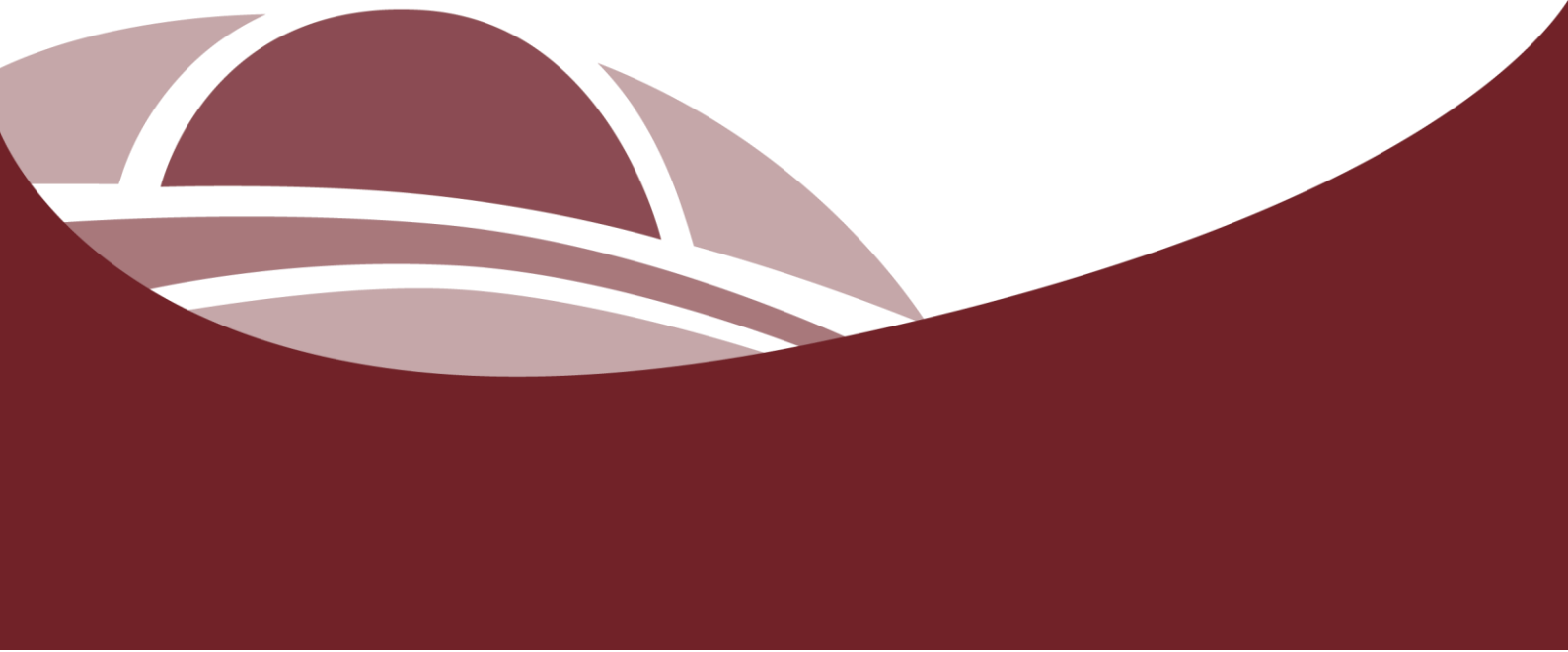




ATTACHMENTS

Ordinary Council Meeting
19 August 2025



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ATTACHMENT 7.1A
Minutes – Ordinary Council Meeting
15 July 2025



MINUTES

Ordinary Council Meeting
15 July 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 July Ordinary Council Meeting has been convened for:

Date: Tuesday 15 July 2025
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

10 July 2025

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

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

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UNCONFIRMED

1. Official Opening and Welcome

Meeting opened at 5:01

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
Mr K Markham	Executive Manager Infrastructure Services

Member of Public:

Warren Milner
Lorraine Lethlean

Apologies:

Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Cr Cusack declared an impartiality interest for agenda item 18.2.
Cr Bald declared an impartiality interest for agenda item 18.2.

5. Application for Leave of Absence

Nil

6. Deputations/Petitions/Presentations/Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 17 June 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 17 June 2025, as presented, be confirmed as a true and correct record of proceedings.

MIN 8014/25

MOTION - Moved Cr.

Cusack

Seconded Cr. Hardam

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 and 8.2 were moved en bloc

8.1 Narembreen Bushfire Advisory Committee Volunteer Bush Fire Brigade annual general meeting – 4 June 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the Narembreen Bushfire Advisory Committee Volunteer Bush Fire Brigade annual general meeting held on Thursday 21 November 2024, as presented, be received.

MIN 8015/25

MOTION - Moved Cr. Bray

Seconded Cr. Cole

CARRIED 7 / 0

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

8.2 GECZ Minutes Thursday 13 June 2025 Attachment 8.2A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.2

That the minutes of the GECZ Meeting held on Friday 13 June 2025, as presented, be received.

MIN 8015/25

MOTION - Moved Cr. Bray

Seconded Cr. Cole

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 Bushfire Advisory Committee Meeting 4 July 2025, Item 5.1 – 5.3 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Office Bearers for the 2025/2026 financial year.

Chairperson	Murray Dixon
Captain	Brendon Parsons
Lieutenant	Peter Cowan

MIN 8016/25 **MOTION** - Moved Cr. Bald Seconded Cr. Cole

CARRIED 7 / 0

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

9.2 Bushfire Advisory Committee Meeting 4 July 2025, Item 6.1 – 6.4 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.2

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Fire Control Officers for the 2025/2026 fire season.

Chief Fire Control Officer	Murray Dixon
Deputy Chief Fire Control Officer	Mitchell Miolini
East Sector	Brendan Parsons
West Sector	Trevor Cole
North Sector	Mitchell Miolini
Central	Alan Yandle
Central	Andrew Hardham
Ranger	Keith Squibb

MIN 8017/25 **MOTION** - Moved Cr. Currie Seconded Cr. Cusack

CARRIED 7 / 0

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

**9.3 Bushfire Advisory Committee Meeting 4 July 2025, Item 9.3
Attachment 8.1A**

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 9.3

That Council endorse the recommendation of the Bushfire Advisory Committee to accept the Fire Break Order 2025/2026.

MIN 8018/25 **MOTION** - Moved Cr. Bald Seconded Cr. Cole

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

Cr Stirrat noted how saddened Council was to hear of the passing of Mary Cowan as a long standing citizen and contributor to the community. As a long-time contributor to the school and education. Condolences to the Cowan family.

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – June 2025

Date:	2 July 2025
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CP/Planning/Corporate Business Plan/Progress Reports
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A CBP - Quarterly Progress Report – June 2025

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for June 2025 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen's second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the annual budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementing its identified goals.

It is crucial for the Shire to assess and track the success of these initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation implements reporting mechanisms to ensure alignment of its operations and its commitments and priorities.

Progress reports are conducted quarterly using a traffic light system. These quarterly reports are formally presented to Council's Audit Risk and Improvement Committee - annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for June 2025 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Local Government Act 1995 - Section 5.56

- (1) A local government is to plan for the future of the district.

Local Government (Administration) Regulations 1996 – Section 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.
- (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.*
- (7) A corporate business plan is to be, and is to remain, consistent with any relevant strategic community plan.

Policy Implications

Nil

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
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item. Identified outcomes from the Corporate Business Plan are factored into the Council's Long Term Financial Plan.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – June 2025 as presented in Attachment 11.1A.

MIN 8019/25

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

11.2 Local Planning Policy – Temporary Moveable Accommodation

Date:	1 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CM/POLICY/Policy Register/4. Development Policies
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Temporary Moveable Accommodation Guidelines 11.2B Local Planning Policy 2 - Temporary Moveable Accommodation

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider and endorse the Roe Regional Organisation of Councils (RoeROC) Temporary Moveable Accommodation Policy and associated Guidelines, and to adopt the Policy for local implementation within the Shire of Narembeen.

Background

Recent reforms to the *Caravan Parks and Camping Grounds Regulations 1997* have granted local governments increased flexibility to manage temporary accommodation on private property, including sites other than caravan parks.

In response, RoeROC developed a standardised policy and guideline framework for the management of temporary moveable accommodation. The framework was developed collaboratively by RoeROC Environmental Health Officers with input from RoeROC CEOs, to ensure consistency across member local governments.

At the RoeROC Meeting held on the 5th June 2025 the proposed RoeROC Temporary Moveable Accommodation Policy and guidelines were presented, with the following decision being made;

- That RoeROC endorses the proposed RoeROC Temporary Moveable Accommodation Policy and Guidelines to set a standardised approach across member Councils.***
- 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.***

Comment

The purpose of the Policy is to enable a clear, compliant, and consistent approach to managing applications for temporary moveable accommodation—such as caravans and camper trailers—across the RoeROC member Shires.

Key components of the Policy and Guidelines include:

- a formal application process for accommodation exceeding 5 nights per 28-day period.
- a standard permit duration of up to 24 months, with the option to renew.
- health, safety, and amenity requirements (for example - power, potable water, ablutions).
- provisions regarding site suitability, inspection, and permit conditions.
- clear limitations regarding commercial use, multiple camps, and unzoned areas.

This regional framework will streamline decision-making and compliance efforts, and support community members seeking temporary housing arrangements during property construction, personal hardship, or transitional periods.

RoeROC has recommended a standard application fee of \$300, which each local government may adopt as part of its Fees and Charges schedule, Narembreen having already done so in June 2025.

Once adopted, the Shire will implement the new policy framework through public communication, updates to the Shire website, internal training, and integration into operational workflows.

Consultation

RoeROC Council – June 2025
Councillors – June 2025 Discussion Forum
Environmental Health Officer

Statutory Implications

Building Code of Australia / National Construction Code
Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997 (amended 1 September 2024)
Health (Miscellaneous Provisions) Act 1911
Local Government Act 1995

Policy Implications

This item introduces a new policy – Local Planning Policy – Temporary Moveable Accommodation and adopts associated implementation Guidelines. Once adopted, this Policy will guide officers in assessing, approving, and enforcing temporary moveable accommodation arrangements.

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	New introduced policy and guidelines; legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The \$300 application fee for Temporary Moveable Accommodation has been included in the Shire of Narembeen's 2025/26 Fees and Charges, as adopted by Council at the June 2025 Ordinary Council Meeting. This fee is intended to cover administrative and inspection costs associated with processing and managing applications.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 11.2

That Council:

1. notes the RoeROC Temporary Moveable Accommodation Guidelines.
2. adopts the Temporary Moveable Accommodation Policy as a Shire of Narembeen policy.

MIN 8020/25

MOTION - Moved Cr. Bald

Seconded Cr. Cusack

CARRIED 7 / 0

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

11.3 Road Strategy 2025

Date:	9 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ROADS/PLANNING/Road Strategy
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A Shire of Narembeen - Road Strategy 2025

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

To consider and adopt the Shire of Narembeen Road Strategy 2025 as the guiding document for road infrastructure planning, development, maintenance, and funding priorities across the Shire.

Background

The Shire of Narembeen manages over 1,589 kilometres of road infrastructure, of which approximately 1,147 kilometres are unsealed. With evolving community needs, increasing road user diversity, and heightened accountability in asset management, a formal Road Strategy has been prepared to ensure the network remains safe, functional, and sustainable into the future.

The draft Road Strategy provides a structured framework to:

- Determine a simplified road hierarchy and corresponding levels of service (LOS);
- Prioritise and justify capital and maintenance works;
- Align with asset management practices and funding eligibility requirements;
- Support environmental and legislative compliance; and
- Assist with long-term planning and stakeholder communication.

Comment

The Road Strategy clearly defines the purpose and function of different classes of roads across the Shire. It introduces a five-tier road hierarchy that aligns with Main Roads WA and National Association of Australian State Road Authorities (NAASRA) classifications and assigns levels of service linked to road type and usage. The document also identifies roads of regional significance included in the *Roads 2040 Regional Road Development Strategy*, providing a strategic basis for funding applications through the Regional Road Group and other State/Federal mechanisms.

The Strategy formalises routine maintenance standards, road inspection frequencies, environmental considerations, and future planning tools (for example traffic counters and condition assessments). It also includes policies on gravel sourcing and rural bitumen frontage requests to ensure transparency and consistency.

Once adopted, the Strategy will guide operational planning, budget development, and engagement with funding bodies. It will be reviewed annually, with a major review scheduled in 2027.

Consultation

Executive Manager Infrastructure Services
Plant and Works Committee (via email)
Councillors – June 2025 Discussion Forum

Statutory Implications

The adoption and implementation of the Road Strategy supports compliance with the following legislation and standards:

- *Bush Fires Act 1954*
- *Environmental Protection Act 2003*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Local Government Act 1995*
- *Main Roads Act 1930*
- *Planning and Development Act 2005*
- *Soil and Conservation Act 1945*
- *Wildlife Conservation Act 1950-1979*

It also aligns with asset management requirements under the *Integrated Planning and Reporting Framework* mandated by the Department of Local Government, Industry Regulation and Safety (DLGIRS).

Policy Implications

Council Policy – Gravel, Sand and Pit Rehabilitation
Council Policy – Bitumen Frontage – Rural Residences

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.2 Safe and efficient transport network enables economic growth

Asset Management Plan

The Road Strategy integrates with the Shire's Asset Management Framework, helping to define asset lifecycle needs and inform the maintenance and renewal schedules. It also ensures compliance with legislative requirements to maintain Asset Management Plans.

Long Term Financial Plan

The Strategy supports long-term financial sustainability by identifying cost-effective road treatments, promoting prioritisation based on service levels and road function, and aligning with external funding criteria. These elements will be progressively reflected in the Long-Term Financial Plan during its next review.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	New introduced strategy; industry standards and legislation
Action / Treatment	Preparation of Transport Level of Service Plan
Risk Rating After Treatment	Adequate

Financial Implications

There are no immediate direct financial implications resulting from adoption of the Strategy. However, implementation will influence future operational and capital expenditure priorities as outlined in the annual works program and budget. The Strategy supports funding eligibility for grants that require evidence-based asset management planning.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution– Item 11.3

That Council adopts the Shire of Narembreen Road Strategy 2025, as attached.

MIN 8021/25

MOTION - Moved Cr. Bray

Seconded Cr. Cole

CARRIED 7 / 0

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

11.4 Equal Employment Opportunity Management Plan - Review

Date:	9 July 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CM/PLANNING/EEO Plan
Previous Meeting Reference	OCM Ref 7810/24
Disclosure of Interest:	Nil
Attachments:	11.4A Equal Employment Opportunity Management Plan Review – July 2025

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

To consider and endorse the annual review of the Shire of Narembeen Equal Employment Opportunity (EEO) Management Plan, which incorporates updates to reflect a stronger alignment with the Shire's Disability Access and Inclusion Plan (DAIP) 2024–2029 and ensures that EEO planning and reporting continues to be undertaken annually.

Background

The Equal Opportunity Act 1984 (WA) requires public sector authorities, including local governments, to develop and implement an Equal Employment Opportunity Management Plan to ensure that discriminatory practices are identified and eliminated in employment processes. The Shire adopted its current EEO Management Plan in June 2024 (OCM Ref 7810/24), with a commitment to annual reviews.

The Disability Services Act 1993 (WA) and associated regulations also require local governments to implement a DAIP. Outcome 7 of the Shire's DAIP outlines the expectation that people with disability have the same opportunities as others to obtain and maintain employment with the Shire.

Comment

The 2025 annual review of the EEO Management Plan was conducted in July and reflects the following key updates:

- Clear alignment with the Shire's DAIP, particularly Outcome 7 (employment).
- Strengthened language around inclusive recruitment practices, workplace accessibility, and reasonable adjustments.
- Updated demographic workforce data as at 30 June 2025.
- Reinforced commitments to training, accessible information, and internal complaint resolution procedures.

- Confirmation that the EEO Plan will continue to be reviewed annually and reported to the Director of Equal Opportunity in Public Employment in accordance with section 146 of the Equal Opportunity Act 1984.

The revised Plan continues to promote equity in employment and provides practical mechanisms to prevent and respond to harassment, discrimination, and bullying. It integrates legislative obligations with the Shire's broader strategic objectives, including those in the DAIP, Corporate Business Plan, and Workforce Plan.

Consultation

Executive Management

Statutory Implications

Australian Human Rights Commission Act 1986 (Cth)

Disability Services Act 1993 (WA)

Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 1984 (WA)

Workplace Safety and Health Act 2021 (WA)

Policy Implications

Disability Access and Inclusion Plan 2024–2029

Employee Code of Conduct

Executive Policy – Disciplinary

Executive Policy – Discrimination, Harassment and Bullying

Executive Policy - Grievance

Executive Policy – Work, Health and Safety

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	Compliance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Minor administrative costs associated with training and awareness programs are provided for in the adopted operational budget.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 11.4

That Council:

1. endorses the 2025 annual review of the Equal Employment Opportunity Management Plan as presented.
2. notes the alignment of the EEO Plan with the Shire's Disability Access and Inclusion Plan 2024–2029.

MIN 8022/25

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

12. Officers Reports - Development and Regulatory Services

Nil

UNCONFIRMED

13. Officers Reports - Corporate Services

13.1 Adoption of the Budget for the Year Ended 30 June 2026

Date:	3 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FM\Budgets
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Annual budget for the year ended 30 June 2026 (statutory version)

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

For Council to review and endorse the reports and schedules comprising the annual budget for the year ended 30 June 2026 and endorse the following:

- statutory budget reports
- schedule of fees and charges
- rate in the dollar for rate categories and minimum rates
- interest rates and administration charges on rates paid via instalments
- interest rates on overdue rates
- instalment option due dates
- early payment discount terms and percentage
- Council's materiality threshold for financial reporting.

Background

The 2026 budget has been prepared after extensive consultation with Councillors and staff including multiple workshops to factor in Council's proposed projects for the next 10 years to 2035, in accordance with Council's various strategic plans.

Keeping with Council's Corporate Business Plan, the budget contains a 5% increase to projected income for GRV and UV rate categories, including minimum rates.

Comment

The 2026 annual budget has been prepared following continued internal and external consultation with various stakeholder groups. The budget is prepared secondary to the 10-year financial plan to ensure that the proposed expenditure is appropriate given Council's appetite for risk and its expectations for the cost and timing of future projects.

