



AGENDA

Ordinary Council Meeting
20 May 2025





NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

Date: Tuesday 20 May 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 May 2025

DISCLAIMER

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

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr 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 K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Mr B Forbes	Executive Manager Corporate Services
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3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 15 April 2025

Attachment 7.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 7.1

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

8. Minutes of Committee Meetings to be Received

8.1 GECZ Minutes Thursday 10 April 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.1

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

9. Recommendations from Committee Meetings for Council Consideration

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 WAEC Written Agreement – 2025 Local Government Ordinary Election

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

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

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

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

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

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

Comment

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

Consultation

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

Statutory Implications

4.20. CEO to be returning officer unless other arrangements made

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

* Absolute majority required.

4.61. Choice of methods of conducting election

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

* Absolute majority required.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

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

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 11.1

That Council:

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

11.2 Delegation Register Review 2025

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

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Council to review and endorse the 2025 Delegations Register.

Background

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

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

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

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

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

Comment

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

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

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

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services

Statutory Implications

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

5.42. Delegation of some powers and duties to CEO

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

** Absolute majority required.*

5.43. Limits on delegations to CEO ²⁸

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

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

5.44. CEO may delegate powers and duties to other employees

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

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

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 11.2

That Council

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

11.3 2025 Annual Review of the Corporate Business Plan

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

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

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

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services

Statutory Implications

Local Government Act 1995, section 5.56

Planning for the future

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

Local Government (Administration) Regulations 1996, regulation 19DA

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

*Absolute majority required.

