



AGENDA

Ordinary Council Meeting
21 April 2026





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 April Ordinary Council Meeting has been convened for:

Date: Tuesday 21 April 2026

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

16 April 2026

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Member of Public:

Apologies:

3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event

7.2 Cr Bald

Date	Meeting/Event

7.3 Cr Bray

Date	Meeting/Event

7.4 Cr Currie

Date	Meeting/Event

7.5 Cr Hardham

Date	Meeting/Event

7.6 Cr Smoker

Date	Meeting/Event

7.7 Cr Stirrat

Date	Meeting/Event

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 17 March 2026 Attachment 8.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 17 March 2026, as presented, be confirmed as a true and correct record of proceedings.

9. Minutes of Committee Meetings to be Received

9.1 Rural Water Council of WA 24 November 2025 Attachment 9.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.1

That the minutes of the Rural Water Council of WA Meeting held on Friday 24 November 2025, as presented, be received.

**9.2 Audit, Risk and Improvement Committee
Attachment 9.2A (late attachment)**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.2

That the minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday 21 April 2026, as presented, be received.

10. Recommendations from Committee Meetings for Council Consideration

**10.1 Audit and Risk Committee Meeting 21 April 2026, Item 6.2
Attachment 9.3A (late attachment)**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 10.1

That the Audit, Risk and Improvement Committee receives and recommends that Council formally adopt the updated Audit, Risk and Improvement Committee Terms of Reference, as attached.

11. Announcements by Presiding Member without Discussion

12. Matters for which the Meeting may be Closed

13. Officers Reports - Office of the Chief Executive Officer

13.1 Corporate Business Plan – Quarterly Monitoring Report – March 2026

Date:	7 February 2026
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:	13.1A IPR Quarterly Progress Report – March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and endorse the Corporate Business Plan (CBP) quarterly progress report for March 2026.

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 Progress Review for March 2026 is presented to Council for its review.

Consultation

Nil

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.

*by absolute majority.

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 Framework
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 CBP are factored into the Council's Long Term Financial Plan.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 13.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – March 2026 as presented in Attachment 13.1A.

13.2 Fire Response Plan

Date:	25 March 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	EMERGENCY SERVICES/ PLANNING / Fire Response Plan
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Fire Response Plan

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to adopt the Fire Response Plan.

Background

The Fire Response Plan has been developed to enhance the Shire of Narembreen's preparedness, response, and recovery capability for major fire events, in accordance with the Local Emergency Management Arrangements (LEMA) and the Local Emergency Management Committee (LEMC) framework. Fire presents an ongoing risk to community safety, critical infrastructure, livestock, and continuity of essential services.

An initial draft of the Plan was presented to the LEMC in June 2025 and the Bush Fire Advisory Committee in July 2025. The final draft was reviewed by the Bush Fire Advisory Committee in February 2026 following meeting delays. The Plan incorporates committee feedback and provides fire-specific guidance within the Shire's broader emergency management framework.

Comment

The Fire Response Plan supports the Shire's role under LEMA by establishing a clear and coordinated approach to fire preparedness, incident management, and recovery. It focuses on community safety, operational continuity, and effective coordination with DFES, Volunteer Fire and Emergency Services, Bush Fire Brigade, and other key stakeholders.

Adoption of the Plan formalises fire-specific response measures, strengthens communication and resource coordination, and supports a structured recovery process, thereby improving the Shire's overall capacity to manage fire emergencies.

Consultation

Local Emergency Management Committee
Bushfire Advisory Committee / Volunteer Bushfire Brigade

Statutory Implications

Nil

Policy Implications

Bush Fire Brigade Framework
Local Emergency Management Arrangements

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

Long Term Financial Plan

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Communication Engagement Plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.2

That Council adopts the Fire Response Plan, as attached.

13.3 Mt Roe Dam Non-Potable Water Supply Agreement

Date:	1 April 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	WATER SUPPLY / STANDPIPES / Mt Roe
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Non-Potable Water Supply – Mt Roe Dam Standpipe

Purpose of Report

Executive Decision Legislative Requirement

Summary

Council is requested to consider and approve a Non-Potable Water Supply Agreement with the Water Corporation for the continued supply of non-potable water from Mount Roe Dam via the Yeomans Road standpipe.