Narembreen's Council is ambitious and aims to deliver a high standard of services and facilities to the community. This ambition is reflected in the planned commitment of a significant amount of resources over the next 5 years for the development and renewal of key high-profile community facilities and infrastructure. Council's motivation is tempered with appropriate caution; potential risks are mitigated with proper and continual planning and consultation to ensure that proposed projects will satisfy the needs of the community whilst ensuring the life cycle costs are viable.

In order to fund Council's planned projects, increases to rates are necessitated. As per the attached budget document, Council will raise general rates of approximately \$2,270,220 to cover the deficit in operations, in addition to gratia rates of \$32,951. Council's general rate income is summarised below:

Category (Rating Basis)	Rate in the dollar	Minimum rates	Estimated revenue
Townsite (GRV)	\$0.098131	\$560.00	\$288,468.00
Rural and mining (UV)	\$0.008082	\$560.00	\$1,981,752
Budgeted gross rate revenue			\$2,270,220.00

Like all budget estimates, assumptions and contingencies can have significant adverse or beneficial impacts over time. Owing to the timing of the budget adoption and the manner in which the budget is prepared there is scope for Council's projected surplus to materially change. The likely sources of this change are:

- The full reconciliation of the Council's financial records as at 30 June 2025 impacting the brought forward surplus figure.
- Rise and fall in projected income and expenses.
- Unforeseen costs owing to adverse events.

Consultation

Councillors
Chief Executive Officer
Executive Manager Infrastructure Services
Staff

Statutory Implications

Local Government Act 1995 Section 6.2:

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- the expenditure by the local government; and*
 - the revenue and income, independent of general rates, of the local government; and*
 - the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
- and*
- (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*
- [Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]*

Policy Implications

No policies are directly affected by the adoption of the budget – many policies relate to its subsequent enactment.

Strategic Implications

Strategic Community Plan

- | | |
|---------------------|---|
| Strategic Priority: | 1. Happy, safe, healthy and inclusive community. |
| Objectives: | 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles. |
| Strategy: | Considered and measured allocation of resources to infrastructure and amenities that benefit the community |
| Strategic Priority: | 4. Well governed and efficiently managed Local Government |
| Objectives: | 4.1 Forward planning and implementation of plans to achieve strategic priorities
4.2 Compliance and resourced Local Government |
| Strategy: | Budget prepared in conjunction with long-term financial plan to ensure that decisions are sustainable and affordable. |

Asset Management Plan

The budget contains significant capital expenditure for asset renewal, improvement and addition.

Long Term Financial Plan

As noted, the annual budget is prepared following the revision and renewal of the latest version of Council's long-term financial plan. Council's long-term modelling has been developed to prioritise sustainability, delivery of services and continual improvement of Shire infrastructure in addition to providing new infrastructure and facilities to the community.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Capital expenditure for asset renewal and improvement is allocated in accordance with best practice principles, the professional advice of management, and in accordance with the asset management plan. Capital expenditure is always in consultation and deliberation with Council.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	The projects proposed for the year ended 30 June 2026 have been budgeted for in conjunction with the development of a long-term financial plan that demonstrates a sufficient level of sustainability and flexibility to suite Council's appetite for risk.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The budget governs all expenditure incurred throughout the next financial year, pending any subsequent amendments by Council. As detailed in the Statement of Financial Activity in the attached budget report, the proposed budget is balanced (achieves \$0.00 surplus) by utilising the entire brought forward surplus for either: projects, operating costs or setting aside funds for future projects.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

That Council endorse the following by absolute majority:

1. The Shire of Narembreen annual budget for the year ended 30 June 2026, as attached, per s.6.2(1) of the Local Government Act 1995.
2. Levying a Rate in the Dollar of \$0.098131 for all GRV-based townsite assessments, noting that all non-mining and non-rural assessments are categorised as 'townsite'.
3. Levying a Rate in the Dollar of \$0.008082 for all UV-based rural and mining assessments.
4. Levying a minimum rate of \$560.00 for all rateable GRV and UV assessments.
5. Setting the following repayment options for rates as per with s6.45(1)(a) of the Local Government Act 1995:

Option**Due By**

Option A – One Payment

29 August 2025

Option B – Four Instalment Options

29 August 2025

31 October 2025

2 January 2026

27 February 2026

6. No instalment option being offered on service charges for rubbish collection.
7. An instalment plan administration fee of \$10.00 per reminder rate notice issued, per s6.45(3) of the Local Government Act 1995.
8. Instalment interest to be levied at 5.50% as per s6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996.
9. Late payment penalty interest to be levied at 11.00% for all assessments that are overdue by 29 August 2025 (including partially), unless otherwise on the endorsed instalment plan, per s6.51(1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996.
10. Offering an early payment discount of 2% for all assessments paid in full on or before 29 August 2025, per s6.46 of the Local Government Act 1995.
11. The Schedule of Fees and Charges for the year ended 30 June 2026, as attached, per s6.16(3)(a) of the Local Government Act 1995.
12. A materiality threshold of 10% or \$25,000, whichever is greater, in accordance with Local Government (Financial Management) Regulations 1996 Regulation 34.

MIN 8023/25**MOTION** - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 7 / 0

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

13.2 Financial Statements for the Month Ended 30 June 2025

Date:	9 July 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:	13.2A Shire of Narembeen - Financial statements for month ended 30 June 2025

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 30 June 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 June 2025 is \$2,838,309 with cash on hand of \$9,064,634 including \$5,880,537 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 13.2

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

MIN 8024/25

MOTION - Moved Cr. Cusack

Seconded Cr. Cole

CARRIED 7 / 0

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

13.3 Schedule of Accounts for the Month Ended 30 June 2025

Date:	9 July 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:	13.3A Schedule of Accounts paid for the month ended 30 June 2025 13.3B Shire of Narembreen - Credit card payments, June 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 30 June 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 June 2025 total \$935,633.85, in addition to \$9,150.92 of expenditure on Council credit cards that were not yet debited from Council's transaction account.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.3

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

MIN 8025/25

MOTION - Moved Cr. Currie

Seconded Cr. Bald

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

18.1 Business of Urgent Nature Approved by Decision

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

That Council, by absolute majority, agree to consider the following item of urgent business:
Lifting of Caveat (Grain Discovery Centre - Lot 200 on DP72475 and *Gift of Lots 16 & 17 Currall Street, Narembeen*.

MIN 8026/25

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 7 / 0

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

18.2 Lifting of Caveat and Gift of Land - Go Narembreen

Date:	14 July 2025
Location:	Lot 200 on Deposited Plan 72475 (Grain Discovery Centre) Lots 16 and 17 Currall Street Narembreen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	MIN 5944/15; MIN 6701/18
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	18.2A Go Narembreen Letter 18.2B Land Location Map 18.2.C Caveat N243219

Purpose of Report

- ☒ Executive Decision ☒ Legislative Requirement

Summary

To seek Council's approval to:

1. Proceed with lifting the caveat registered over the Narembreen Roadhouse and Grain Discovery Centre (Lot 200 on Deposited Plan 72475); and
2. Formally accept the gift of Lots 16 (7) and 17 (5) Currall Street, Narembreen from Go Narembreen Progress Association Inc., to support the development of key worker accommodation that will benefit the local economy and community sustainability.

Background

In 2014–2015, Council resolved to gift Lot 2 Currall Street to Go Narembreen Progress Association Inc. and to amalgamate it with the adjacent Lot 1 to form a single title for the Narembreen Roadhouse and Grain Discovery Centre. Following this, a caveat was lodged on the new amalgamated title to protect the Shire's interests in the ongoing operation of the Grain Discovery Centre. At the time, it was intended that a long-term lease would be executed to document the ongoing operation of the Grain Discovery Centre.

Council reviewed a draft lease in 2017 but resolved not to proceed due to management realities and structural changes. It was noted that Go Narembreen had effectively managed the facility and would continue to do so, rendering a lease unnecessary.

This position was reaffirmed in 2018, and the caveat remained as the sole legal instrument protecting the Shire's interests.

On 13 July 2025, Go Narembreen formally resolved to:

- Request the Shire commence the process to lift the caveat.
- Gift Lots 16 and 17 Currall Street to the Shire of Narembreen for future use.

Comment

The Shire of Narembeen has identified key worker accommodation as a strategic priority to support workforce attraction and retention, enable local business growth, and ensure the sustainable delivery of services. Go Narembeen's offer to gift Lots 16 and 17 Currall Street presents a unique opportunity to advance this goal through centrally located, appropriately zoned land.

However, the removal of the caveat must be considered carefully. While it was originally intended to protect the Shire's interest in the Grain Discovery Centre, the proposed removal would eliminate that formal safeguard. Additionally, no community consultation has been undertaken to determine the public's current position on the caveat.

If the gifting and associated land transfer does not proceed, the key worker accommodation project is at risk unless an alternative land assembly strategy is identified. While the Shire does own land on Cheetham Way, this location has been deemed less suited to meeting density targets or proximity requirements for workforce housing.

The Shire is currently working in partnership with RoeROC to further develop the initial business case for key worker accommodation into a more detailed and regionally scoped proposal. This includes the preparation of concept plans and refined cost estimates to strengthen advocacy for State or Commonwealth government support.

In proceeding, Council must balance the urgency of addressing the regional workforce housing challenge with its responsibility to protect community assets. Consideration should be given to whether other mechanisms can reasonably safeguard the future use and accessibility of the Grain Discovery Centre without retaining the caveat.

Consultation

Go Narembeen
Shire President
Executive Manager Corporate Services
Discussion Forum – June 2025

Statutory Implications

Local Government Act 1995 Section 3.58 – Disposition of property (exempt under Functions and General Regulations, r.30(2)(b)).

Transfer of Land Act 1893 – Governs land transfers and caveat removal.

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

Acquisition of Lots 16 and 17 Currall Street strengthens the Shire's landholding for strategic residential development. No change to existing Roadhouse or Grain Discovery Centre asset management obligations, which remain with Go Narembreen.

Long Term Financial Plan

Supports long-term workforce planning and attraction strategies. Future residential development to be incorporated into the capital works program and funding strategies.

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	Local Government Act 1995
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated damage requiring internal and external resources to rectify
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (12)
Key Controls in Place	Community Engagement Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

If Council resolves in line with the officer's recommendation, then minor legal and settlement costs will be incurred to process caveat removal and land transfer, absorbable within current operational budgets.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

18.2 Officers Recommendation / Council Resolution – Item 18.2

That Council:

1. authorises the removal of the registered caveat on Lot 200 on Deposited Plan 72475 (Narembeen Roadhouse and Grain Discovery Centre).
2. authorises the affixation of the Shire of Narembeen's Common Seal to affect the removal of the caveat, if, pending legal advice, the removal of the caveat will require the execution of a deed.
3. formally accepts the gift of Lots 16 (7) and 17 (5) Currall Street, Narembeen, from Go Narembeen Progress Association Inc.
4. authorises the Chief Executive Officer to complete all necessary documentation to finalise the land transfer for the gifted land.
5. acknowledges and thanks Go Narembeen Progress Association Inc. for their significant contribution to the future growth and sustainability of the Narembeen community.

MIN 8027/25

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

19. Matters for which the Meeting may be Closed

19.1 Close Meeting to the Public

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 19.1

That Council close the meeting to the public in accordance with Section 5.23(2)(a) of the Local Government Act, to discuss the personal affairs of a ratepayer.

MIN 8028/25

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

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

The meeting was closed to the public at 5.23pm

The Public recording ceased.

The Confidential recording commenced.

19.2 Review of Payment Plan for Overdue Rates (CONFIDENTIAL)

Date:	9 July 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\BUDGETS\Annual\2026
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.2A Ordinary Council Meeting Minutes – 16 May 2023

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider the ongoing status of the custom payment arrangement previously endorsed by Council.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – 19.2

That Council resolves:

1. To endorse the continuation of the payment plan for assessments A5288, A2018, A2015 and A5124 of \$1,600.00 a month, payable at the end of each calendar month.
2. That the continuation of the payment plan is offered to 30 June 2026 only, on the basis that the arrangement will be reviewed again by Council prior to that date.
3. That if the ratepayer(s) fails to make any scheduled payments on time for the arrangement to be considered voided and for the Chief Executive Officer, as soon as is reasonably practicable, is to commence with all available means debt collection in accordance with 'Council Policy – Debt Management'.

MIN 8029/25

MOTION - Moved Cr. Bald

Seconded Cr. Hardham

CARRIED 7 / 0

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

19.3 Open Meeting to the Public

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 19.3

That Council re-open the meeting to the public.

MIN 8030/25

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

The meeting was reopened to the public at 5.30 pm

The confidential recording was ceased

The public recording was recommenced

The presiding person read the Council Resolution for item 19.2 aloud for the public recording.

20. Closure of Meeting

The next ordinary meeting of Council meeting will be held on Tuesday 19 August 2025 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5:31pm

ATTACHMENT 7.2A
Minutes – Special Meeting of Council
18 July 2025



MINUTES

Special Meeting of Council
18 July 2025

NOTICE OF MEETING

Dear Elected Members,

In accordance with the provisions of Section 5.5 of the Local Government Act Regulation 12(3) of the Local Government (Administration) Regulations 1996, you are hereby notified that a Special Meeting of Council has been convened for:

Date: Friday 18 July 2025

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

Commencing: 3:30pm

Rebecca McCall
Chief Executive Officer

18 July 2025

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

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

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1. Official Opening and Welcome

The President opened the meeting at 3:31pm

2. Record of Attendance / Apologies

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

Member of Public:

Nil

Apologies:

Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Officers Reports – Executive Manager Corporate Services

5.1 Change to Resolution re Adoption of Annual Budget for the Year Ended 30 June 2026

Date:	18 July 2025
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FM\Budgets
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

For Council to change part of its original resolution for the adoption of the annual budget for the year ended 30 June 2026.

Background

At the Ordinary Council Meeting held on 15 July 2026, Council passed a resolution of 12 parts to adopt the annual budget for the year ended 30 June 2026.

Owing to an administrative error, the adopted instalment dates for 2026 are non-compliant and must be changed to allow the rates notices to be issued.

Comment

Council's Enterprise Resource Program requires that rates instalments are given to be at least 2 months apart in order to comply with a Regulation regarding interim instalment due dates. Accordingly, the rates cannot be processed with the originally adopted instalment dates.

To correct this administrative oversight the requirements of Council's Standing Orders Local Laws 2020 and the Local Government (Administration) Regulations 1996 must be followed.

Section 16.2 of the Standing Orders Local Laws 2020 requires that a change or revocation of a resolution may only be done so if no action has been taken to implement the resolution. No action has been taken to implement the resolution (see definition provided by Local Laws 2020 below) other than internal administrative processing.

Regulation 10 of the Local Government (Administration) Regulations 1996 requires that a change or revocation of a motion requires the support of one-third of Council, including the original mover. All Councillors have been asked to support changing the resolution at a special meeting of Council and endorsement has been received from Councillor Hardham, Councillor Cole, Councillor Bald and the mover of the original resolution, Councillor Bray.

Consultation

Chief Executive Officer

Statutory Implications

Local Government (Administration) Regulations 1996

- (1) If a decision has been made at a council or a committee meeting, then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting, then any decision to revoke or change the first-mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.

16.2 Limitations on powers to revoke or change decisions

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

16.3 Implementing a decision

- (1) In this clause—
 - (a) *authorisation* means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) *implement*, in relation to a decision, includes:
 - i. communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - ii. take any other action to give effect to the decision; and
 - (c) *valid notice of revocation motion* means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the local laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 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
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no material financial implications in relation to this proposed change of resolution; the material components of the budget have already been appropriately adopted. Changing the instalment dates will create a minor difference in actual eventual cash flows for the second half of the financial year, but instalment interest revenues had already been sufficiently provided for in the adopted budget.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 6.1

That Council, by absolute majority, affects a change to Part 5 of its resolution for item 13.1 of the Ordinary Meeting of Council held on 15 July 2025, specifically the fourth specified instalment date, as follows:

Setting the following repayment options for rates as per with s6.45(1)(a) of the Local Government Act 1995:

Option	Due By
Option A – One Payment	29 August 2025
Option B – Four Instalment Options	29 August 2025
	31 October 2025
	2 January 2026
	27 February 2026 6 March 2026

MIN 8031/25 **MOTION** - Moved Cr. Cole Seconded Cr. Bald

CARRIED 7 / 0

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

6. Closure of Meeting

There being no further business, the chair declared the meeting closed at 3:33pm

ATTACHMENT 11.2A
Communications Agreement Regulations and
Order 2025 Submission (Draft)

**Communications Agreement Order
Shire of Narembeen Submission (DRAFT)
July 2025**

To: DLGSC Act Review
Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House
140 William Street
PERTH WA 6000
Email: actreview@dlgsc.wa.gov.au

Prepared by: Shire of Narembeen
Rebecca McCall, Chief Executive Officer
ceo@narembeen.wa.gov.au | (08) 9064 7308

This submission was developed through a Council Member Workshop held on 15 July 2025 and was formally endorsed by Council at its Ordinary Meeting held in August 2025. The Shire's feedback reflects the operational context of a small regional local government and includes detailed responses to the WALGA Discussion Paper questions.

We appreciate the opportunity to participate in this important consultation process and encourage the Department to consider a more flexible, enabling framework that supports practical implementation across all tiers of local government.

2.1.1 General drafting approach

Q1. The draft regulations and default order contain excessive detail for local governments. While clarity is important, the level of prescription:

- Limits flexibility to adopt practical, local solutions.
- Creates unnecessary administrative burden for routine matters.

We recommend simplifying the framework or allowing more discretion for councils, while maintaining key compliance elements.

2.1.2 Commencement and implementation

Q2. The proposed commencement date of 19 October 2025, immediately following the local government elections, is not appropriate.

- A newly elected council should be part of the deliberations and endorsement of a communications agreement.
- Implementing the default agreement by default immediately after elections undermines council ownership and may lead to confusion among new members.
- Local governments also need time to:
 - Update induction material;
 - Develop internal processes and registers;
 - Provide training for elected members and staff.

We recommend a minimum 6-month implementation window after the election to allow councils to adopt their own agreement and meaningfully involve newly elected members.