Policy Implications

Shire of Narembreen Integrated Planning and Reporting Framework

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority



Absolute Majority

Officer's Recommendation – Item 11.3

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

12. Officers Reports - Development and Regulatory Services

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

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

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

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

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

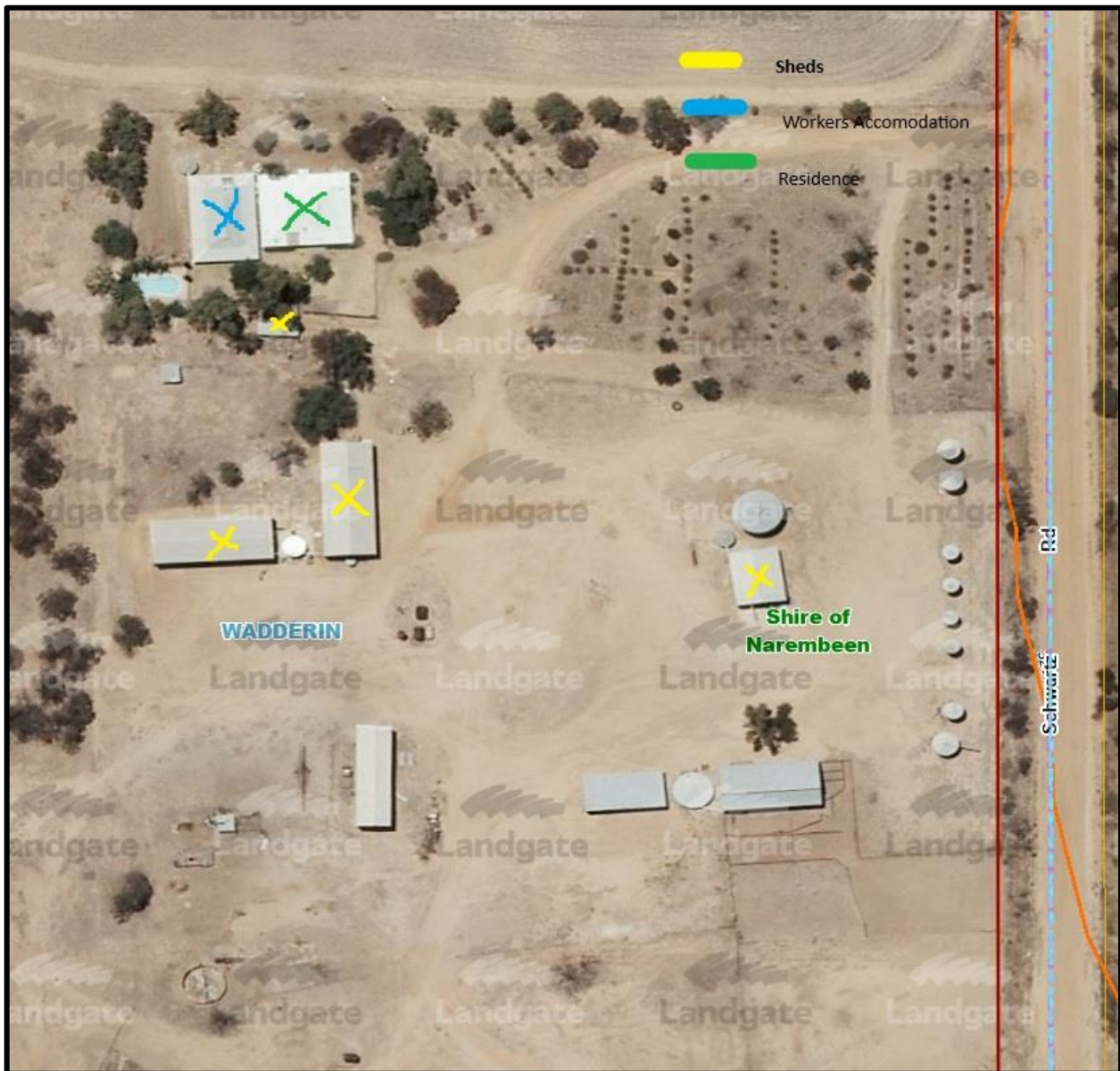
Background

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

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

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

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



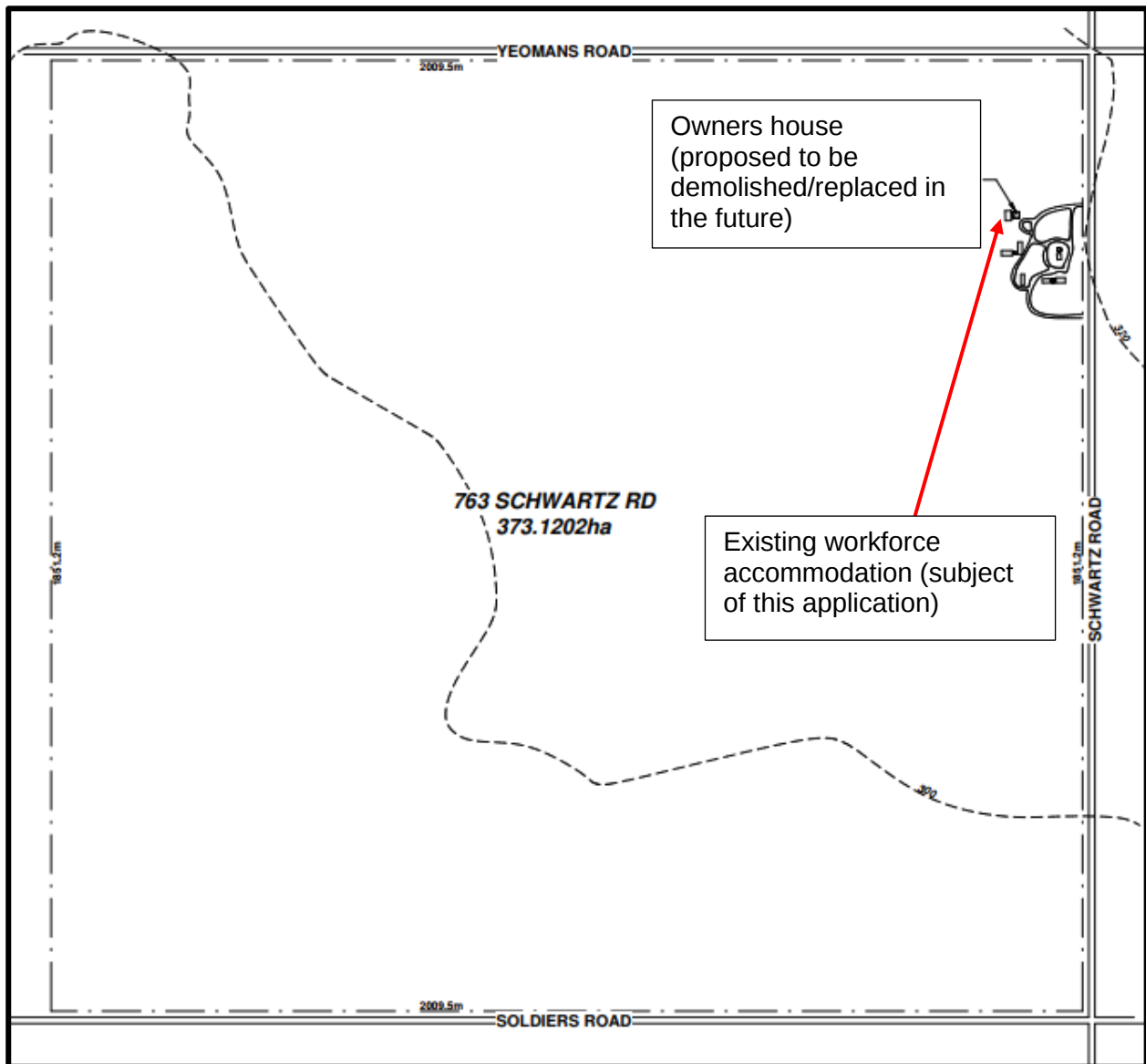
The proposed new transportable dwelling on the lot (to replace the owners existing house) will not require planning approval, once the issue of the second workforce accommodation/dwelling is resolved.

