneration as detailed in Item 2.6 of the Performance Review Report – 2025, as attached effective from 11 September 2025.

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

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

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

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

Officers Recommendation – 20.3

That Council:

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

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

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

Purpose of Report

- ☒ Executive Decision ☒ Legislative Requirement

Summary

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

Officers Recommendation – Item 20.4

That Council:

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

20.5 Open the meeting to the Public.

Voting Requirements

- ☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 20.5

That Council re-open the meeting to public.

21. Closure of Meeting

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

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