2.1.3 Providing correspondence sent by President to all Council Members

Q3. Yes, it is appropriate for communications agreements to address the provision of President correspondence to Council Members to promote transparency.

Q4. Clause 5 is rigid and not practical for local governments. Alternative, more efficient methods should be permitted.

Q5. We support:

- Specifying key correspondence types that must be shared.
- Allowing Presidents to exempt routine or ceremonial items.
- Enabling access via a register or secure portal instead of distributing every item.

The current drafting of Clause 5 is too prescriptive. Flexibility is needed to reduce administrative burden and allow fit-for-purpose practices, especially for smaller local governments.

2.1.4 Requests for information – definition and scope

Q6. Yes. The phrases “or otherwise” and “other information” should be deleted. Their inclusion creates ambiguity and potentially broadens the scope beyond what is reasonable or intended.

Q7. Yes. The current definition may lead to unreasonable expectations, misuse, or requests outside the scope of a Council Member’s role, placing unnecessary pressure on limited resources.

Q8. Yes. The definition is inconsistent with section 5.92 of the Act and clauses 4 and 14 of the Draft Order, which limit access to information relevant to a member’s statutory functions.

Q9. Yes. The definition should be revised to clearly refer only to requests made under section 5.92 to ensure consistency, clarity, and proper alignment with legislative intent.

Q10. We recommend clarifying that requests must relate to a Council or Committee Member’s functions under the Act or another written law. This will prevent misuse and ensure operational resources are focused on core responsibilities.

2.1.5 Administrative matters – definition and scope

Q11. Yes. A separate process for administrative matters is supported. It allows for practical handling of day-to-day requests without triggering the formal processes applicable to more substantive information requests.

Q12. The current definition in the Draft Regulations is generally suitable but lacks flexibility. Some aspects may not reflect the operational realities of smaller local governments.

Q13. We support WALGA’s alternative definition as it provides greater clarity and reflects the breadth of administrative support activities in a more functional way.

- Q14. Yes. Regulations should avoid prescribing a fixed definition and instead allow each local government to define 'administrative matter' in its communications agreement based on local context and capacity.
- Q15. Over-defining administrative matters risks unnecessary complexity. A flexible, locally tailored approach will better serve the needs of councils and reduce administrative burden.

2.1.6 Exclusions from application of communications agreement

- Q16. Yes, the exclusions in Regulation 28D(3) and Clause 3(2) are appropriate and supported.

They acknowledge the importance of maintaining the CEO as the conduit for communication between Council Members and employees in normal circumstances. Outside of Council or Committee deliberations, Council Members must communicate through the CEO, ensuring operational integrity and clear accountability.

However, during formal Council or Committee meetings, direct engagement with employees is permitted as part of deliberations. Similarly, the Shire supports the provision allowing the President (or delegated Council Members) to engage directly with employees for CEO recruitment, performance reviews or termination processes—but this interaction must follow a clearly defined and adopted process to ensure transparency, fairness, and appropriate boundaries.

2.1.7 Commissioners

- Q17. Yes, the rights and responsibilities of commissioners should align with those of Council Members and the President to ensure consistency and accountability in governance during administration.
- Q18. Yes, it is inappropriate for a commissioner to make requests to any employee. All requests for information or assistance should be directed through the CEO only to maintain clear communication protocols, safeguard staff wellbeing, and ensure operational consistency.

2.1.8 Amendments to Model Code of Conduct

- Q19. The Shire of Naremburn does not support Council Members being able to direct or attempt to direct local government employees under the guise of a communications agreement. The current prohibition under clause 20(2)(a) of the Model Code of Conduct appropriately reinforces the separation between governance and administration. Allowing directions through communications agreements risks blurring these boundaries and undermining the CEO's responsibility for staff management. Instead, communications agreements should facilitate efficient and respectful information-sharing without compromising the integrity of the roles defined under the Local Government Act 1995.

2.3.1 Clause 4 General Principles

- Q20. Yes. Clause 4 should be expanded to include principles that reinforce respectful, timely, and professional communication. Additionally, a principle affirming the importance of transparency and accountability in all information-sharing processes would support good governance and public trust. Including a commitment to procedural fairness, particularly when managing disputes or complex requests, would also be beneficial.

- Q21. Yes. It is essential that the communications agreement explicitly acknowledge and uphold the distinct and complementary roles of the Council and the CEO, as set out in the *Local Government Act 1995*. Embedding this principle within Clause 4 will help ensure that the agreement does not inadvertently undermine the governance-administration divide or create ambiguity around decision-making authority. This clarity is particularly important in small organisations where role separation can be more easily blurred.

2.3.2 Clause 8 Nominated Employee

- Q22. Generally, no. All requests should be directed to the CEO, who is responsible for managing staff and delegating work appropriately. The only exception is during formal Council or Committee meetings, where Elected Members may direct questions to relevant staff in attendance. The clause could allow the CEO to nominate employees at their discretion, but this should not be mandated.
- Q23. The minimum number of nominated employees should be deleted. Mandating a set number fails to account for local government size and structure. In smaller local governments like Narembeen, it is not practical or necessary to nominate multiple employees. This should remain entirely at the discretion of the CEO based on operational needs.
- Q24. It is unnecessary to specify that requests must go to an “appropriate” nominated employee. All requests should be made to the CEO. If a nominated employee is permitted, they should be able to receive and coordinate internally under the CEO’s direction. Overly prescriptive requirements risk inefficiency and blur the clear accountability the CEO holds under the Act.

2.3.3 Clause 12 Information that may be requested

- Q25. No, the Shire of Narembeen does not consider it necessary or particularly useful to list matters that may be the subject of requests for information in the default communications agreement. The inclusion of examples risks creating ambiguity about the scope of requests, particularly if not all examples are clearly linked to statutory functions. The provisions under section 5.92 of the Act already provide a sufficient framework, and further clarification can be handled through local policies or procedures if needed.
- Q26. The matters listed in clause 12 are broad and may invite requests that fall outside a Council Member’s statutory role. This could lead to misinterpretation or unintended pressure on staff. The clause appears redundant given section 5.92 already outlines appropriate access based on relevance to the performance of a statutory function.
- Q27. In practice, information requests related to service delivery, project updates, or policy implementation are often relevant and consistent with Council’s oversight and decision-making responsibilities. However, where requests extend to operational detail, internal workflows, or staff matters, they may fall outside the scope of section 5.92 and interfere with administrative functions. Listing such examples risks inviting inappropriate or intrusive requests inconsistent with the governance role of Elected Members.

2.3.4 Clause 13 Requirements applicable to requests for information

- Q28. The Shire of Narembeen supports the inclusion of clear requirements to ensure that information requests are relevant, targeted, and not unduly burdensome on staff. However, clarity is needed to ensure the process does not become overly bureaucratic

or deter legitimate requests. The requirement for requests to be limited in scope and supported by relevant context is appropriate, particularly for small local governments where administrative capacity is constrained.

- Q29. Yes, the clause should include a requirement for Council Members to explain how their request relates to their statutory role. This provides transparency, supports appropriate decision-making, and assists the CEO in determining whether the request meets the threshold under section 5.92. It also reinforces the principle that access to information is grounded in the Council Member's governance responsibilities—not operational interest.

2.3.5 Clause 14 Certain information not required to be provided

- Q30. Yes, clause 14(c) should be simplified. The current wording is unnecessarily complex and may imply an obligation on the Local Government to investigate or retrieve information from external sources, which is beyond the scope of its responsibility. If the information is not held by the Local Government and cannot be reasonably obtained, the clause should clearly state that the Local Government is not required to provide it—regardless of whether it is held by another person or body. This simplification would improve clarity and align with practical limitations of smaller local governments like Narembeen.

2.3.6 Clause 15 Disputes

- Q31. Yes. The agreement should include a mechanism to address disputes where the Mayor or President is the requesting member to avoid conflicts of interest and ensure procedural fairness. Having the Deputy Mayor or President attend such meetings would help maintain transparency and continuity in the dispute resolution process.
- Q32. Yes. Referring unresolved disputes to an independent third party, such as the Inspector, would reduce the potential for internal bias or politicisation of disputes. This is particularly relevant for smaller councils where the relationships between Councillors and staff can be close and sensitive.
- Q33. No. It is inappropriate for Council to override the CEO's decision that a request would divert substantial and unreasonable resources. The CEO is best placed to assess the operational and financial implications of fulfilling a request. Overturning such decisions risks undermining administrative authority and responsible resource management.
- Q34. The process should include clear documentation requirements and a timeframe for dispute resolution. Additionally, safeguards should be included to prevent repeated or vexatious use of the dispute mechanism, which could strain resources and erode trust between elected members and administration.

2.3.7 Clause 17 Mayor/President discuss media enquiry

- Q35. The clause is unnecessary. In practice, media enquiries are typically managed by the Administration, which liaises with the Mayor or President to coordinate a response. This informal process works effectively without the need for a formal provision. Including the clause may create confusion or unintended obligations. Media protocols should remain a matter of local policy, allowing each local government to tailor its approach based on size, capacity, and communication strategy. Clause 16 can be omitted without detriment to media management practices.

2.3.8 Division 4 Requests for information – processes

Q36.

- (i) Yes. Requiring written requests via approved electronic means provides clarity, ensures accountability, and allows requests to be documented for recordkeeping purposes. This is a reasonable expectation that supports good governance.
- (ii) Yes. Acknowledging receipt of a request within 2 working days is reasonable and supports transparency. It ensures elected members know their request has been received and is being processed.
- (iii) Yes. Clause 20 provides a useful mechanism for clarifying the scope of a request, especially where information may be complex or resource intensive. Allowing discussion helps avoid misinterpretation and promotes practical outcomes.
- (iv) Generally yes, but with flexibility. While 10 working days is a reasonable baseline, the Draft Order should acknowledge the capacity constraints of smaller local governments. Extensions or alternative timeframes should be permissible where justified.
- (v) Yes, but clearer guidance is needed. The clause should more clearly define categories of information that may reasonably remain confidential or be restricted to the requesting member.
- (vi) Yes. A dispute mechanism should be included for circumstances where agreement cannot be reached, to avoid uncertainty and preserve trust in the process.
- (vii) Clause 23 is useful. It allows further engagement and clarification after a response has been provided, which can prevent miscommunication and foster shared understanding.
- (viii) Clause 24 is appropriate. The option for the CEO to arrange a briefing or discussion supports transparency and collaboration, especially for complex or sensitive matters that may benefit from group clarification.

2.3.9 Division 5 Administrative requests – processes

Q37. Yes. Allowing administrative requests to be made verbally or in writing is practical and reflects existing working relationships, particularly in smaller local governments. Routine matters such as meeting arrangements, IT issues, or travel bookings are often efficiently handled through informal verbal communication. However, a record should be kept for transparency where appropriate.

Q38. Yes. Clause 28 outlines reasonable and flexible requirements for responding to administrative requests. It ensures such matters are handled in a timely and respectful manner, without creating unnecessary administrative burden. The clause strikes an appropriate balance between accountability and practicality.

ATTACHMENT 11.3A
Sport and Recreation Facilities Plan 2021-
2031 – Desktop Review June 2025

SPORT AND RECREATION FACILITIES PLAN
2021 – 2031
(Desktop Review June 2025)

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Author	Caroline Robinson (150Square)
Adopted	2021
Reviewed	June 2024
Desktop Review	June 2025

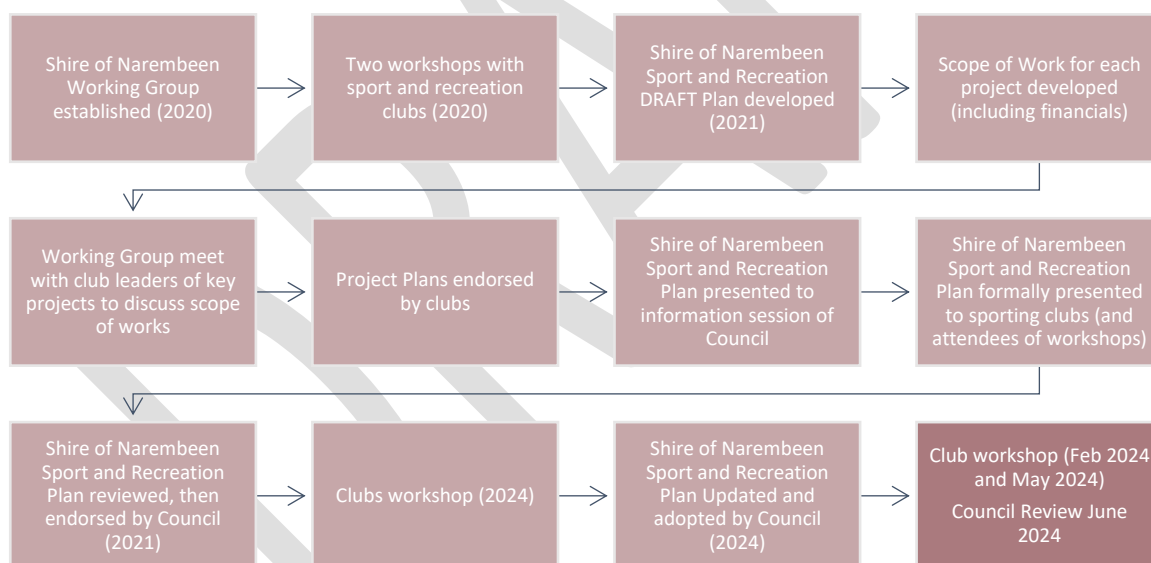
1. Purpose of the Plan

The Shire of Narembeen Sport and Recreation Facilities Plan has been developed to provide a clear vision of the direction in which Council, in partnership with local sport and recreation clubs would like to proceed with sport and recreation facilities over the next 10 years. The purpose of the plan is to:

- **Identify the sport and recreation facilities** throughout the Shire of Narembeen;
- **Highlight the needs of sporting groups** and what facility improvements are most-needed from their perspective;
- **Improve opportunities to participate** in active recreation and sporting activities within the Shire and;
- To **establish a framework of investment** to address the key priorities for sport and recreation facilities across the Shire of Narembeen.

2. Plan Development

The following stages were taken in developing and reviewing this plan.



3. Current Situation

The communities across the Shire of Narembeen have a strong sporting culture and history with successful clubs and teams across the district. Although the majority of sport and recreation infrastructure across the district is owned by the Shire of Narembeen (circa \$9m) there is a great sense of ownership and pride felt by the clubs that operate from these facilities towards their grounds and they actively contribute towards new or renovated facilities to improve their playing surfaces or clubrooms.

This has been fostered by the Community Sport and Recreation Funding structure which has seen the State Government, Local Government and sporting groups all contributing to

projects. Although in most parts, the Shire of Narembeen is operating under a hire or free use arrangement with clubs, in most parts the actual circumstances are more aligned to that of an exclusive use licence or lease whereby the majority of facilities are only used by one sporting group, the exemption to this would be the seasonal use of both the oval and the hard courts.

Generally, sporting club membership across the Shire of Narembeen has been stable with a few clubs seeing slight increases but overall, very little change in participation rates have been seen – this seems to align with the stable population across the Shire of Narembeen.

Current Sport and Recreation Facilities Across the Shire

- A. Narembeen Recreation Centre and Playing Fields – Recreation Centre and change rooms, oval, cricket nets and cricket pitch, tennis courts, hockey grass fields, hockey shed, bowls
- B. Narembeen Netball and Basketball Courts and shed
- C. Narembeen Swimming Pool and changerooms
- D. Narembeen Golf Course and clubhouse
- E. Mt Walker Golf Course and Tennis Courts and clubhouse
- F. Narembeen Town Hall
- G. Narembeen Gym
- H. Narembeen Ski Lake
- I. Narembeen Skate Park
- J. Footpaths in the town site of Narembeen
- K. Walker Lake

Sport and Recreation Clubs in the Shire of Narembeen

The districts sporting clubs can be broken into three tiers with small, medium and large membership bases.

Small Clubs <30 members	Badminton, Narembeen Cricket Club (introduction of junior cricket 2023/24), Narembeen Ski Club
Medium Clubs 30-50 members	Bat and ball club, Narembeen Golf Club, Narembeen Tennis Club, Mt Walker Sports Club, Narembeen Football Club, Narembeen Swimming Club, Darts, Narembeen Basketball Club
Large Clubs 50-100 Members	Narembeen Bowls, Narembeen Netball, Narembeen Hockey, Gym (not a club but membership based)

Shire of Narembeen Sport and Recreation Main Events

Badminton	Weekly competition
Cricket Club	Weekly training and weekend games in season, rotated in the association, junior competition introduced 23/24
Ski Club	Social skiing when lake is available
Bat and Ball Club	Weekly bat and ball competition for youth, camps
Narembeen Golf Club	Open days, weekend competitions, major regional events
Narembeen Tennis Club	Weekend competitions, social tennis, tennis camps, Hospital Day, Pennants, open days, junior coaching, hosting finals for tennis
Mt Walker Sports Club	Weekend competitions for tennis and golf, social tennis and golf, Hospital Day, Pennants, open days, junior coaching, hosting finals for tennis

Narembeen Football Club	Weekday trainings and weekend competitions in the association, hosting finals, regional competitions, youth competitions
Narembeen Swimming Club	Weekday training, weekend competitions in the association, swimming lessons, camps, swim meets, Rotary fundraising event
Darts	Weekday competitions
Narembeen Bowls	Weekday and weekend competitions in the association, Rose Bowls, open days, regional competitions, social bowls, finals hosting
Narembeen Netball	Weekday trainings and weekend competitions in the association, hosting finals, regional competitions, youth competitions, social netball
Narembeen Hockey	Weekday trainings and weekend competitions in the association, social hockey, regional competitions, hosting finals, youth competitions
Narembeen Basketball Club	Re-activated club status in 2023 following two mixed competitions in 2021/22 Summers

Statistical Profile of the Shire of Narembeen

- WAEC Electorate Roll (as of 30 September 2023) – 521 people
- Total population of 787 (52.8% male and 47.2% female) with a median age of 47 (ABS Census 2021).
- Since the 2016 Census, the population has declined by 2.7% (down from 809) and the median age has increased (up from 46).
- 3.2% (25 persons) of the Shire population identify as Aboriginal and/or Torres Strait Islander (ABS Census, 2021). The Indigenous proportion of the population has increased from 2.35% at the time of the 2016 Census.
- The median weekly household income is \$1,483 (ABS Census, 2021). This is an increase of \$279 over the median weekly household income of \$1,204 in 2016.