Background

Access to non-potable water from Mount Roe Dam has been subject to operational, compliance and governance issues over recent years. Discussions with the Water Corporation during 2025 resulted in the preparation of a formal agreement to clarify roles, responsibilities and conditions of access. The proposed agreement now requires Council approval.

Comment

The Mt Roe Dam is critical water access facility for agricultural producers in the eastern parts of the Shire of Narembeen who do not have access to scheme water. There is approximately 20 farming operations that rely on the dam for essential activities, including stock watering and agricultural stock spraying.

Continued, regulated access to this non-potable water course is therefore important to support ongoing agricultural productivity and resilience within the Shire.

The proposed agreement establishes a contractual framework governing the supply of non-potable water by the Water Corporation to the Shire. The agreement confirms the water is non-potable and must not be used for human or animal consumption. Supply is subject to dam levels and is not guaranteed. Charges are based on metered usage at a base rate of 595.6 cents per kilolitre, as amended from time to time. The Shire assumes responsibility for site security, signage, downstream infrastructure and compliance, with liability transferring beyond the delivery point.

Once the Water Supply Agreement is executed, the existing standpipe will be removed as the infrastructure has reached the end of its serviceable life and is no longer compliant with current standards.

In partnership with the Department of Water and Environmental Regulation (DWER), the Shire will facilitate the installation of new compliant infrastructure consisting of a camlock outlet system and swipe card access. The capital cost of the new infrastructure will be fully funded by DWER. Ongoing operations, maintenance and asset management responsibilities for the standpipe infrastructure will be the responsibility of the Shire.

The agreement also confirms that all water supplied is non-potable and must not be used for human or animal consumption. Supply is subject to dam levels and is not guaranteed.

Consultation

Cr Scott Stirrat, Mt Walker Farmer Representative
Mr Peter Cowan, Mt Walker Farmer Representative
Water Corporation

Statutory Implications

Council approval is required under the *Local Government Act 1995 (WA)* as the agreement imposes ongoing financial and operational obligations. The agreement is made pursuant to the *Water Services Act 2012 (WA)* and associated regulations.

Policy Implications

Executive Policy – Execution of Documents and Use of the Common Seal

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

The new standpipe infrastructure will become a Shire-managed asset. The Shire will be responsible for ongoing maintenance, operation and lifecycle management of the infrastructure once installed.

Long Term Financial Plan

While the capital cost of the new infrastructure is externally funded, the Shire will incur ongoing operational and maintenance costs over the life of the agreement. These ongoing costs will need to be reflected in future budget estimates and long-term financial planning assumptions.

Risk Implications

Risk Profiling Theme	Business and Community Disruption
Risk Category	Service Interruption
Consequence Description	Indeterminate prolonged interruption of services - non-performance >1 month
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Communication Engagement Plan

Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no capital costs to the Shire associated with the replacement of the standpipe infrastructure. Financial implications are limited to ongoing operational and maintenance expenses, as well as applicable fees, charges, and water usage costs based on consumption. The Shire will also be responsible for the minimal cost associated with establishing the new connection from the meter, which can be accommodated within existing operational budget. Water usage charges will be offset by applicable Shire fees and charges. All costs will be managed within current budget allocations, subject to demand.

Voting Requirements

- Simple Majority
 Absolute Majority

Officers Recommendation – Item 13.3

That Council:

1. approve the Non-Potable Water Supply Agreement with the Water Corporation until 30 November 2030, with an option to extend for a further five years, and
2. authorise the Shire President and Chief Executive Officer to execute the agreement on behalf of the Shire including affixing the common seal.

13.4 ALGA National General Assembly Attendance and Advocacy Delegation

Date:	14 April 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNANCE / CONFERENCES
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council is requested to consider approval for the Shire President and Chief Executive Officer to attend the 2026 Australian Local Government Association (ALGA) National General Assembly (NGA) in Canberra.

Attendance will support Council's current advocacy priorities, including rural health funding, key worker housing, and provide an opportunity to participate in a coordinated regional delegation.

Background

The Australian Local Government Association (ALGA) National General Assembly (NGA) is the peak annual event for local government in Australia, bringing together councils, federal representatives, ministers, and policy advisors. The 2026 NGA will be held in Canberra from 23–25 June, aligning with parliamentary sitting periods and providing a key opportunity for direct engagement with Commonwealth decision-makers.