Comment

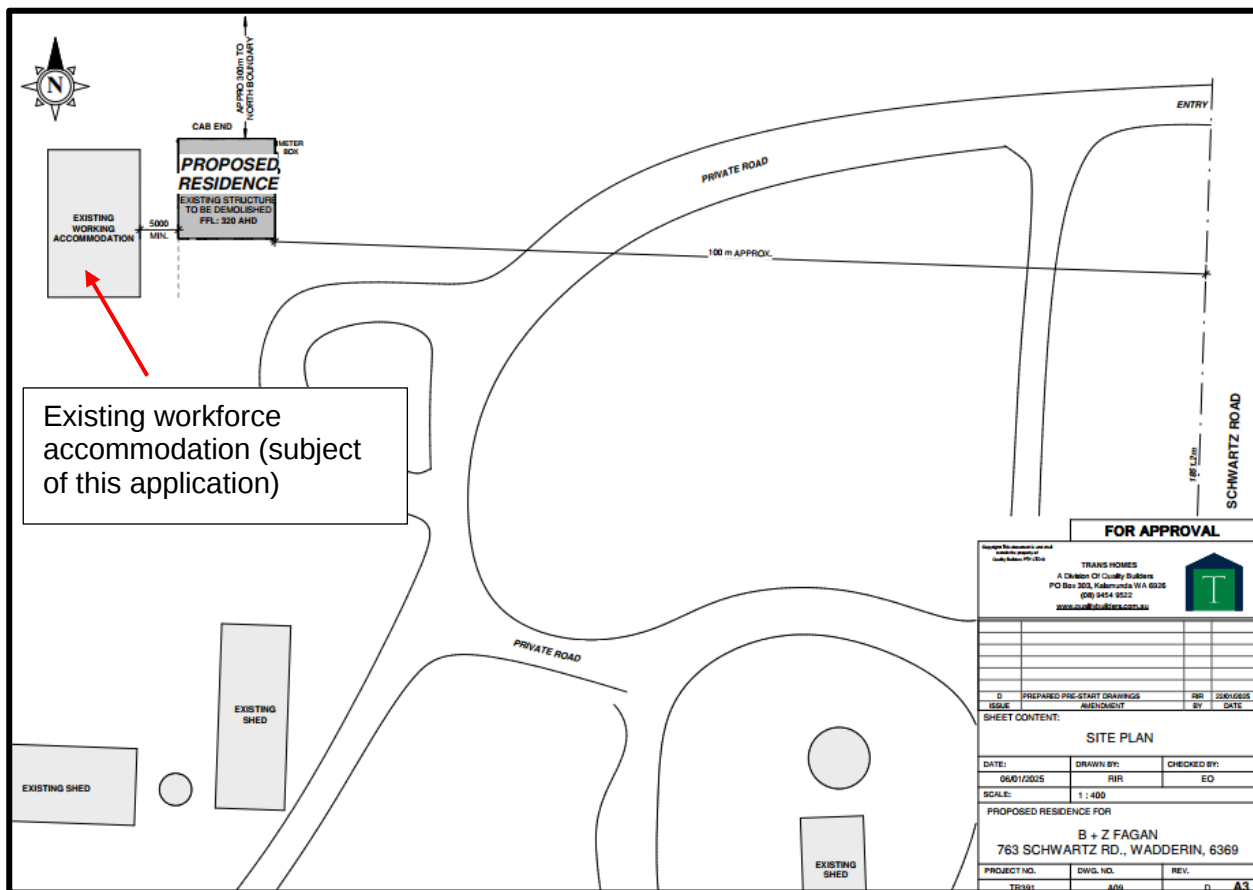
- **Description of Application**

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

A site plan is included below.



A map enlargement showing both dwellings is included below.



- **Proposed Land Use**

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

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

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

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

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

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

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

Accordingly, Option 2 is recommended.

Consultation

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

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015

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

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

- *Advertising*

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

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

- *Matters to be considered by Council*

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

- *Retrospective Approval*

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

- *Delegated Authority*

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

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

Lot 19310 is zoned Farming.

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

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

Policy Implications

Nil.

Strategic Implications

Strategic Community Plan

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

Strategic Planning Notes:

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

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

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

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

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

The Shire pays TPI for planning advice.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 12.1

That Council:

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

13. Officers Reports - Corporate Services

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

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

Purpose of Report

☒ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

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

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

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

Comment

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

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

Consultation

Chief Executive Officer
Council – May 2025 Discussion Forum

Statutory Implications

Local Government Act 1995

5.98. Fees etc. for council members

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

5.98A. Allowance for deputy mayor or deputy president

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

** Absolute majority required.*

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

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

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

** Absolute majority required.*

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

- (1) A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —
- (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
 - (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,
- and only reimburse the member for expenses of that type in excess of the amount of the allowance.

** Absolute majority required.*

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation – Item 13.1

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

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

13.2 Appointment of Presiding Members to Committees

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

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

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

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

Comment

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

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

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

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

Consultation

Council – February 2025 Discussion Forum

Statutory Implications

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

67. Presiding members

- (1) In this clause —

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

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

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

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

68. Deputy presiding members

- (1) In this clause —

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

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

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

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

Salaries and Allowances Act 1975

Policy Implications

Fees and Charges

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation – Item 13.2

That Council:

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

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

13.3 Council Policy Review

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

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

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

Background

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

Comment

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

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

Consultation

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

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO's functions are to —

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

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.3

That Council adopt the revised policies, as attached.

13.4 Council Policy Repeal

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

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To review several Council policies of an administrative nature.

Background

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

Comment

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

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

Consultation

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

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO's functions are to —

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

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.4

That Council repeal the policies, as attached.

13.5 Financial Statements for the Month Ended 30 April 2025

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

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

Comment

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

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.5

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

13.6 Schedule of Accounts for the Month Ended 30 April 2025

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

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

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

Background

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

Comment

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

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Regulation 13 List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 13.6

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

14. Officers Reports - Community Services

15. Officers Reports - Infrastructure Services

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

17. Elected Member Motions Without Notice

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

19. Matters for which the Meeting may be Closed

20. Closure of Meeting

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