Community Profile of the Shire of Narembeen

Insights from the ABS Census 2021 and other data sets

- The highest level of educational attainment for the majority of residents is Year 12 (18.9%). This compares to State and National rates of 15.5% and 14.9% respectively. 10.5% of the adult population have attained at Bachelor's degree or above.
- High rate (32.7%) of volunteering in the community. This compares to a rate of 15.9% in Western Australia and a National rate of 14.1%.
- According to the Jobs & Skills Australia, Small Area Labour Market data, rates of unemployment remain consistently low - 3.1% as of the June quarter 2023, 3.9% in June 2022 and 3.6% in June 2021.
- Low cultural diversity in the community - ~75% of residents were born in Australia and only 8% use a non-English language at home.
- The most underrepresented age group is 15–19-year-olds (2% of the total population). This is reflective of the local school being a District High School and most students leaving the area to complete years 11 and 12 (according to Schools Online there has only been one upper secondary student at Narembeen DHS in the last five years).
- The age group with the highest representation is 60–64-year-olds (9.2% of the total population).

- The number of business exits over the period June 2019 – June 2022, outstripped entries resulting in a net loss of 18 businesses over this time. The majority of these were non-employing, agricultural businesses (ABS, Region Summary, Narembreen).

Participation Across the Shire of Narembreen

It is difficult to determine the Shire's participation rate in non-structured sport and recreation activities such as cycling, running, use of skate parks or other activities where clubs aren't involved.

On average sporting club participation is slightly higher with males than females but there is still strong participation from females at over 40%. Hockey, Netball, and the Gym have more female participants than male.

Although clubs appear to be open to having members of varied abilities, sporting club participation across non-able bodied participants is low – this could be linked to a number of factors. Facilities such as the gym, personal training or aqua aerobics seem to cater more to individuals wanting to exercise at their own pace.

Junior participation across the Shire is at varied levels – with some sports such as basketball, swimming, hockey and the Bat and Ball Club having predominately junior participation, most clubs incorporate a junior component other than bowls and golf that seem to be predominantly adult focussed.

A massive voluntary effort to run the sport and recreation clubs across the Shire is evident. Additionally, many of the same people are on multiple sport and community group executives.

4. Future Planning, Ideas and Issues

The annual maintenance and operating costs associated with sport and recreation infrastructure is approximately \$730,000 each year, with the town oval, recreation centre and swimming pool being the main cost areas. Historically the Shire has relied on valuable contributions from the State and Federal Governments as well as the sporting clubs to maintain and enhance sport and recreation infrastructure. Usually on 1/3rd contribution basis from each party.

Whilst all clubs can point to areas of improvements in their facilities, most of the sport and recreation facilities seem to be of a moderate to good standard.

To assist in the forward planning of sport and recreation infrastructure and priorities across the district, the Shire of Narembreen held a series of workshops to receive feedback on sport and recreation facilities (3 and 5 August 2020, Feb and May 2024).

When discussing the meaning of sport and recreation to the district many positive references were made with a resonating comment being made that sport and recreation is the ***“Heartbeat of the Community”***.

Barriers to Participation

Attendees analysed the main barriers to participation across the district and any specific groups that were missing out. Attendees also identified a number of ideas to help alleviate barriers and improve participation. The main themes were:

- Financial factors – membership fees, travel costs and other costs of participation
- Limited population growth – same people, ageing, moving around, lack of age group competition

- Perception of competitiveness – those with a low skill level may find it a daunting prospect
- Associations – fixturing conflicts across sports, red tape and compliance, costs
- Variety of sports – not easy to establish a social sport, certain people may not participate if their sport is not catered for
- Distance – regional competition means lots of traveling to games which may be hard for some with other commitments
- Advertising/Awareness – apprehensive about breaking into new groups, no knowledge or awareness of options

Attendees believed that there was sport and recreation opportunities for all members of the community but it might not be the sport they want to participate in. Attendees believed the groups of people that could not access sport and recreation in the Shire included:

1. Spectators - Spectator facilities were mentioned a number of times, it was believed that older or disabled community members may not want to participate in the sport but would want to feel involved but the spectator facilities on offer aren't comfortable or offering the best lines of sight.
2. Lower income – this area was also mentioned a few times, especially considering the extra costs that come with sport on top of membership, such as travel.
3. Younger people were mentioned but it seemed to be more around the lack of competition due to low numbers of children and kids going away for schooling – this would be hard to overcome for most sports.

Attendees identified some ideas moving forward to break down barriers:

- More children
- Review membership regularly to make sure its affordable
- Lowering fees/subs for lower income families or payment plans
- Personal approach to prospects
- Association re-align to follow each other
- Could those involved in activities outside of a club do more to get others involved
- More drive for juniors
- Promotion of participation within clubs
- Improve facilities – lighting, access for those with disabilities etc.
- Clubs introducing buses/ carpools
- Increase promotions - Street signage/banners for advertising
- Coaching clinics, Open Days, Trial Days
- CRC – centralised role to play for fixturing/advertising etc.
- Education via school/CRC
- Social days to promote sport to those who do not play
- Involve those who are not sporty in volunteer roles
- Include sport promotional material in "Welcome to Town Packs"
- Compiling funds across multiple clubs
- Share the load to help volunteers

Facility Planning

The Shire of Narembeen and sports clubs developed the following list of short term (1-2yrs), medium term (3-5yrs) and long term (5 -10yrs) facility projects in 2021.

Progress against projects since the 2021 Plan are listed below.

Priority	New or Existing Facility	Facility Recommendation	Details	Who	Progress
Short term	N and E	Footpaths	Continue Footpath Plan	Shire of NB	Ongoing, will be removed from this plan.
Short term	E	Narembeen Gym Refurbishment	Building refurbishment and equipment expansion	Shire of NB	Completed
Short term	E	Ski Lake Master Plan	Ski Lake Master Plan for future development	Shire of NB NB Ski Club	In progress
Medium term	N	Skate Park	Relocation and enhancement	Shire of NB Youth Club	To be commenced
Medium term	N	Lake Walker Outdoor Gym	Enhance walk trail and install free to use gym equipment around the lake	Shire of NB	Completed
Medium term	N	Multipurpose surface (combined tennis and hockey) <i>Planning</i>	Replace Narembeen tennis courts with a synthetic dry sports surface for tennis and hockey	Shire of NB NB Hockey NB Tennis	Project not progressing
Long term	E	Football oval, tennis and hockey lighting <i>(bowling green lighting removed 2024)</i>	<i>Lighting for the football oval, tennis (NB and Mt Walker), hockey field</i>	Shire of NB NB Football Hockey Tennis Club	In progress
Long term	N	Indoor sports <i>(planning)</i>	Improve the year-round useability of the hardcourts by installing a cover for at least 50% of the courts	Shire of NB NB Netball	In progress
Long term	E	Mt Walker Tennis Court Floodlights	To improve the floodlighting of the Mt Walker Tennis courts to bring them in line with the Narembeen facilities.	Shire of NB Mt Walker Sports	In progress

Long term	E	Ski Lake improvements	Implementation of the Ski Lake Master Plan	Shire of NB Ski Club	To be commenced
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Revised facility projects as of June 2024 - 2034

Priority	New or Existing Facility	Facility Recommendation	Details	Who
CONTINUE				
Short term	E	Ski Lake Master Plan	Ski Lake Master Plan for future development	Shire of NB NB Ski Club
Short term	N	Skate Park and Pump Track	Use current skate park equipment and incorporate into a wider pump track site	Shire of NB Youth Council Town Team Movement
Short term	E	Town oval, tennis and hockey lighting	Lighting for the football oval - tennis (Narembreen and Mt Walker) -hockey field (funding applications submitted)	Shire of NB NB Football Hockey Tennis Clubs x 2
Medium term	E	Netball and basketball courts plus undercover	Reduce courts from 4 to 2 - resurface two multi-purpose courts with under cover - inclusion of secured storage and replacement of basketball posts and backboards	Shire of NB NB Netball NB Basketball
Long term	E	Ski Lake improvements	Implementation of the Ski Lake Master Plan - gate system and amenities	Shire of NB Ski Club
NEW PROJECTS				
Short term	N	Electronic Scoreboard	Electronic scoreboard for football	Football Club
Short term	N	Relocate cricket nets	Relocate cricket nets from current location if necessary – if nets are relocated a garden shed will be required for storage of equipment - continued liaison with Cricket Club required	Shire of Narembreen Narembreen Cricket Club
Short term	E	Pool heating	Heating of the swimming pool	Shire of Narembreen
Short terms	N	Mt Walker tennis	Installation of hit up wall	Mt Walker Tennis Club
Medium term	N	Hockey Shed – toilets	Addition of toilets at the current shed	Shire of Narembreen Narembreen Hockey Club
Medium term	N	Female Changerooms	Addition of female changerooms for juniors who play cricket, football as well as senior women in hockey, tennis	Shire of Narembreen Football Club Cricket Club Hockey Club Tennis Club
Medium term	N	Narembreen tennis court resurface	Resurface courts 1-6 (option to stage project), potential	Shire of Narembreen Tennis Club

			resurface remaining courts as a hockey circle	
Medium term	N	Narembreen Golf Club Mower	Mower	Golf Club
Medium term	N	Narembreen Golf Clubrooms	Heating and toilets	Shire of Narembreen Golf Club
Long term	E	Basketball Hut and Netball Shed	Improve viewing area, secure storage and cover will be incorporated in the hard court resurface and undercover project	Shire of Narembreen Netball Club Basketball Club
Long term	E	Bowling Green cover	Shade or permanent roof over greens	Shire of Narembreen Bowling Club
Long term	N	Rec Centre playground	Existing location of playground blocks viewing from Rec Centre – relocation to be considered	Shire of Narembreen

Goals of this Plan

1. Reduce barriers to participation in sport and recreation activities (key barriers identified through community engagement – financial, perception of competitiveness, variety of options, associations not working proactively with clubs, awareness of options).
2. Increase the sustainability and accessibility of facilities.
3. Improve ongoing collaboration and communication across the sport and recreation stakeholders.

5. Strategic Alignment

Given the substantial value of sport and recreation to Australian communities, the state and federal governments have developed strategic plans with varied priorities but a common goal of enhancing participation in sport and recreation. The Australian Governments sport and recreation plan is called Sport 2030 and aspires to make Australia the world's most active and healthy sporting nation, known for its integrity and sporting success. This is the first national plan in Australia relating to sport and recreation and recognises the significant role sport plays in the national economy.

The Sport 2030 plan aims to create a platform for success by achieving overarching outcomes by focussing on strategic priority areas.

Overarching Outcomes:

- Improved physical health
- Improved mental health
- Personal development
- Strengthening our communities
- Growing the economy

Strategic Priorities:

- Building a more active Australia - More people of all ages engaged in sport and physical activity throughout every stage of their life
- Reduce inactivity amongst Australians by 15% by 2030
- Achieving sporting excellence – building pride, inspiration and motivation
- Safeguarding the integrity of sport – a fair, safe, trustworthy sector free from corruption.
- Strengthening Australia's sport industry – a strong, viable, contemporary, and inclusive sport and recreation industry

Narembeen is essentially a micro-example of the benefits sport and recreation can bring to communities with many of the outcomes identified in Sport 2030 being well understood across the community and forming a strong driving force for the Strategic Community Plan. One of the overarching objectives of the Narembeen Strategic Community Plan is to maintain a *"happy, safe, healthy and inclusive community"* and this perfectly aligns to the outcome areas of the Sport 2030 Plan.

The Western Australian Minister for Sport and Recreation has identified priorities for the sport and recreation sector over the next two years (2023-25), with a vision to deliver a safe and inclusive environment for all to participate in sport and recreation.

The priorities include:

- *Wellbeing*: Ensure opportunities to participate in structured and unstructured sport and active recreation activities to promote physical and mental wellbeing are available.
- *Children & Young People*: Partner with organisations to ensure all children and young people are enabled to participate in active sport and recreation and ensure sport and recreation opportunities are cost effective.
- *Participation*: Enhance lifelong participation in sport and active recreation through initiatives that target seniors, volunteers, and regional communities.
- *Equity*: Support industry to provide environments and infrastructure that are welcoming, inclusive and accessible for all, including people with disability, culturally and linguistically diverse populations, Aboriginal First Nations people and gender

diverse people. And partner with stakeholders to maximise the use of infrastructure and the natural environment for community-based sport and active recreation opportunities.

- *Recognition and celebration*: increase the capacity, capability and opportunities for volunteers.
- *Diversity*: Collaborate with key advisory groups and peak bodies to deliver tailored programs and funding opportunities that recognise the value of, and contributions by diverse backgrounds, including race, age, gender, religion, sexual orientation and cultural background.

The stated goals of this Sport and Recreation Plan directly align to the State priorities of enhancing participation, maximising the use of infrastructure for community-based sport and active recreation, ensuring that there are opportunities to participate in structured and unstructured sport and recreation at any age, and reducing barriers to participation.

In small communities such as Narembreen the value of sport and recreation cannot be overestimated. The findings of the 2022 report commissioned by SportsWest (refer to External Analysis) in terms of the social and economic benefits of sport and recreation are magnified across the Narembreen district. With agriculture forming the main economic activity in this area it is easy for workers to be isolated to farms and become disconnected. The strong sense of community spirit and togetherness felt across the Narembreen district is driven largely through the community's strong participation in sport and recreation with generations of families playing with and against each other.

Sport and recreation in the district provides an avenue for the youth to develop leadership skills and teamwork that can lead to future economic development which is a high priority across the Wheatbelt region. Crime rates and anti-social behaviour across Narembreen are at an extremely low level and this can in part be attributed to the high participation in sport and recreation keeping the community engaged and connected.

Whilst the benefits to a remote area such as Narembreen are high this must be balanced against the low population that limits participation numbers and access to self-funding and financial viability.

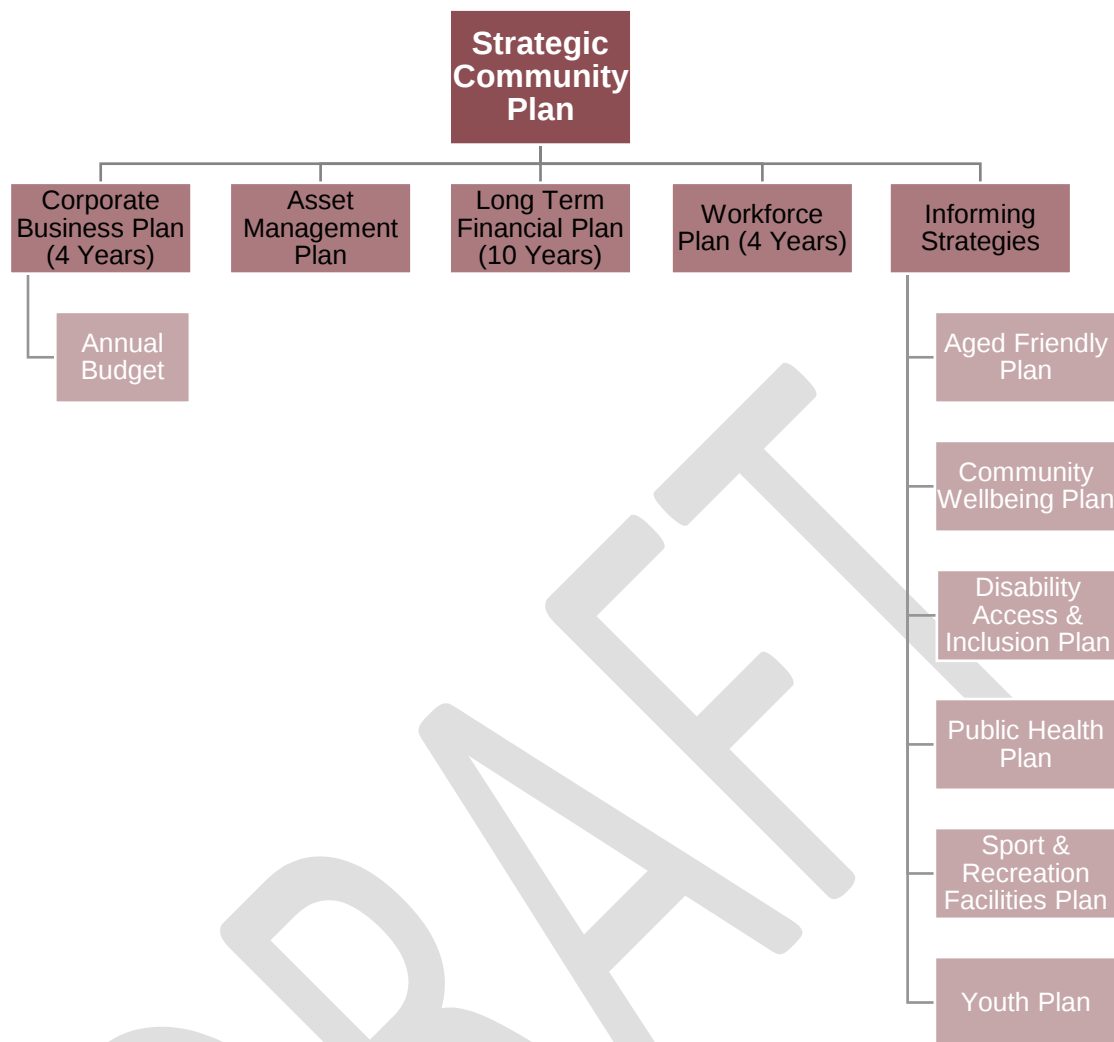
The Narembreen 2022-2032 Strategic Community Plan (SCP) identifies access and activation of sport and recreation facilities as one of the key aims of the plan. In developing the SCP, broad consultation with the community was undertaken and sport and recreation activities, facilities and support was identified as a high priority. Acknowledging the importance of sport and recreation to the community, the SCP identifies the following priority:

Strategic priority 1.4, "recreational, social and heritage spaces are safe and encourage active and healthy lifestyles".

A measure of success against this priority area is achievement of this Sport and Recreation Facilities Plan.

The Shire of Narembreen's strategic vision for the next ten years is that "Together we create the opportunity to grow", this vision resonates with the overarching outcomes of the Australian Governments Sport 2030 Plan as it centres around the Shire and its community improving and developing to be a more healthy and prosperous place to live.