The Shire of Narembreen is a founding member of the Local Government Rural Health Funding Alliance, which continues to advocate for a sustainable, federally funded model to support GP services in rural communities. The Alliance has progressed coordinated national advocacy, including previous engagement in Canberra and the development of a Federal Budget submission. Recent discussions have reinforced the importance of maintaining a strong, unified presence in Canberra to progress this agenda.

In parallel, the Shire is a contributing member of the Roe Regional Organisation of Councils (RoeROC), which is advancing a regionally coordinated key worker housing initiative. This project responds to critical workforce shortages across the region and is being positioned as a scalable, place-based solution aligned with national housing and workforce priorities. Advocacy for RoeROC's key worker housing project has already commenced through regional collaboration and targeted engagement with State and Federal stakeholders.

The NGA presents a strategic opportunity to align these advocacy efforts, enabling Council to participate in a coordinated regional delegation that integrates both rural health funding reform and the RoeROC key worker housing initiative. Attendance will support continued momentum from

previous Canberra engagement and maximise access to federal ministers and advisors during a concentrated period of national local government representation.

Comment

While it is not confirmed whether the Shire of Narembeen has previously attended the ALGA NGA, current strategic priorities present a strong case for attendance in 2026. Attendance would deliver the following benefits:

Advocacy:

- Opportunity to reinforce the Rural Health Funding Alliance position directly with federal ministers and advisors.
- Progress advocacy for key worker housing, with a strengthened regional project as a priority initiative addressing critical workforce shortages across the region. Participation as part of a coordinated delegation will enable a unified and more compelling regional narrative, demonstrating both the scale of need and the collective commitment of member councils.
- Leverage the delegation to advocate for federal recognition and support of the RoeROC key worker housing project as a scalable, regionally-led solution aligned with national housing and workforce priorities.
- Build on outcomes from the previous Canberra advocacy trip (November 2025 – ALGA Housing Forum), ensuring continuity of messaging and maintaining momentum with key federal stakeholders.

Regional Collaboration:

- A united delegation approach is being coordinated through the Rural Health Alliance, with agreement at the last Alliance meeting to pursue a stronger collective presence.
- Participation alongside neighbouring councils, will strengthen the impact of advocacy efforts and present a cohesive regional position. This approach is particularly important in advancing the RoeROC key worker housing project, where a multi-council commitment demonstrates both regional scale and readiness for partnerships with the Commonwealth.
- The delegation provides an opportunity to align messaging, coordinate meetings, and maximise influence through a shared advocacy platform, ensuring the RoeROC project is positioned as a priority for federal consideration.

Professional Development and Networking:

- Engagement with national policy discussions impacting rural and regional local governments.
- Networking with peer councils, federal agencies, and peak bodies.

Strategic Alignment:

- Supports Council's broader advocacy objectives and strengthens visibility at a national level.
- Enables targeted meetings with ministers and policy advisors (to be arranged should attendance be approved).

Although Rural Health Alliance and RoeROC key worker housing planning has included separate Canberra engagement, the NGA provides a complementary opportunity to maximise access to decision-makers during a concentrated period of national local government representation.

Consultation

Shire President

Local Government Rural Health Funding Alliance Meeting – 30 March 2026

RoeROC Executive Meeting – 9 April 2026

Statutory Implications

There are no direct statutory implications associated with this report. Attendance aligns with Council's role in advocacy and representation under the *Local Government Act 1995*.

Policy Implications

Council Policy 1.2 – Councillors, and CEO Attendance at Events

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	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Council Policy 1.2; Communication Engagement Plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Attendance at the 2026 NGA will exceed annual budget.

Costs are higher than initially anticipated due to:

- Late registration (discounted accommodation allocations exhausted)
- Increased airfares, potentially influenced by current fuel supply disruptions

Indicative costs include:

Accommodation	\$300 per night / per room (indicative)	\$3,000
Flights	\$2,200 per person (indicative)	\$4,400
Transfers	\$150 per person (indicative)	\$300
Assembly Registration	\$999 per person	\$1,998
Regional Forum Registration	\$555 per person	\$1,110
Welcome Reception	\$55 per person	\$110

General Assembly Dinner	\$245 per person	\$490
		\$11,408

Final costs will be confirmed at the time of booking.