Relationship to Shire Plans



6. Sport and Recreation Funding

The following are possible sources of funding for the implementation of this plan.

DLGSC - Community Sporting and Recreation Facilities Fund (DLGSC)

The Western Australian Government commits to funding sport and recreation through the Community Sporting and Recreation Facilities Fund (CSRFF). The purpose of the program is to provide financial assistance to community sport and local governments to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and well-utilised facilities.

There are two small grant rounds advertised annually for projects with a cost of up to \$500,000. The maximum offered for small grant applications is 50% of the project cost capped at \$200,000. There is one Forward Planning round advertised each year for projects with a cost exceeding \$500,000. This maximum grant offered for Forward Planning grants is one third of the total estimated project cost (ex. GST) up to a maximum of \$2.5 million.

CSRFF can fund new or upgraded facilities which will maintain or increase physical activity or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Clubrooms including social space, kitchen, administration areas and viewing areas will be considered low priority as they are not directly linked to physical activity. Resurfacing projects are unlikely to be funded through CSRFF and would only be funded at a 16.66% rate as it is expected that facility managers will budget for resurfacing of existing sport surfaces as part of the ongoing operation of infrastructure.

DLGSC - Club Night Lights Program

This program aims to provide financial assistance to community groups and local governments to develop sports floodlighting infrastructure. It also aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

The program exemplifies the State Government's commitment to the development of sustainable floodlighting infrastructure for sport across the State.

The following grants are available:

- Small grant rounds: 50% of the project cost, capped at \$200,000, for projects with a cost up to \$500,000.
- Annual forward planning round: One third of the total estimated project cost, up to a maximum of \$1 million, for projects with a cost exceeding \$500,000.

Tennis Australia - National Court Rebate

The rebate is able to provide varied levels of funding for projects such as lighting, access, complementary format courts, strategy and planning, development projects and major infrastructure projects. With funding objectives looking to increase opportunities to play tennis and provide positive on-court and off-court experiences.

DLGSC - Community Trail Planning Grant Program

This program aims to ensure trail developments across the state are well informed, substantiated and supported by a consistent planning approach as outlined in the TDP of the Trail Development Series (Part A) 2019. It seeks applications from organisations for projects that support the progression of trail planning through a logical and consistent framework.

The objectives of the program are to:

- Develop high-quality trails that are informed by state and local endorsed planning frameworks.
- Provide support to trail developments that incorporate best practice community consultation and support processes.
- Provide support to trail developments that incorporate best practice planning using the eight-stage Trail Development Process.

Grants available are between:

- \$5,000 and \$25,000 for local trail planning projects
- \$5,000 and \$50,000 for master planning

Australian Sports Commission – Play Well Participation Grant

This program aims to drive lifelong involvement in sport and to promote equitable access for all Australians.

The objectives of the program are to support organisations to:

- Increase involvement in sport and physical activity through the provision of inclusive and quality sport and physical activity experiences.
- Address the barriers to sport and physical activity and provide more opportunities to be involved in sport and physical activity programs for those in the community who face the most barriers.

7. Appendices

Key Definitions

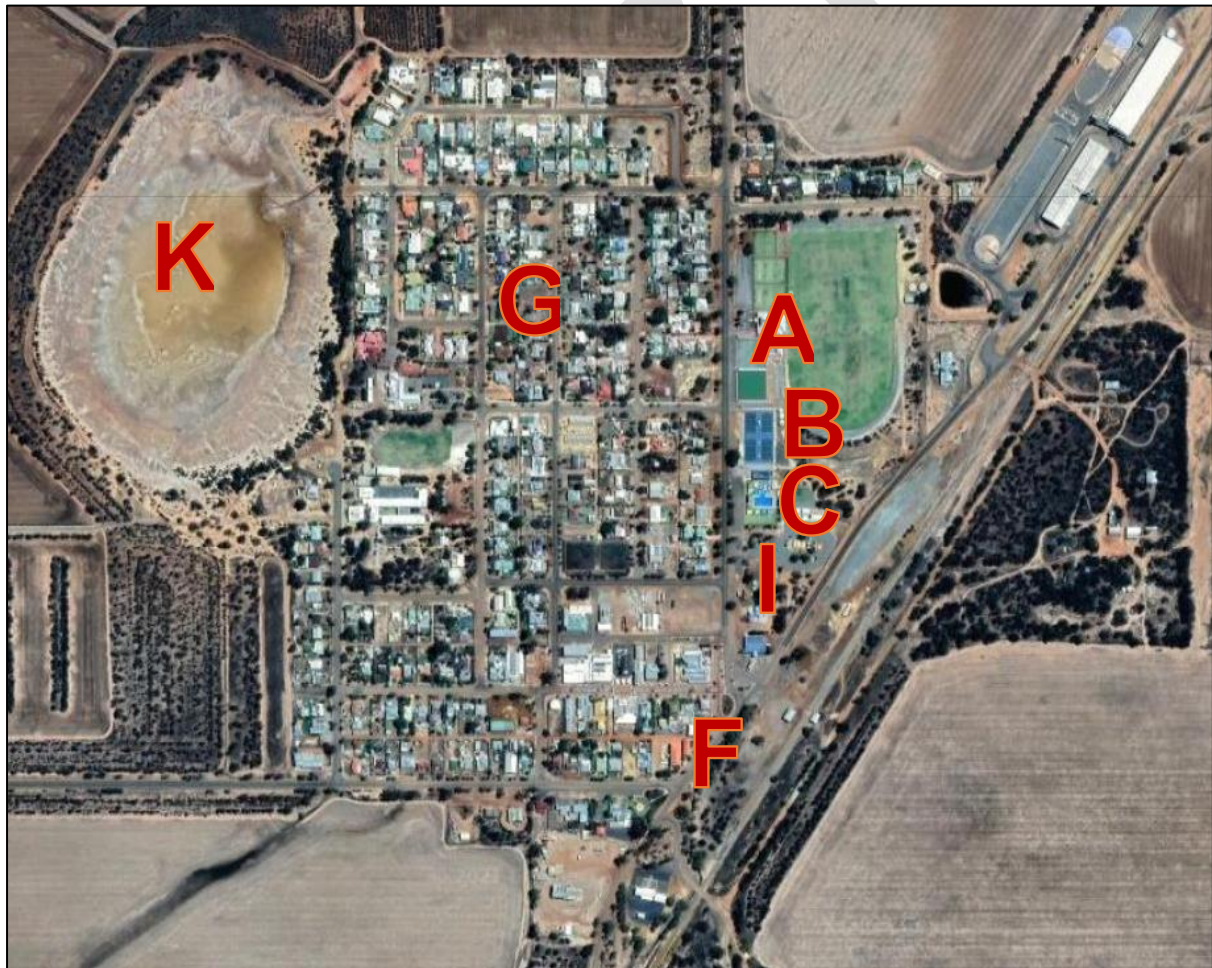
Recreation (i.e. active recreation) activities are those involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this plan any reference to 'recreation' is defined as 'active recreation'.

Sport is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

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Map of Sport and Recreation Facilities in the Town Site

- A. Narembeen Recreation Centre and Playing Fields – Recreation Centre and change rooms, oval, cricket nets and cricket pitch, tennis courts, hockey grass fields, hockey shed, bowls
- B. Narembeen Netball and Basketball Courts and shed
- C. Narembeen Swimming Pool and change rooms
- D. Narembeen Golf Course and clubhouse (out of town)
- E. Mt Walker Golf Course and Tennis Courts and clubhouse (out of town)
- F. Narembeen Town Hall
- G. Narembeen Gym
- H. Narembeen Ski Lake (out of town)
- I. Narembeen Skate Park
- J. Footpaths in the town site of Narembeen
- K. Walker Lake



Facility and Club Summary

Revised 2024

Club Name	Current Membership	What has been achieved since the last Sport and Rec Plan?	Ideas for Improved Participation at your club	Membership breakdown	Dreams – Infrastructure, Programs etc	Asset Evaluation Facilities	Asset Evaluation Surface
Junior Basketball	30 Juniors '22 21 Seniors '22 32 Juniors '23 22 Seniors '23	Starting club back up. Constitution found.	Start club up. New blackboards with junior boards New scoring Redo basketball hut.	School age 50 / 50 Male / female.	Will have to resurface at some stage. Indoor shared facility. Changerooms / canteen associated with above.	3 (COURTS)	2/3
Bowling Club	70	Replace both greens sprinkle system (mister) Software for draws	Barefoot Bowls Scroungers Fixtures Winter Bowls	30-85 yrs, mostly able bodies Same M/F ratio Employed/retired	Shading over whole of green Lighting	5 (Surface) 5 (Facilities)	
Hockey Club	91	Built a club shed. Storage Social Opened area in front of shed. Junior membership has increased	Hookin 2 Hockey Consolidate junior training. Continue to maintain B grade so juniors have stepping stone to feed into A grade & men's. Accommodating mums and babies through use of shed. Continue ½ social plan	40% Male 60% Female	Toilet facility / changeroom Mower to maintain field. Monitoring drainage on SW corner of field Sheltered areas for spectators -? using old goals. 2nd Training D.	4 – If maintained / mowed	5 - Rec-centre 4 – Club Shed
Mt Walker Sports Club	61 Members (for whole of MWSC)	New Kitchen Install of air con Upgrade hot water system. Tennis hit up wall for juniors.	Inclusive, family friendly club. Further encouragement for junior participation and development including junior social tennis.	51 playing members. + 10 social members (61 in total)	Lights in at competition grade to allow for pennants comp & social. Mural on hit-up wall (including net height)	5 – <i>Very Good</i>	4 – <i>Good</i>

		Painted exterior and interior.	With lights, better participation during hotter months as can play in the evening (along with Saturday fixtures)	25 juniors (not official members) 50/50 male, female. Member with disability Average age = 40 years old	Fix plumbing in men's shower (check the ladies as well)		
Cricket Club	30	Turf Wicket maintained. Oval also maintained	Cricket blast centre Auskick for Cricket Social 10/10 competition	15 Junior 15 Senior	Female Changeroom Lights New practice nets (relocate)	Playing Cricket 3 Oval 2-4 (depending on water etc) Training nets 1-2 Changerooms social club 4-5	
Football Club	55 Seniors 15 Auskick	Team shelter Scoreboard in progress	Focus on juniors, both male and female Female changerooms	Senior -35 (100%male) Junior – 20 (60% Male) Auskick 15	Female Changeroom / facility Lighting Electronic Scoreboard	3 (Surface) 4 (Facilities)	
NB Golf Club	46	Coaching Lessons Consistently Twice a Year Self-funded buggy shed (not completed) Hosted state sand greens Attracting 120 golfers from around the state. New Tbox signage (self-funded)	Focus on hosting golf events. Shed may encourage participation of people with disabilities as room for electric cart storage. Funding required for additional power to charge carts in shed. Improved heating inside club room.	70% Males 30% Ladies Men 40% over 50yrs. Ladies 100% over 50yrs.	New clubhouse irrigated golf course. New mower to help volunteers. Green oiling machine Heating.	<i>Gold club house – 3 Buggy room Now (1) Soon (4)</i>	<i>Course – 5 Tee boxes – 4</i>

		Fencing around clubhouse (self-funded) Painted interior (self-funded)					
NB H2O Ski Club	20 Boats + 15-20 singles families	Gazetted Lake Area	Gate System = filled more often. Facility upgrade New boat ramp	All able bodied 0-7 yrs Families 50% Singles 50%	Gate System. Upgrade of ablution block. New boat ramp shades	2	2
NB Netball Club	98 Netta: 38 Junior: 16 Senior: 38 Volunteers: 6	Raised \$100k into our infrastructure fund Feasibility study going ahead CDNA has increased participation, increasing association teams	Focussing on junior development Subsidising fee's Uniform hire option Improve facilities to accommodate families in all weather conditions support umpire development, club and association level encourage year round sporting opportunities, new sports, all year round access for indoor trainings	Netta: 38 Junio: 16 Senior: 38 Volunteers: 6 Basketball Junior: 55 members	Community indoor facility Increase lifespan of courts Safer playing, environment Seasonal Multiclub, school, community use Incorporating gym into sport + rec centre facility. Use for trainings, rehab, community members. All sports at the sport and Rec facility.	Netball 2/3 large cracks forming (Surface) Basketball courts 2 (surface) Changerooms only 2 showers to cover 90 members Shed facility not adequate for storage undercover spectating	
Narembeen Swimming Club							
NB Tennis Club	30-35	Lighting Project underway	Junior coaching Adults cardio tennis	50% M/F Any age Senior 45ish 50% from town	Lights Resurfacing courts	3 (Surface) Rec Centre very good (Facilities)	

External Analysis

Several studies, reports and experts across the globe have emphasised the importance of sport and recreational activities to not only the people partaking in the activity but to the greater community, society and economy as a whole.

In 2022, SportsWest published the report “Social Return on Investment of Structured Sports Participation in Western Australia. The study sought to measure the economic and social benefits realised from organised, club-based sports across the State and found that:

- 1) Organised sport in WA delivers an estimated gross benefit of \$10.3 billion per year.
- 2) For every dollar of economic and social investment into sport, more than \$7 of economic and social benefit are fostered.
- 3) Each participant in organised sport in WA realises a return of \$10,178 from their participation; and
- 4) As an industry, WA sport provides 5,715 full time equivalent jobs underlining the important role sport plays in employing West Australians.

The benefits delivered by sport include mental health benefits (\$1.8b), enhanced human capital (\$1.71b), labour market outcomes \$1.36b), youth life skills (\$1.35b), enhanced social capital \$1.2b), personal wellbeing (\$1.17b), health-related quality of life (\$1b), improved productivity (\$0.43b), and the balance is attributable to suicide prevention, avoided health costs and crime/personal safety.

In 2019, PwC released a report on the role of sporting infrastructure and economic benefits for our regions, communities and facilities. The report identified that one of the key drivers of economic return from sporting infrastructure is participation. The benefits derived from participation include:

- Quantifiable health benefits including approximately \$0.5-\$1.9 billion per annum in avoided healthcare costs and \$29 billion per annum from improved mortality.
- Improved educational outcomes with an estimated value of \$5 billion annually due to children who play sport performing better at school and staying in education longer.
- Social benefits including social connectedness, social support, personal development and employment. It is estimated that for every \$1 spent running a community club there is at least \$4.40 returned in social value.

The report concludes that in order to maintain current levels of participation it is essential to have both enough facilities and the right mix of facilities so that people can participate in their sport of choice.

In 2018, the Australian Sports Commission partnered with KPMG and La Trobe University to prepare an analysis investigating the value of community sport facilities to Australia, including the value of economic, social and health benefits associated with the facilities. The study found that across Australia around 8 million people used community sport facilities each year and this was supported by over 56 million volunteer hours.

Community sport infrastructure is estimated to generate an annual value of more than \$16.2 billion to Australia, with \$6.3 billion worth of economic benefit, \$4.9 billion worth of health benefit and \$5.1 billion worth of social benefit. The \$6.3 billion worth of economic benefit includes the economic activity associated with the construction, maintenance and operation of community sport infrastructure and the increased productivity of those who are physically active as a result of such infrastructure. The \$4.9 billion health benefit includes personal

benefits to those who are less likely to contract a range of health conditions which are known to be associated with physical inactivity and the benefits to the health system from a healthier population. The \$5.1 billion social benefit includes the increased human capital resulting from the social interactions that are facilitated by community sport infrastructure and the broader community benefits of providing “green space” (e.g. sports fields).

KPMG also referenced a number of benefits from community sport facilities that were harder to quantify such as social inclusion, community pride, increased levels of trust, reductions in crime and anti-social behaviour, and the human capital benefits of volunteering. The investigation into the value of community sport facilities clearly shows that the benefits to the greater community and economy of sport facilities provided by Local Governments is of paramount importance to the state and national economy and outweighs the initial investment in providing the facilities.

The community facilities analysis did not touch on the parts of the Australian sport and recreation that remain unstructured such as running, cycling or skating – but reports suggest that participation rates in these types of activities are higher than those in structured activities. As such the facilitation of these through improved infrastructure or support for these activities is likely to have unmeasurable benefits to the community and economy that outweigh the investments as with more structured sport and recreation using designated community facilities.

The Department of Sport and Recreation WA undertook a more general analysis of the value of sport and recreation in Western Australia. The analysis strived to identify the greater benefits of sport and recreation outside of the easily identifiable building of national pride and community health. The main benefit areas identified were:

- Building Communities – sport and recreation brings people together, provides a sense of belonging and fosters friendships. Strong communities often have lower crime rates and a stronger sense of wellbeing.
- Binds Families – sport and recreation often provides a common ground in families helping strong bonds and relationships to develop.
- Reduced anti-social behaviour
- Education – children and adults grow and learn through participating in sports developing a variety of skills such as counting, teamwork, leadership, communication and much more.
- Economic Growth – increased participation in sport and recreation leads to a healthier, less absent workforce with improved mental concentration and stamina. If workers participate in similar activities, it often improves rapport and morale.
- Environment – natural recreational activities such as managed open spaces and walking trails help protect fragile areas whilst fostering a sense of community pride and appreciation.

As well as benefits of involvement in sport and recreation, the study identified the risks/costs associated with low participation. This included a higher rate of obesity which in turn leads impacts on the health care sector. It is estimated that obesity costs the WA economy \$2.1bn in 2005 and is responsible for 13,000 deaths annually. Other impacts include social isolation and de-motivation as well as a variety of other health issues such as heart disease and diabetes.

Sport and recreation has been identified as an important factor in reducing at-risk behaviours such as self-harm and suicide by helping develop confidence, self-esteem and providing an escape mechanism.

The Australian Government's National Physical Activity Guidelines outline how much physical activity is needed for children, adults and older Australians to maintain a healthy lifestyle. The most recent update also makes recommendations for muscle strengthening activities and establishes limits on the amount of time we should spend sitting or lying down, other than when we are sleeping (sedentary behaviour). While more exercise is usually better, the guidelines show the minimum amount of physical activity needed to avoid negative health impacts. To gain a health benefit from physical activity, the intensity of the activity should cause a noticeable rise in a person's heart rate and breathing.

Accordingly, the provision of sport and recreation facilities by the Shire of Narembeen aims to provide an opportunity for residents to be active and meet the minimum activity guidelines.

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Short to Medium Facility Project Plans

PROJECT: Narembreen Ski Lake Master Plan

1. Project Description: Engage a consultant to review the Ski Lake and develop a concept as to how the facility could be enhanced and how water could be retained for greater periods of time.

2. Reasoning: The Shire and community have identified the potential of the ski lake to attract visitors as well as engage groups for social activities. However, the ability to retain water and the lay out of the facility needs to be reviewed to develop a further plan for enhancement.

3. Scope of Works: A review of the current water retention set up, environmental factors, improved design factors. Then a master plan of the site and potential enhancements.

4. Club: Narembreen Ski Club

5. Alignment to Narembreen Sport and Recreation Plan:

Goal Area 2: The aim of this project is to try and increase the sustainability and accessibility of the ski lake to try and enhance its useability for longer periods or to at least ensure adequate water is available even if seasonal rainfall is low.

6. Budget: \$915,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: The Narembreen Ski Club will not need to contribute to during planning

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Design							Planning	✓

If the master plan process is successful it is likely a further project will be added to the Sports and Recreation plan for future years.

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility Category: Outdoor sport, adventure based

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Human capital uplift Community benefit A reduction in crime and anti-social behaviour
		Environmental	Greenspace benefit Improved water catchment and storage
		Economic	Increased visitation
	Participation Assessment	Current	Nil
		Future	Plan will identify how to improve future participation with enhanced facilities and water catchment
		Multiuse	Mixed water sports

	Assessment Measures	Strategic Alignment to State Government	Deliver new and improved recreational boating infrastructure
		Alignment to Sports West	No
		Strategic Alignment to Shire of Narembeen	3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
Costing	Resource Requirements	Estimated \$115K planning Plan will identify development & improvement costs	
	Complexity	Medium	
	Risks	Use of the Ski Lake is heavily dependent on climate; improving the infrastructure will increase the Shire's operational costs	
	Pathway preference	Narembeen Ski Club will be requested to contribute and engage with the consultant to ensure the needs of users are adequately considered. The Ski Club may be required to contribute to future projects if the facility is to be modified because of the master plan.	
	Significance	Local	
	Funding sources	Internal Narembeen Ski Club Recreational Boating Facilities Scheme	

11. Project Status June 2025: Design of gated system completed.

12. Budget: Long-Term Financial Plan includes allocated funds in 2032.

13. External Funding: Project may be dependent on securing external funding.

PROJECT: Narembeen Skate Park and Pump Track

1. Project Description: The skate park is proposed to be relocated and developed into a pump track as well.

2. Reasoning: It will provide an activity centre for all ages outside of the normal parameters of team sports and clubs. The current skate park is very simple and is not suitable for all ages. The pump track and skate park will be in town in a natural setting.

3. Scope of Works: Upgrade skate park to include a pump track, and explore options for adding a bouncy pillow, ninja course, and determining the best location.

4. Club: Shire of Narembeen, Narembeen District High School, Town Team Movement

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$425,000 estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: Shire owned infrastructure, no club commitment required, ongoing maintenance and safety checks required

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30
Design	✓	✓			

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Adventure based

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Social inclusion A reduction in crime and anti-social behaviour
		Environmental	Green space benefit
		Economic	Increased visitation Increased economic activity
	Participant Assessment	Current	Not substantiated
		Future	Plan will identify how to improve future participation with enhanced facilities and water catchment
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	More People More Active Outdoors Framework 2019
		Alignment to Sports West	No
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	\$25K planning Plan will identify development costs	
	Complexity	Medium	
	Risks	Not meeting youth expectations; adding the facility will increase the Shire's operational costs	
	Funding sources	Internal Community Trail Planning Grants Lotterywest Outdoor Active Recreation Participation Program Stronger Communities Program	

11. Project Status June 2025: Community consultation and design completed.

12. Budget: \$500,000 allocated for 2025/2026.

13. External Funding: Project dependent on securing external funding

PROJECT: Netball and Basketball Court Resurface and Undercover

1. Project Description: Reduce four courts to two multipurpose courts (netball and basketball), including realignment. Cover for the courts.

2. Reasoning: Community consultation overwhelmingly supported the development of an indoor recreation centre, however the ongoing running costs of managing such a facility and the existence of a social space adjacent to the oval likely means the centre will just be a recreation space and be exceptionally costly.

A more practical solution seems to be to make use of the existing space that currently accommodates both Basketball and Netball, reduce courts from 4 to 2, make them multipurpose and provide a cover for shade in summer and weather protection in Winter. This project is the most cost effective whilst still meeting the needs of the netball and basketball clubs. Narembreen Netball Club currently is unable to host CDNA finals (indoor / covered courts are required). The netball courts require resurfacing within the next 3-5 years. The basketball courts have some cracking.

The storage sheds and seating are at the end of their lifespan and need replacement.

3. Scope of Works:

- Two multipurpose hard courts
- Undercover area, storage, seating, replacement of poles and backboards

4. Club: Shire of Narembreen, Narembreen Netball Club, Narembreen Basketball Club

5. Alignment to Narembreen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: 1.4M estimated financial projection for strategic planning, subject to revision

7. Replacement Cost (courts only): \$440,000 to replace two courts

7. Replacement Costs (full scope): \$5,540,000 - to be determined after finalising scope and market testing

8. Commitment: Shire owned infrastructure, club commitment to assist fund upgrade, no club commitment required for ongoing maintenance and safety checks.

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30
Planning	Planning	Design	Planning	✓	

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Adventure based

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Courts are cracking, uneven Personal health benefits
		Social and community	Social inclusion

		Environmental	Consider energy-efficient lighting and sustainable construction materials
		Economic	Asset rationalisation (4 courts to 2 courts) Space can be used for other community events
	Participant Assessment	Current	Not fully substantiated
		Future	Not fully substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Basketball WA & Netball WA
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Feasibility Study includes QS costings Marketing testing required to confirm costings	
	Complexity	Medium	
	Risks	Not meeting community expectations; adding the facility will increase the Shire's operational costs	
	Funding sources	Internal CSRFF (Courts) Narembeen Basketball & Netball Clubs	

11. Project Status: Netball Facility Feasibility Study completed

12. Budget: Long-Term Financial Plan includes \$1,400,000 in 2028/29.

13. External Funding: Project dependent on securing external funding.

PROJECT: Cricket Net Relocation

1. Project Description: Relocate the cricket nets from next to the Recreation Centre.

2. Reasoning: Cricket nets need upgrading with the addition of a new junior cricket club and coming to end of life. Cricket nets prohibit viewing from the Recreation Centre. May also involve the relocation of the current playground.

3. Scope of Works:

- Demolish current cricket nets
- Build two new cricket nets
- Installation of small storage shed

4. Club: Shire of Narembeen, Narembeen Cricket Club (senior and junior)

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$50,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and marketing testing

8. Commitment: Club commitment to assist fund project; no club commitment required for ongoing maintenance and safety checks

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30
			✓		

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Social inclusion
		Environmental	Consider sustainable construction materials
		Economic	Lowers long-term maintenance costs with durable, modern infrastructure
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	WA Cricket
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Cricket Club would prefer the nets to remain in current location; Not meeting community expectations	
	Funding sources	Internal CSRFF Cricket Australia Infrastructure Fund Narembeen Cricket Club	

11. Project Status: Narembeen Cricket Club to advise timeline.

12. Budget: Long-Term Financial Plan includes \$50,000 in 2027/28.

13. External Funding: Project not dependent on securing external funding.

PROJECT: Toilets at the Hockey Shed

1. Project Description: Install a toilet at the current hockey shed.

2. Reasoning: Addition to the current shed, there are no toilets at the northern end of the recreation playing fields, toilets required for young children, men and women. Changerooms at the Recreation Centre will still be used.

3. Scope of Works:

- Sewerage connection
- New indoor toilet

4. Club: Shire of Narembeen, Narembeen Hockey Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$80,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: Club commitment to assist fund project; no club commitment required for ongoing maintenance and safety checks

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Encourages greater community participation by improving facilities
		Environmental	Investigate water-saving fixtures to minimise environmental impact
		Economic	Potential to boost local economy through increased attendance at hockey games
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Hockey WA
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Not meeting the expectations of the club	
	Funding sources	Internal Narembeen Hockey Club	

11. Project Status: The project was costed; however, due to the high capital and ongoing lifecycle expenses, Council determined it was not a priority, instead giving precedence to the extension of the Recreation Centre to include additional change room facilities.

12. Budget: No allocation in the Long-Term Financial Plan.

13. External Funding: Not applicable.

PROJECT: Female Changerooms

1. Project Description: Addition of a third changeroom at the Narembreen Recreation Centre.

2. Reasoning: A third changeroom will be added to the Narembreen Recreation Centre. Currently junior female football players are required to use the men's changerooms, so too hockey players and netballers who use the nearby playing surfaces. The addition of the changerooms will be included in the design and the realignment of the two hard courts and undercover area.

3. Scope of Works:

- Additional changeroom
- Realignment of Narembreen Recreation Centre entrance and car park

4. Club: Shire of Narembreen, Narembreen Football Club

5. Alignment to Narembreen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$600,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: Football Club commitment to assist fund project; no club commitment required for ongoing maintenance

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30
Planning	Planning	Design	✓		

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits Female inclusion Safety of young children using adult facilities
		Social and community	Additional changerooms to assist with one day sports fixtures
		Environmental	Consider energy-efficient lighting and heating, water saving fixtures and sustainable construction materials
		Economic	Potential to boost local economy through increased foot traffic from upgraded amenities
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Inclusive community use

	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	WA Football Commission
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Design required to determine costs	
	Complexity	Medium	
	Risks	Not meeting community expectations	
	Funding sources	Internal CSRFF Narembeen Football Club	

11. Project Status: The project was costed; however, due to the high capital and ongoing lifecycle expenses, Council determined it was not a priority, instead giving precedence to the extension of the Recreation Centre to include additional change room facilities.

12. Budget: Long-Term Financial Plan includes \$1,000,000 in 2027/28.

13. External Funding: Project is dependent on securing external funding.

PROJECT: Narembeen Golf Club

1. Project Description: Upgrade Narembeen Golf Club toilets and heating in the club room.

2. Reasoning: Narembeen Golf Club toilets are circa 1970's and require an upgrade including disabled access. The Golf Club hosts many events (weddings, community events, regional championships etc). There is no heating in the club room during winter golf season.

3. Scope of Works:

- Male and female toilet improvements
- Heating in club room

4. Club: Shire of Narembeen, Narembeen Golf Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: 20K

7. Replacement Cost: To be determined

8. Commitment: The Golf Club is owned and managed by the not-for-profit incorporated club. The Shire will make a financial contribution to the upgrade.

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30
		✓			

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Changeroom upgrade for community events and external hire of the venue
		Environmental	Installation of energy-efficient heating and water-saving fixtures
		Economic	Reduced maintenance costs
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use External event hire
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Golf WA
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Medium	
	Risks	Extent of internal drainage issues unknown	
	Funding sources	Internal CSRFF	

11. Project Status: Narembeen Golf Club has installed heating.

12. Budget: Long-Term Financial Plan includes \$20,000 in 2026/2027.

13. External Funding: Project not dependent on securing external funding.

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PROJECT: Narembeen Tennis Courts

1. Project Description: Replace Narembeen tennis courts with a new synthetic dry sports surface to be used by tennis.

2. Reasoning: The Narembeen Tennis courts are due to be replaced during the period of this plan. Current courts (8) will be reduced to 6. The courts have mould on them (water pooling) and rips in the carpet.

3. Scope of Works:

- Replace synthetic tennis courts (6)

4. Club: Shire of Narembeen, Narembeen Tennis Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$600,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: The Narembeen Tennis Club will commit to one third of the re-surfacing costs; the Shire of Narembeen will maintain the courts.

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
					Planning	Planning	✓

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Night-time tennis will be an option (lighting upgrade in progress)
		Environmental	Consider incorporating sustainable materials
		Economic	Improves the facilities attractiveness for hosting fixtures and tournaments
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Tennis WA
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Medium	
	Risks	Existing sub-surface and drainage infrastructure	
	Funding sources	Internal CSRFF National Court Rebate Narembeen Tennis Club	

11. Project Status: Not commenced.

12. Budget: Long-Term Financial Plan includes \$500,000 in 2031/2032.

13. External Funding: Project is dependent on securing external funding.

PROJECT: Mt Walker and Narembreen Tennis – Lighting

1. Project Description: Install new lighting at the Narembreen Tennis Club and upgrade LED lights at Mt Walker Tennis Club.

2. Reasoning: The installation of lighting at Narembreen Tennis Club will extend playing hours, while the lighting at Mt Walker needs updating to enhance efficiency and performance. The new lighting will support expanded use of facilities and improve user experience.

3. Scope of Works:

- Australian Standard – club competition and commercial
- Mt Walker Tennis Club (2 front courts) – upgrade of 4 lights
- Narembreen Tennis Club (3 front courts) - installation of 4 poles and lights

4. Club: Shire of Narembreen, Mt Walker Tennis Club, Narembreen Tennis Club

5. Alignment to Narembreen Sport and Recreation Plan:

Goal Area 2: Lighting will improve the accessibility and usage of the courts

6. Budget: \$170,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: The Mt Walker and Narembreen Tennis Clubs will commit to one third of the costs; the Shire of Narembreen will maintain the lights.

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
✓							

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Night- time tennis will be an option (lighting upgrade in progress)
		Environmental	Consider incorporating energy-efficient lighting
		Economic	Improves the facilities attractiveness for hosting fixtures and tournaments
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Tennis WA
		Strategic Alignment to Shire of Narembreen	3.2 Shire owned sport and recreation facilities enable access to

			competitive competitions, leisure activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Scope not meeting the expectations of the clubs	
	Funding sources	Internal CSRFF (funding secured) National Court Rebate Mt Walker Tennis Club Narembeen Tennis Club	

11. Project Status: Lighting design completed to include preliminary costing; CSRFF funding secured; National Court Rebate application submitted

11. Project Status: Completed

12. Budget: Funds expended in 2024/2025 budget.

13. External Funding: External funding secured.

PROJECT: Hockey – Lighting

1. Project Description: Replace existing lighting and install additional lighting at the hockey fields.

2. Reasoning: Enhanced lighting will allow for extended use of the hockey fields for competitions and training and enable night-time sessions in a safer environment. This upgrade will support increased facility usage and enhance the overall user experience.

3. Scope of Works:

- Australian Standard – club competition and commercial
- Installation of 6 poles and lights

4. Club: Shire of Narembeen, Narembeen Hockey Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Lighting will improve the accessibility, safety and usage of the hockey fields

6. Budget: \$317,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: The Narembeen Hockey Club will commit to one third of the costs; the Shire of Narembeen will maintain the lights

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
✓							

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Night-time training and games will be an option
		Environmental	Consider incorporating energy-efficient lighting
		Economic	Improves the facilities attractiveness for hosting fixtures and tournaments
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	Hockey WA
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Scope not meeting the expectations of the clubs	
	Funding sources	Internal CSRFF Narembeen Hockey Club	

11. Project Status: Lighting design completed; CSRFF application approved, and contractor engaged; Works to be completed end July 2025.

12. Budget: Funds expended in 2024/2025 budget.

13. External Funding: External funding secured.

PROJECT: Football – Lighting

1. Project Description: Upgrade existing lighting at the football lighting

2. Reasoning: Enhanced lighting will allow for extended use of the football oval for competitions and training and enable night-time sessions in a safer environment. This upgrade will support increased facility usage and enhance the overall user experience.

3. Scope of Works:

- Australian Standard – club competition and commercial
- Installation of 4 poles and 16 challenger light fittings
- Upgrade switch board

4. Club: Shire of Narembeen, Narembeen Football Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Lighting will improve the accessibility, safety and usage of the football fields

6. Budget: \$336,000 - estimated financial projection for strategic planning, subject to revision

7. Replacement Cost: To be determined after finalising scope and market testing

8. Commitment: The Narembeen Football Club will commit to one third of the costs; the Shire of Narembeen will maintain the lights

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
	✓						

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Night-time training and games will be an option
		Environmental	Consider incorporating energy-efficient lighting
		Economic	Improves the facilities attractiveness for hosting fixtures and tournaments
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	WA Football Commission
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Scope not meeting the expectations of the clubs	
	Funding sources	Internal CSRFF Narembeen Football Club	

11. Project Status: Lighting design completed; CSRFF application submitted.

12. Budget: Funds included in 2025/2026 budget.

13. External Funding: Project is dependent on securing external funding.

PROJECT: Community LED Multipurpose Screen (Scoreboard)

1. Project Description: Purchase of a trailer mounted LED multi-purpose screen

2. Reasoning: Provides a versatile digital display enhancing the experience and scope for community events, sports scorekeeping, business promotion and public announcements.

3. Scope of Works:

- Trailer mounted LED screen

4. Club: Shire of Narembeen, Narembeen Football Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 1: The LED screen has the potential to reduce barriers to participation in sport and recreation activities

6. Budget: \$65,000

7. Replacement Cost: To be determined after market testing

8. Commitment: The Narembeen Football Club will work with the Shire of Narembeen to finalize the design, specifications, select a preferred supplier, and secure funding. The Shire will maintain the screen and manage community bookings

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
✓							

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Night-time training and games will be an option
		Environmental	Consider incorporating energy-efficient lighting
		Economic	Improves the facilities attractiveness for hosting fixtures and tournaments
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	No
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure

			activities for all ages and help us be physically and mentally fit
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Not meeting community expectations	
	Funding sources	Internal Community Benefit Fund - secured Telstra Footy Country Grants – secured External – sourcing other options	

11. Project Status: Completed.

12. Budget: Funds expended in 2025/2026 budget.

13. External Funding: External funding secured.

PROJECT: Swimming Pool – Solar Heating System

1. Project Description: To install a solar heating system for the Narembeen Swimming Pool.

2. Reasoning: To improve the efficiency and sustainability of the swimming pool aiming to address chemical and energy consumption and provide an eco-friendly solution for maintaining optimal water temperatures.