Voting Requirements

- Simple Majority
 Absolute Majority

Officers Recommendation – Item 13.4

That Council approves the attendance of the Shire President and Chief Executive Officer at the 2026 ALGA National General Assembly in Canberra in accordance with Council Policy 1.2 – Councillors, and CEO Attendance at Events.

14. Officers Reports - Corporate Services

14.1 Change of Decision

Date:	7 January 2026
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	MIN 7420/22
Disclosure of Interest:	Nil
Attachments:	14.1A Flying Minute 14.1B Statement of Legal and Financial Consequences 14.1C April 2022 OCM minutes

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to revoke its past decision from April 2022 to “Direct the CEO to commence the process to return the land to the Crown” for A5294 – a small parcel of land which, according to Shire records, is held by a deceased estate with no known Trustee or next of kin contact information.

Background

At its Ordinary Council Meeting on 19 April 2022 Council made the above resolution, recorded as minute number “MIN 7420/22”.

Due to other strategic concerns for management, and a period of intensive change management, this resolution has not been acted on until very recently.

Upon commencing investigations to return the land to the Crown, two things were noted:

1. the process is more complex than simply taking possession of the land
2. the undeveloped land could be an asset to the Shire.

Due to the Shire seeing no financial return on the land either way, it has been determined to be more beneficial for Council to instead resolve to cause the land to be transferred to itself.

Comment

As actions have already been taken to implement Council’s past decision, no change to the resolution made be made without complying with:

- Regulation 10 of the Local Government (Administration) Regulations 1996, and
- Part 16 of the Shire of Narembeen Standing Orders Local Law 2020.

In accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, advance support of the motion to change the resolution was sought from Councillors on 13 April 2026. Regulations prescribe that at least one third of Councillors must support the motion. Support was received from Cr Hardham, Cr Bald and Cr Currie.

It is noted that the mover of this item must be one of the Councillors that provided their written support in favour of changing the resolution to comply.

Consistent with clause 16.2(2) of the Shire of Narembeen Standing Orders Local Law 2020, the request was accompanied by a “written statement of the legal and financial consequences” for Council’s consideration, a copy of which is attached.

Consultation

Council - March discussion forum
Chief Executive Officer
Lyn Fogg, Senior Governance Specialist WALGA

Statutory Implications

Local Government (Administration) Regulations 1996 – Regulation 10

- (1) If a decision has been made at a council or a committee meeting, 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.
- (1A) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering 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 is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Shire of Narembeen Standing Orders Local Law 2020 – Part 16

- (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.

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	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	Governance Framework; Regulation 10
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The officer's recommendation to change Council's prior resolution does not directly incur any costs.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 14.1

That Council:

1. Change resolution MIN 7420/22 made on 19 April 2022 from:

“That Council:

1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and
2. Direct the CEO to commence the process to return the land to the Crown.”

To:

“That Council:

1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and

2. Direct the CEO to commence the process to seize the land and cause it to be transferred to the Shire of Narembeen.”

2. Notes that sufficient support (one third of Councillors) to change the resolution was received via flying agenda issued 13 April 2026, in compliance with Regulation 10 of the Local Government (Administration) Regulations 1996.
3. Receives and accepts the attached statement of legal and financial consequences regarding the above change of resolution, in compliance with clause 16.2(2) of the *Shire of Narembeen Standing Orders Local Law 2020*.

14.2 Sale of Land for Unpaid Rates

Date:	7 January 2026
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	MIN 7420/22
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to authorise the seizure and sale of land for the recovery of unpaid rates and service charges for assessment A1249 - 11 Wakeman Street, Narembeen.

Background

The ratepayer for the above property has historically been in arrears, though they worked with Shire staff to pay off their assessment under various arrangements that satisfied past debt recovery policy/procedures, such as they were at the time. There were also significant amounts of intervention by charitable groups and leniency by past Shire staff, resulting in collection action commencing, being stayed and then recommencing.

In recent history, the ratepayer was listed as a pensioner, making minor and regular contributions that would pay off the arrears over the long-term. When communication and repayments ceased in late 2024, collection action was held off at the time due to the ratepayer's pensioner status. Subsequently, advice was received from Water Corporation on 31 October 2025 that the ratepayer was deceased, so collection action commenced again. However, due to an inability by the debt collectors and Shire staff to contact the Trustee of the estate, next of kin or the other owner, these efforts have not produced results.

Comment

To date no party has been forthcoming as the Trustee, nor has the other owner of the property been contactable or made any contact themselves – stalling any progression on collecting the overdue rates. Accordingly, it is not in Council's best interests to delay exercising its rights under the *Local Government Act 1995* to sell the property to recover the overdue amounts.

In accordance with Council's debt management policy, the officer's recommendation seeks Council's authorisation to commence proceedings to seize and sell the land to recover the overdue rates, as opposed to the other options available under the *Local Government Act 1995* (lease, hold or dispose to the Crown).

Below are the details of the assessment's outstanding balance as at the time of writing, note that interest will continue to accrue:

Rates	3,851.21
Collection fees	2,558.55
Rubbish charges	1,205.10
ESL	330.91
Interest (estimated)	1,176.36
Total	\$9,122.13

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Implications

Local Government Act 1995

6.56. Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

6.64. Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
 - (a) from time to time lease the land; or
 - (b) sell the land; or
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.

6.68. Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the **power of sale**) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
 - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or

- (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.

Policy Implications

3.10 – Debt Management

“... If any rates remain outstanding for a period of 3 years then, actions will be taken against the land to recover the debt in accordance with *Local Government Act 1995, Part 6, Section 6 – Actions against land where rates or service charges unpaid* with a general preference to seize the land for sale in accordance with *Section 6.68.*”

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	Financial Impact
Consequence Description	\$1,001 - \$10,000
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls in Place	Governance Framework and Policies
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Costs incurred for the recovery of rates are themselves rates, per section 6.56 of the *Local Government Act 1995*, as quoted above, therefore any costs incurred will be recovered from any eventual sale proceeds.

Although the property is in relatively poor condition, given the broader economic environment it is all but guaranteed, should there be a buyer, that Council will recover all unpaid rates in addition to the disposal costs that will need to be incurred.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 14.2

That Council authorise the Chief Executive Officer to commence further collection action and undertake all necessary steps to affect the seizure and eventual disposal of 11 Wakeman Street, Narembeen for the recovery of unpaid rates in accordance with sections 6.64 and 6.68 of the *Local Government Act 1995*.

14.3 Council Policy Review

Date:	7 April 2026
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.3A Policy for Review

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review the attached policy amendment.

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
Human Resource Management	The section relating to recognition of Staff Milestones was removed in error. This version re-introduces the option to recognise staff for their loyalty and service to the Shire.

Consultation

Chief Executive Officer
Executive Manager Corporate Services

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, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Recognition of Staff Milestones is incorporated into the Annual Budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 14.3

That Council adopt the revised Human Resources policy, as attached.

14.4 Financial Statements for the Month Ended 31 March 2026

Date:	9 February 2026
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.4A Shire of Narembeen - Financial statements for month ended 31 March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 March 2026.

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 for the month ended 31 March 2026 is \$2,952,523 with cash on hand of \$8,670,122 including \$5,343,774 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 14.4

That Council receive the monthly financial statements for the month 31 March 2026.

14.5 Schedule of Accounts for the Month Ended 31 March 2026

Date:	10 March 2026
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.5A Schedule of accounts paid – March 2026 14.5B Credit Card Payment list – February 2026 14.5C Credit Card Payment List – March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 March 2026.

Background

The Shire's schedule of accounts paid is to be provided to Council each month, pursuant to the requirements of Regulation 13 of *Local Government (Financial Management) Regulations 1996*.

Comment

Per the attached schedule, total payments from Municipal funds for the month ended 31 March 2026 were \$889,622.61

Total expenditure incurred on corporate cards for the same period was \$9,668.39.

It should be noted that due to monthly billing timings, that \$6,263.43 of charges incurred on corporate cards for the month ended 28 February 2026 was debited from Council's municipal funds in March 2026.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Regulation 13

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.
3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 14.5

That Council receive and endorse the schedule of accounts paid for the month ended 31 March 2026, as attached.

15. Officers Reports - Development and Regulatory Services

16. Officers Reports - Infrastructure Services

17. Officers Reports - Community Services

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

19. Elected Member Motions Without Notice

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

21. Closure of Meeting

The next meeting will be held on Tuesday 19 May 2026 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at ___pm