3. Scope of Works:

- Installation of solar heating system

4. Club: Shire of Narembeen

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 1: The installation of the solar heating system will increase the sustainability and accessibility of the swimming pool

6. Budget: \$100,000

7. Replacement Cost: To be determined after market testing

8. Commitment: The Shire will maintain the heating system

9. Timeframe:

24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
✓							

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Increased participation in swimming programs and community events
		Environmental	Consider incorporating an energy-efficient system
		Economic	Improves the facilities attractiveness
	Participant Assessment	Current	Not substantiated
		Future	Not substantiated
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	Developing and managing facilities
		Alignment to Sports West	No
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit
		Significance	Local

		Alignment to SSA	Nil
Costing	Resource Requirements	Marketing testing required to confirm costings	
	Complexity	Low	
	Risks	Not meeting community expectations	
	Funding sources	Internal Local Roads and Community Infrastructure Program	

11. Project Status: Completed.

12. Budget: Funds expended in 2025/2026 budget.

13. External Funding: External funding secured.

DRAFT

ATTACHMENT 11.4A
Shire of Narembeen Bush Fire Brigade Local
Law (Draft)

SHIRE OF NAREMBEEN

BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954

SHIRE OF NAREMBEEN

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Narembreen resolved on *[Insert Date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

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

1.2 Definitions

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

“**Act**” means the *Bush Fires Act 1954*;

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

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

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

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

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

“**CEO**” means the chief executive officer of the Shire of Narembreen;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Narembreen;

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

“**Regulations**” means Regulations made under the Act; and

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

“**Schedule**” means a Schedule to this local law.

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

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

1.3 Application

This local law applies throughout the district.

1.4 Commencement

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

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

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

2.2 Name and officers of bush fire brigade

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

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

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

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

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

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

2.5 Variation of Rules

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

Division 4 – Transitional

2.6 Existing Bush Fire Brigades

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

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

Division 5 – Dissolution of bush fire brigade

2.7 Dissolution of bush fire brigade

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

2.8 New arrangement after dissolution

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

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

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

3.2 Officers to be supplied with Act

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

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

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

3.4 Chief Bush Fire Control Officer may attend meetings

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

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include–

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

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

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

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

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

3.8 Nomination of bush fire control officer to the local government

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

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

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

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

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

3.11 Advisory Committee to nominate bush fire control officers

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

3.12 Local government to have regard to nominees

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

3.13 Advisory Committee to consider bush fire brigade motions

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

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

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

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

4.2 Fire fighting members

Fire fighting members are those persons—

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

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

4.3 Associate members

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

4.4 Cadet members

Cadet members are –

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

4.5 Honorary life member

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

4.6 Notification of membership

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

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

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

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

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

6.2 Equipment in brigade area

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

6.3 Funding from local government budget

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

6.4 Consideration in the local government budget

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

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

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

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

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

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

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

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

- (a) the qualifications required;
- (b) fees payable, if any;

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

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary accompanied by a completed form in the form determined by the local government from time to time.

2.5 Decision on application for membership

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

2.6 DFES to be notified of registrations

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

2.7 Termination of membership

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

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may–
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

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

2.10 Member has right of defence

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

2.11 Objection Rights

A person whose–

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

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

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

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

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

3.2 Duties Of Captain

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

3.3 Secretary

- (1) The Secretary is to–
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

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

3.4 Treasurer

The Treasurer is to—

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

3.5 Equipment Officer

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

3.6 Storage of equipment

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

3.7 Equipment Officer to report

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

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

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

4.2 Constitution of Committee

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

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

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

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

5.2 Special meetings

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

5.3 Annual general meeting

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

5.4 Quorum

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

5.5 Voting

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

5.6 Auditor

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

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

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

6.2 Quorum

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

6.3 Voting

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

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

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

7.2 Funds

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

7.3 Financial year

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

7.4 Banking

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

7.5 Disclosure of interests

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

7.6 Disagreements

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

PART 8 – NOTICES AND PROXIES

8.1 Notices

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

8.2 Proxies

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

“PROXY”

[INSERT NAME] BUSH FIRE BRIGADE

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

I, _____,

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

MOTION FOR AGAINST ABSTAIN

1.
2.

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

Date: _____

Signed: _____

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

Dated this day of 20.....

ATTACHMENT 11.5A
Delegation - Restricted Access Vehicles
(RAV) On Shire Roads

10.2 Council to CEO

10.2.1 Restricted Access Vehicles on Shire Roads

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i> s. 56(2) road reserves under the control of the local government <i>Public Works Act 1902</i> s. 86(2) Governor may declare roads to be under the control of the local government Road Traffic (Vehicle Standards) Regulations 2002
Delegate:	Chief Executive Officer
Function:	To assess an application referred from Main Roads WA to use Restricted Access Vehicles (RAV) on any local road within the district, recommending approval or refusal and/or conditions. As well as grant letters of authority to applicants where this is an existing RAV condition on the local road.
Council Conditions on this Delegation:	All applications must be made in writing and will be subject to assessment against the criteria and conditions as per Main Roads WA guidelines - <i>Standard Restricted Access Vehicle Route Assessment Guidelines</i> .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 Road Traffic Act 1974 Main Roads WA
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

ATTACHMENT 13.1A

Policies for Review

x.x Crossover policy

POLICY OBJECTIVES

The objectives of the policy are:

- To provide conditions that enable the property owner to construct a crossover.
- To provide a crossover design that is uniform and practical.
- To provide safe access with minimal impact on infrastructure assets in the road reserve and streetscape.
- To mitigate stormwater entering private property from the road
- To provide requirements for subsidy eligibility.
- To provide a safe amenity for pedestrians; and
- To ensure continuity and compatibility of crossovers within the streetscape.

POLICY SCOPE

This policy applies to the installation and modification of crossovers for all properties within the Narembeen Townsite

POLICY DETAIL

Introduction

A crossover is the section of the driveway between the private property boundary and the road. It is a requirement that each lot has a crossover in order for vehicles to enter the property. Crossovers are to be constructed in accordance with the Shire's Crossover Guidelines and Specifications. These documents provide necessary information and specifications for allowable crossovers.

Approval to Construct or Modify Crossovers

The property owner is required to submit a written application to install a Crossover to the Shire for assessment before a crossover is constructed or modified.

Construction of a new crossover, or modification of an existing crossover, may not commence until written permission has been granted by the Shire.

The approval to construct a crossover is valid for a two-year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Shire for consideration.

Number of Crossovers

In general, only one crossover per street frontage is permitted.

An additional crossover may be permitted for:

1. Group dwellings and non-residential areas where an additional crossover has been approved as part of the Planning Approval process.
2. Properties situated on street corners where one crossover per street frontage is achievable.
3. Extenuating circumstances such as safe access on distributor roads and disability access.

In these cases, justification is required on a case-by-case basis; or

4. In lieu of a verge treatment, where the crossover is limited to a 3 m width and is directly connected to a driveway or a parking area inside the property.

Crossover Conflict with Road Reserve Infrastructure Assets

Where the location of a new crossover, requested by the property owner, conflicts with existing road reserve infrastructure assets, the cost to relocate the assets or avoid the conflict will be borne by the property owner.

Delineation of crossovers from verge treatments

All crossovers should be delineated from verge treatments by means of contrasting materials to ensure demarcation between the two areas.

Existing Footpath at or adjacent to the property boundary

The path alignment is to be clearly delineated in the new crossover by either one of the following methods:

- Leaving the existing concrete path in;
- Removing the existing concrete path and installing matching control joint edge lines in the new crossover to line up with the edges of the path; or
- For brick paved crossovers, removing the existing concrete path and incorporating two separate courses of bricks of different colour (to remainder of crossover) to line up with the edges of the path.

Existing Paths at the Kerbline

The existing footpath at the kerbline will need to be removed and replaced to accommodate the ramp part of the crossover. The replacement shall be in grey concrete and match the alignment of the existing path.

Should a footpath need to be removed or reconstructed during the crossover works, advice should be sought from the Shire prior to the removal of the footpath.

No part of the footpath may be removed or modified without the prior approval of the Shire.

Crossover Subsidy Payment

The property owner may apply to the Shire for a subsidy of 50% of the crossover cost, to a maximum value of \$2,500 providing:

- The crossover is installed in accordance with the Shire's Crossover Guidelines and Specifications.
- Applications for a crossover subsidy must be received within 6 months of the completion of the crossover.
- The subsidy relates only to the first crossover to service the property.
- Where there is an existing footpath, the length of the crossover does not include the footpath for the purposes of calculating the crossover subsidy.

The Shire will not provide a subsidy towards construction of a second crossover on the same lot and any crossover that was constructed without the approval of the Shire will not be awarded a subsidy.

Post Construction Inspection

The Shire will conduct an inspection at the conclusion of the works to ensure that the crossover has been constructed in accordance with the Shire's Crossover Guidelines and Specifications. The property owner is liable to repair or modify the crossover if it has not been constructed according to the Shire's requirements.

Maintenance of Crossovers

Maintenance of crossovers is the responsibility of the property owner.

Any path that intersects the crossover will be maintained by the Shire according to the Shire's specifications.

Where a crossover may have been damaged by street tree roots, the Shire will inspect the crossover and street tree and take remedial action to ensure that the crossover is safe.

Reinstatement of Crossovers

The Shire will reinstate crossovers with "standard materials" that are damaged by its works.

The Shire will not be responsible for reinstating crossovers that are not approved according to this policy.

The Shire will not take responsibility for any damages to crossovers caused by parties other than the Shire.

Compliance

The policy which was in place at the time of the crossover construction shall be used to determine compliance.

Variation to the Policy

A variation to this policy will be assessed against the objectives of this policy where adequate justification is provided and the intent of the policy is deemed to have been met.

DEFINITIONS

Crossover has the same meaning as a “crossing” and means the area of road reserve that acts as the point of access to a property between the constructed road carriageway and a property boundary.

Variation means a modification or addition to the proposed crossover construction that meets the objectives of this policy.

Modification means any alteration, extension or repair to an existing crossover.

Property Owner is defined as the owner or authorised occupier of a property that the crossover serves and includes a builder, an agent or a contractor authorised by the owner of the property to construct or modify a crossover.

Road reserve is the strip of public land between abutting property boundaries, specifically gazetted for the provision of public right of way. It includes the road carriageway, as well as footpaths, crossovers, verges and public utilities infrastructure and the like.

RELATED LEGISLATION

Local Government Act 1995

Local Government (Uniform Local Provisions) Regulations 1996

RELATED POLICIES

DELEGATED AUTHORITY

DOCUMENT MANAGEMENT

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

Council Policy

x.x Smoking and Vaping



POLICY OBJECTIVES

The objective of this policy is to promote and maintain a safe, healthy, and comfortable environment for all workers, visitors, and community members by restricting smoking and vaping in and around Shire-controlled properties, workplaces, plant, and vehicles. This policy aligns with the Shire's commitment to public health, workplace safety, and legal compliance.

POLICY SCOPE

This policy applies to:

- Elected members, employees, volunteers, and contractors engaged by or representing the Shire of Narembeen.
- Members of the public accessing or using Shire-controlled areas.
- All Shire-owned, leased or managed buildings, vehicles, mobile plant, and public spaces including but not limited to offices, the Works Depot, community venues, parks, recreation areas, and residential properties under Shire control.

POLICY DETAIL

Prohibited Areas

Smoking and vaping are strictly prohibited in the following areas:

- All Shire-owned or leased buildings, including enclosed workplaces and indoor areas.
- Smoking and vaping are prohibited within 5 metres of entrances, exits, and openable windows, and within 10 metres of air conditioning intakes, unless otherwise determined as part of a designated smoking/vaping area that complies with health and safety requirements and has been formally approved by the Shire.
- All Shire-owned, leased, or operated vehicles and mobile plant.
- During Shire-managed activities and events, unless smoking or vaping occurs within a designated smoking/vaping area.
- Outdoor work areas, where second-hand smoke or aerosol could impact the health of other workers or the public.
- Community spaces, including bowling greens, tennis courts, and Shire-owned residential properties, to support a healthy living environment.

Designated Smoking Areas

Where feasible and compliant with relevant legislation, designated outdoor areas for both smoking and vaping may be provided at Shire facilities, including recreational venues. These areas are intended to accommodate all patrons—smokers, vapers, families with children, and other community members—while maintaining public health standards and comfort.

Designated areas must:

- Be clearly signposted and identified as smoking and vaping areas.
- Be positioned to prevent exposure to tobacco smoke or vapour for non-smoking patrons, particularly in areas used by children and vulnerable populations.

- Be located at a reasonable distance from entrances/exits, common areas, or gathering spaces, and wherever possible, not interfere with the operation of air-conditioning outlets, intake vents, or doors.
- Be situated to allow practical access for smokers/vapers at facilities like the Recreation Centre while ensuring public safety and comfort.
- Comply with the Tobacco Products Control Regulations 2006 (WA) and other relevant legislation.

When determining the location of designated areas:

- Consider prevailing wind direction and air-flow from HVAC systems to minimise smoke/vapour drift into indoor or high-traffic areas.
- Where appropriate, install physical screening or barriers to reduce passive exposure.
- Ensure safe, accessible paths to and from these areas, particularly in large venues or event locations.

Signage and Communication

- Adequate and visible signage will be displayed to inform all persons of smoke-free and vape-free areas.
- This policy will be communicated as part of employee and contractor induction processes and incorporated into ongoing workplace health and safety updates.
- Public awareness will be promoted where applicable, including at events and community facilities.

Enforcement and Compliance

- All persons on Shire premises are expected to comply with this policy.
- Employees found in breach of the policy may be subject to disciplinary action in accordance with the Shire's Code of Conduct.
- Contractors or visitors who do not comply may be asked to cease the behaviour or leave the premises and may be subject to relevant contract conditions.

DEFINITIONS

- **Smoking:** The act of inhaling or exhaling smoke from a lit tobacco product, including cigarettes, cigars, and pipes.
- **Vaping:** The act of inhaling aerosol produced by an electronic cigarette or similar device.
- **Council Worksite:** Any location under the control of the Shire, including offices, depot, public buildings, plant and vehicles, parks and recreational venues.
- **Designated Smoking and Vaping Area:** A specific outdoor location approved by the Shire for smoking and vaping that meets health and safety standards.

RELATED LEGISLATION

- *Tobacco Products Control Act 2006 (WA)*
- *Tobacco Products Control Regulations 2006 (WA)*
- *Work Health and Safety Act 2020 (WA)*
- *Local Government Act 1995 (WA)*
- *Work Health and Safety (General) Regulations Amendment 2025 (WA)*

RELATED POLICIES

- Shire of Narembeen Code of Conduct
- Workplace Health and Safety Policy

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

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

Council Policy

X. Corporate Policies

x.x Record Management



POLICY OBJECTIVES

To outline the principles and responsibilities that guide the Shire of Narembeen's recordkeeping practices, ensuring consistency, compliance, and accountability in the creation, management, and retention of all records.

This policy also ensures the Shire of Narembeen meets its legislative obligations under the *State Records Act 2000*, by embedding consistent and accountable recordkeeping practices across the organisation.

POLICY SCOPE

This policy applies to all Council records—physical or digital—created or received by Shire employees, contractors, elected members, the Narembeen Community Resource Centre, or third parties performing services on behalf of the Shire, irrespective of format, location, or date of creation.

POLICY DETAIL

The Shire of Narembeen is committed to the creation and maintenance of full and accurate records of its business activities. All records, regardless of format, must be managed in accordance with the Shire's Recordkeeping Plan and associated procedures. This includes ensuring that records are created promptly, stored securely, remain accessible and are preserved for as long as required. Staff, contractors, and elected members will receive guidance or training to support their responsibilities in recordkeeping compliance.

In line with the Shire's Disability Access and Inclusion Plan (DAIP), records should be made available in accessible formats, where relevant, to ensure equitable access for people with disability.

ROLES AND RESPONSIBILITIES

Elected Members

Councillors must submit all relevant records to the Chief Executive Officer for inclusion in the Shire's recordkeeping system. This must occur prior to the record becoming pertinent to Council business, at the end of the financial year, or upon conclusion of the Councillor's term—whichever occurs first.

Chief Executive Officer

The Chief Executive Officer is responsible for developing, implementing, and regularly reviewing the Recordkeeping Plan and associated policies to ensure compliance with current legislative requirements.

Staff

All records created by staff must:

- be captured and recorded into the recordkeeping system in a timely manner
- be recorded and kept secure in accordance with Shire policies and procedures
- be maintained in accordance with Shire policies.
- report any accidental loss or misfiling of records to the Records Officer immediately.

Shire of Narembeen staff must not:

- Delete, destroy or alter records without proper authority.
- Remove physical records from Shire property without proper authority
- Misplace or share records to an unauthorised person.

DEFINITIONS

Record

A 'record' refers to information captured in any format—such as documents, emails, photographs, or voice recordings—that is created, received, and maintained as evidence of the Shire's business activities.

Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with The State Records Act 2000 (the Act). It is the primary means of providing evidence of compliance with the Act. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

General Retention and Disposal Authority

The Western Australia General Retention and Disposal Authority for Local Government is designed to provide consistency throughout the industry in disposal activities and decisions regarding disposals. The Authority is a State Government policy/interpretation of the provisions of the State Records Act 2000 insofar as it provides for the proper disposal and archiving of records.

RELATED LEGISLATION

Legislation and standards applicable to Local Government and recordkeeping in Western Australian State Government organisations include:

- Australian Standard on Records Management: AS ISO 15489
- Criminal Code Compilation Act 1913
- Electronic Transactions Act 2003
- Evidence Act 1906
- Freedom of Information Act 1992
- Interpretation Act 1984
- Local Government Act 1995
- Privacy Act 1988 (Cth)
- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- State Records Commission: Principles and Standards

RELATED POLICIES

Record Keeping Plan
Disability and Access Inclusion Plan

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Reviewer	Executive Governance Officer

Review Frequency	3 years	
Creation Date	December 2017	OCM Ref 6564/17
Last Review Date	July 2025	OCM Ref
Next Review Date	July 2028	
File Ref	Corporate Management / Corporate Policies	

DRAFT

ATTACHMENT 13.2A

Policies for Repeal

Fraud and Corruption Prevention

POLICY OBJECTIVES

The objective of this policy is to make clear Council's commitment to the prevention, deterrence, detection, and investigation of all forms of fraud or corruption. This policy defines and establishes a commitment to the identification and management of the risk of fraud and corruption within the Shire of Narembeen and in its dealings with key stakeholders.

POLICY SCOPE

This policy applies to all employees, Councillors, and contractors working for the Shire of Narembeen.

POLICY DETAIL

The procurement of goods and services for the Shire of Narembeen is a critically important business process. All Shire employees involved in procurement practices must have regard for the Shire's Code of Conduct requirements and display the highest standards of ethics and integrity, acting in an honest and professional manner at all times.

The Chief Executive Officer (CEO) must develop executive policies and procedures to ensure the Shire's procurement practices are legislatively compliant, specifically meeting the requirements set out in the Local Government (Function and General) Regulations 11-24AJ, and adhere to the Council's overarching principles, as detailed below:

1. The Shire of Narembeen is committed to good governance and ethical behaviour.
2. The Shire recognises that fraud and corruption are illegal and contrary to the Shire's organisational values. A proactive stance is taken to prevent fraudulent or corrupt activities and behaviours.
3. Fraud and corruption constitute a significant risk to any organization, and a culture of ethical conduct must exist to recognise and avoid fraud.
4. Fraud and corruption can lead to financial loss, negative publicity, and a loss of public confidence. Robust systems and procedures must be in place to ensure that the risk of impropriety is minimised and there is a prompt and effective response where instances do occur.
5. All employees are accountable for and have a role to play in fraud and corruption prevention and control. The Shire requires employees to disclose actual or suspected fraudulent or corrupt activity to the Chief Executive Officer.
6. The Shire will ensure that employees are made aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

Council Policy



Fraud and Corruption Prevention

7. When identified, all suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate, legal remedies available under the law will be pursued. Wherever possible, the Shire will protect the anonymity of those responsible for reporting the activity.

DEFINITIONS

In Australian Standard 8001-2008 the following definitions apply - Corruption is dishonest activity in which an employee or contractor of an organisation acts contrary to the interests of the organisation and abuses his/her position of trust to achieve some personal gain or advantage for themselves, or another person or organisation. Fraud is dishonest activity causing actual or potential financial loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position for personal financial benefit. The Shire of Narembeen considers fraud to be a deliberate act by an individual or group that is always intentional and dishonest.

RELATED LEGISLATION

Local Government Act 1995

Corruption Crime and Misconduct Act 2003

Public Interest Disclosure Act 2003

DELEGATED AUTHORITY

Not applicable

REVIEW DATE

15 November 2024

HISTORY

Adopted:	15/11/2021	MIN: 7290/21
Reviewed:		MIN:
Reviewed:		MIN:



POLICY SECTION:	Council/elected members
POLICY NUMBER:	4.2.15
POLICY TITLE:	NEWLY ELECTED COUNCILLORS

POLICY

That Council convene a Special Council Meeting to conduct a Swearing in Ceremony for newly Elected Members as soon as possible after the Saturday Local Government Election Date and preferably on the Monday after the described Local Government Election date.

All Councillors when first elected are to be issued with a Councillors Guide to Local Government and relevant documents.

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION:	Roads / Transport / Engineering
POLICY NUMBER:	10.1.20
POLICY TITLE:	APPROVING RESTRICTED ACCESS VEHICLES (RAV) ON SHIRE APPROVED LOW VOLUME ROADS

POLICY

Council delegates authority to the CEO to grant Council approval to RAV applications in accordance with this policy.

A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.

All LV roads require the approval from Council before use.

There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable running surface of > 4 metres).

Low Volume Condition Type A

Current written approval from Council, permitting use of the road, must be obtained, carried and produced on demand. Approval is granted subject to the following conditions:

- Transport operators must avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and to show courtesy to school buses and local traffic at all times.
- Headlights must be switched on at all times.
- Operation during daylight hours only.
- No operation on unsealed roads when visibly wet.
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

Low Volume Condition Type B

Current written approval from Council, permitting use of the road, must be obtained, carried and produced on demand. Approval is granted subject to the following conditions:

- Transport operators must avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and show courtesy to school buses and local traffic at all times.
- Headlights must be switched on at all times.
- Operation during daylight hours only.
- No operation on unsealed road segment when visibly wet.
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

- Single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction.
- Maximum speed limit of 40kmh.

New

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	18/11/2015	MIN:	6081/15
Reviewed:	15/02/2017	MIN:	6367/17

ATTACHMENT 13.3A
Schedule of Accounts for month ended
31 July 2025



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

Chq/EFT	Date	Name	Description	Amount
EFT18846	01/07/2025	Commonwealth Banking Corporation	Corporate Credit Card 27th May 2025 to 27th June 2025	9,150.92
EFT18847	10/07/2025	Fire and Safety Supplies WA	Bush fire brigade, PPE	3,505.70
EFT18848	10/07/2025	Avon Waste	Waste services	15,570.17
EFT18849	10/07/2025	CJB Carpentry	18 Hilton Way, renovations (final instalment)	2,741.75
EFT18850	10/07/2025	Colestan Electrics	Administration office generator, final payment for installation	13,662.87
EFT18851	10/07/2025	Great Eastern Freightlines	Mount Walker Road, road train and side tipper hire for gravel carting	31,350.00
EFT18852	10/07/2025	Right Metal Fencing Pty Ltd	Emergency services building, inspect and repair sliding gate Shire depot, supply and instal sliding gate 26 Hilton Way, instal slashings and snake mesh to fencing Swimming pool, inspect and fix automatic gate	46,021.80
EFT18853	10/07/2025	Australia Post	Postage for the month	100.31
EFT18854	10/07/2025	Dormakaba Australia Pty Ltd	Admin, repair automatic entry door	379.67
EFT18855	10/07/2025	Haddeo Infrastructure Agriculture Pty Ltd	Project management, Hockey Lights	1,100.00
EFT18856	10/07/2025	Landgate	Certificate of title	31.60
EFT18857	10/07/2025	Linkwest Incorporated	CRC, membership fees	420.00
EFT18858	10/07/2025	Livingston Medical Pty Ltd	Service fees for the month	26,205.66
EFT18859	10/07/2025	Local Government Professionals Australia WA	CEO & EGO, 2025 membership fees	750.00
EFT18860	10/07/2025	MCG Architects Pty Ltd	RFQ 202526, Design and Quantity Survey for Extension of Narembreen Recreation Centre	10,230.00
EFT18861	10/07/2025	P M Services Narembreen	Waste Transfer Station Facility Management Fees	2,842.00
EFT18862	10/07/2025	Right Metal Fencing Pty Ltd	Emergency services building, replace additional hardware for sliding gate	990.00
EFT18863	10/07/2025	Wheatbelt Business Network Inc.	CRC, membership	2,560.00
EFT18864	10/07/2025	Willway Plumbing and Gas	1/33 Currall Street, replace hot water unit	2,144.98
EFT18865	10/07/2025	Thinkproject Australia Pty Ltd	RAMMs, 2026 license fee	9,729.41
EFT18866	11/07/2025	AFGRI Equipment Australia Pty Ltd	Plant Repair Manual	309.47
EFT18867	11/07/2025	Carrington's (WA) Pty Ltd T/A Carrington's Traffic Services	Mount Walker Road, traffic management	24,878.25
EFT18868	11/07/2025	Great Eastern Freightlines	New dolly, freight to depot	591.53
EFT18869	11/07/2025	I R MORTIMORE	Dixon Road and Swartz Road, supply of gravel	30,800.00
EFT18870	11/07/2025	Key Civil Pty Ltd	Wilfred Street, Churchill Street & Ada Street, drainage upgrade works	205,404.53
EFT18871	11/07/2025	Kim McKenzie-Thornton T/A 'Narembreen Cafe Love That Food'	SOCK Week, branded cookies	1,509.00
EFT18872	11/07/2025	Petchell Mechanical	Low loader, heavy duty shock absorbers	3,450.65
EFT18873	11/07/2025	Pingelly Community Resource Centre	SOCK Week, Grant Funding	1,350.00
EFT18874	11/07/2025	Reality Landscapes	Landscaping project, Town clock garden	42,878.00
EFT18875	11/07/2025	Repco a division of GPC Asia Pacific Pty Ltd	Light vehicles, seat covers	195.90
EFT18876	11/07/2025	Statewide Vehicle Hoist Service WA	Rotary Lift car hoist, annual service and inspection	759.00
EFT18877	11/07/2025	WA Contract Ranger Services	Contract ranger services	375.38
EFT18878	11/07/2025	Dormakaba Australia Pty Ltd	1/19 Churchill Street, replace broken door and motor + sundry costs	9,337.14
EFT18879	11/07/2025	Industrial Automation Group Pty Ltd	Standpipes, cloud server access fees (6 months)	2,194.50
EFT18880	11/07/2025	Repco a division of GPC Asia Pacific Pty Ltd	Various minor service and repair items	1,141.10
EFT18881	11/07/2025	Scavenger Supplies Pty Ltd	Recreation Centre, fire suppression system pump repairs	4,719.00
EFT18882	11/07/2025	The Trustee for Mouritz Family Trust T/A Ritx Landscaping Pty Ltd, Ritx Exterior Design	Swimming pool, epoxy flooring (deposit)	11,550.00
EFT18883	11/07/2025	Trevor James Thompson	Wash Down Bay, instal signage	176.00
EFT18884	11/07/2025	Boc Gases	Workshop consumables, gas	8.44



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

Chq/EFT	Date	Name	Description	Amount
EFT18885	11/07/2025	Building and Energy Department of Mines, industry regulation and safety	Remission of building services levy for June 2025	583.97
EFT18886	11/07/2025	Carrington's (WA) Pty Ltd T/A Carrington's Traffic Services	Mount Walker Road, traffic management	11,472.31
EFT18887	11/07/2025	JLT Risk Solutions Pty Ltd	LGIS, Regional Risk Coordinator	5,327.30
EFT18888	11/07/2025	Kondinin Community Resource Centre	SOCK week, Grant funding	1,725.00
EFT18889	11/07/2025	Narembreen IGA	SOCK Week, sausage sizzle party supplies	1,325.60
EFT18890	11/07/2025	PEAP Contractors Pty Ltd	Hockey field lighting, progress payment	133,782.20
EFT18891	11/07/2025	Scavenger Supplies Pty Ltd	CRC, replacement fire extinguisher	73.70
EFT18892	11/07/2025	Team Digital	CRC, photo printer ink	874.76
EFT18893	11/07/2025	The Trustee for 20SEVEN 20sevenPty Ltd T/A Gogo Fish	SOCK week, mascot costume (final payment)	5,755.75
EFT18894	11/07/2025	WA Country Health Service	Workers compensation injury management costs	758.00
EFT18895	24/07/2025	ATeam Printing	Rates, Information Flip Book printing (x400)	1,922.80
EFT18896	24/07/2025	J Pearce & A C Rochford T/ASupersonic Science	Science Week 2025, event hosting fees	4,977.50
EFT18897	24/07/2025	Market Creations Technology T/A Integrated ICT	Website, subscription & hosting renewal for 2026	12,540.00
EFT18898	24/07/2025	Repco a division of GPC Asia Pacific Pty Ltd	Various plant and light vehicle service and repairs parts	1,712.56
EFT18899	24/07/2025	Sanokil	Council facilities, sanitary bin maintenance	572.82
EFT18900	24/07/2025	Team Digital	CRC, printer photo paper and ink	195.44
EFT18901	24/07/2025	Westrac Equipment Pty Ltd	Grader, service parts	2,094.02
EFT18902	24/07/2025	Willway Plumbing and Gas	1/31 Curral St, clear blocked drain	772.75
EFT18903	24/07/2025	Wurth Australia Pty Ltd	Depot, workshop consumables	297.60
EFT18904	24/07/2025	LGIS	Scheme insurance premiums for 2026, first instalment (50%)	146,880.96
EFT18905	24/07/2025	AFGRI Equipment Australia Pty Ltd	Depot, John Deere plant service and repair parts	575.65
EFT18906	24/07/2025	Central East Accommodation and Care Alliance Inc (CEACA)	2026 annual membership	16,500.00
EFT18907	24/07/2025	Colestan Electrics	8 Cheetham Way, inspection of broke air condition compressor	286.00
EFT18908	24/07/2025	EASTERN DISTRICTS PANEL BEATERS	Light vehicle, repair panel damage	4,316.71
EFT18909	24/07/2025	JLT Risk Solutions Pty Ltd	Non-scheme insurance premiums for 2026, first instalment (50%)	6,016.45
EFT18910	24/07/2025	Livingston Medical Pty Ltd	Workers compensation injury management costs	150.00
EFT18911	24/07/2025	Local Government Works Association WA	2025 works managers' conference attendance fees	1,155.00
EFT18912	24/07/2025	Merredin Freightlines	Signage freight	579.15
EFT18913	24/07/2025	Merredin Glazing Service	Caravan Park, repair cabin 5 locks	422.40
EFT18914	24/07/2025	Officeworks	Admin, stationery	103.48
EFT18915	24/07/2025	P M Services Narembreen	Waste Transfer Station Facility Management	2,842.00
EFT18916	24/07/2025	Qbit Trading Company Pty Ltd	Managed IT services	6,603.51
EFT18917	24/07/2025	Town Planning Innovations	General Planning Services, June 2025	907.50
EFT18918	24/07/2025	VIP Video Production Pty Ltd	SOCK Week, video production	440.00
EFT18919	24/07/2025	WA Contract Ranger Services	Contract ranger services	779.63
EFT18920	24/07/2025	AL Midland Pty Ltd (Isuzu)	New Isuzu D Max single cab	44,176.52
EFT18921	24/07/2025	Avon Waste	Waste services	17,658.04
EFT18922	24/07/2025	Eastern Hills Saws And Mowers	Chainsaws and line trimmers, service kits	237.60
EFT18923	24/07/2025	Livingston Medical Pty Ltd	Workers compensation injury management costs	348.00
EFT18924	24/07/2025	Northam Motors Pty Ltd T/A Valley Ford Northam Hyundai	Mitsubishi Triton 1NB, supply and fit long range fuel tank	1,950.00
EFT18925	24/07/2025	Sanokil	Council facilities, sanitary bin maintenance	572.82
EFT18926	24/07/2025	Scavenger Supplies Pty Ltd	Recreation Centre, fire suppression system pump repairs (replace fried circuit board)	7,434.90
EFT18927	24/07/2025	Shire Of Corrigin	Bendering Tip recoup for year ending 30 June 2025	9,711.83



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

Chq/EFT	Date	Name	Description	Amount
DD12852.1	04/07/2025	Beam Precision Superannuation	Superannuation payments for pay run #101	18,673.05
DD12896.1	18/07/2025	Beam Precision Superannuation	Superannuation payments for pay run #102	16,151.04
DD12899.1	02/07/2025	Western Power	Electricity usage for Council properties and facilities	97.65
DD12900.1	03/07/2025	Western Power	Electricity usage for Council properties and facilities	27.92
DD12901.1	10/07/2025	Western Power	Electricity usage for Council properties and facilities	4,845.59
DD12901.2	10/07/2025	Commander Australia Pty Ltd	Admin, telephone handset charges	68.51
DD12902.1	17/07/2025	Telstra	Telstra charges for Council properties and facilities	1,348.50
DD12902.2	17/07/2025	Western Power	Electricity usage for Council properties	343.52
DD12903.1	18/07/2025	Power ICT Pty Ltd	Admin, messages on hold service	75.90
DD12903.2	18/07/2025	Western Power	Electricity usage for Council properties	478.26
DD12904.1	22/07/2025	Western Power	Electricity usage for Council facilities and properties	297.20
DD12905.1	23/07/2025	Western Australian Treasury Corporation	Gov Guarantee	2,172.33
DD12906.1	24/07/2025	Western Power	Electricity usage for Council properties and facilities	1,262.11
DD12907.1	30/07/2025	Telstra	Telstra Account for Council facilities and mobiles	217.04
DD12907.2	30/07/2025	Water Corporation	Water usage for Council properties and facilities	71.22
DD12908.1	31/07/2025	Commonwealth Banking Corporation	Corporate Credit Card purchases from 27 June 2025 28 July 2025	3,630.77
	3/07/2025	Altus Payroll	Pay run #101	98,800.41
	17/07/2025	Altus Payroll	Pay run #102	67,099.33
				<u>\$ 1,194,187.31</u>

ATTACHMENT 13.3B
Credit Card payment list July 2025

**Shire of Narembeen
Credit Card Purchases
27 June 2025 - 28 July 2025
Direct Debited 31 July 2025**

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
24/06/2025	CHATGPT	International transaction fee	\$ 0.77
24/06/2025	CHATGPT	Monthly subscription	\$ 30.76
27/06/2025	SEGRA	Success in the Bush forum	\$ 300.00
TOTAL CEO CREDIT CARD PAYMENTS			\$ 331.53

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
25/07/2025	Merredin Flowers	Council gifts - M Cowan	\$ 145.45
25/07/2025	The West Australian	Death Notice - M Cowan	\$ 146.00
23/07/2025	ASIC	Company Registration - Caravan Park	\$ 104.00
18/07/2025	Adobe	CRC, Adobe subscription	\$ 47.99
16/07/2025	Safetyculture	iAuditor, monthly subscription	\$ 31.90
15/07/2025	Narembeen Club	Council, refreshments	\$ 200.00
11/07/2025	Starlink	Council properties and facilities, monthly internet	\$ 834.00
10/07/2025	CHATGPT	International transaction fee	\$ 0.77
10/07/2025	CHATGPT	Monthly subscription	\$ 30.85
10/07/2025	Adobe	CRC, Adobe subscription	\$ 31.99
8/07/2025	Siteminder	Caravan Park, booking system monthly subscription	\$ 207.90
7/07/2025	Buffer	Double payment from June 2025 refunded	(\$ 91.81)
3/07/2025	Australia's Golden Outback	Annual Subscription	\$ 356.13
3/07/2025	Temu	Admin and CRC - coffee knock boxes	\$ 15.40
2/07/2025	Amazon	Staff gifts (employee reward program	\$ 599.98
1/07/2025	Centre Com	Admin & CRC, surge protectors	\$ 392.14
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 3,052.69

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
1/07/2025	AFGRI	Fuel Cap for light vehicles	\$ 174.55
TOTAL EMIS CREDIT CARD PAYMENTS			\$ 174.55

Date	Supplier	Description of purchase	Amount
	CommBank	Bank fees and interest x 3 @ \$24	\$ 72.00

TOTAL CBA CREDIT CARD PURCHASES FOR THE PERIOD \$ 3,630.77