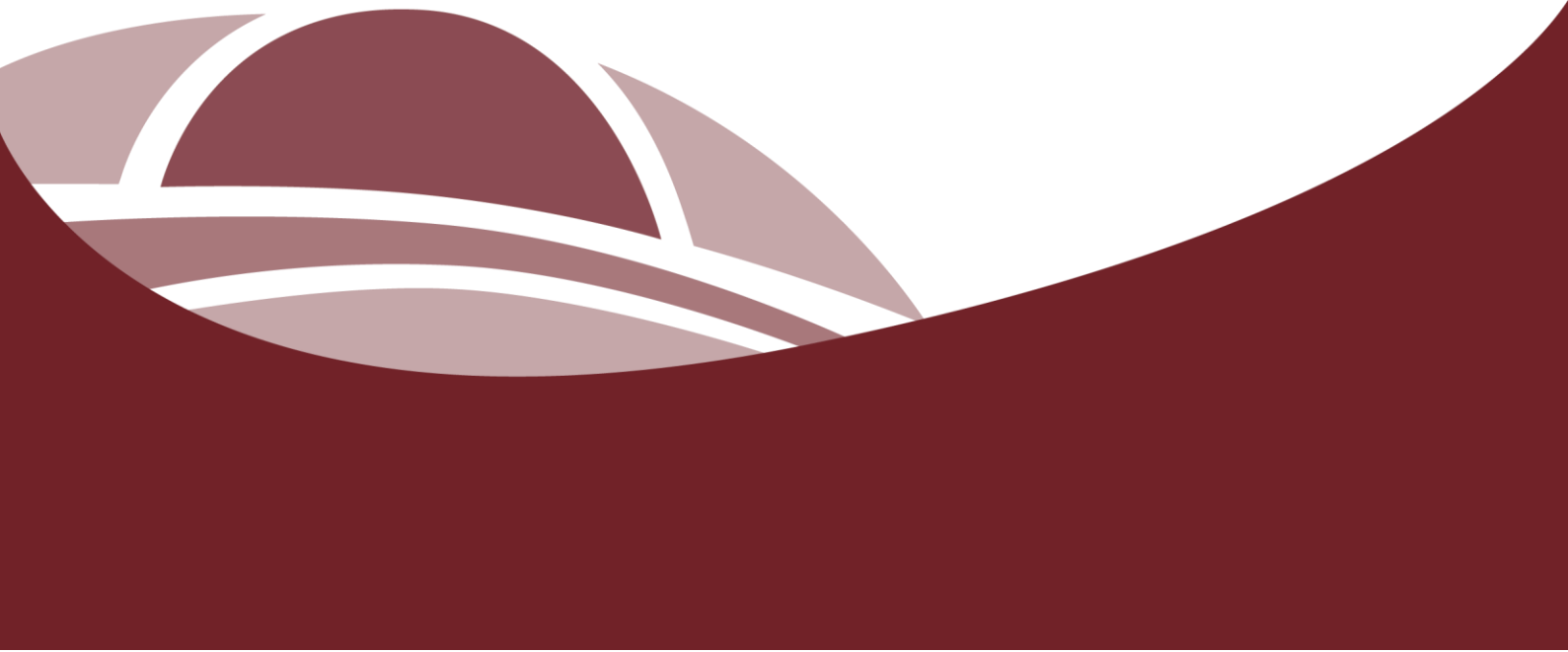




ATTACHMENTS

Ordinary Council Meeting
22 September 2026



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ATTACHMENT 8.1A
Minutes – Ordinary Council Meeting
18 August 2026



MINUTES

Ordinary Council Meeting
18 August 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 August Ordinary Council Meeting has been convened for:

Date: Tuesday 18 August 2026

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 August 2026

DISCLAIMER

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

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

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1. Official Opening and Welcome

The Presiding Person welcomed everyone one declared the meeting open at 5.00pm.

The Presiding Member advises all attendees that this meeting is being audio recorded by the Shire of Narembeen. Attendance at this meeting may involve the collection of personal information, including an individual's voice, and any statements made. Recordings are made for the purpose of maintaining accurate records, enabling transparency in decision-making, and fulfilling the legislative requirement of the Local Government Act 1995, and regulations 14F-14I of the Local Government (Administration) Regulations 1996. Recordings are published and made available to the public in accordance with applicable legislation. Personal information is managed in accordance with applicable privacy legislation and the Shire of Narembeen's Privacy and Responsible Information Sharing Policy."

2. Record of Attendance / Apologies

Councillors:

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

Staff:

Ms R McCall	Chief Executive Officer
Mr R Sunner	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Cr AM Hardham

3. Public Question Time

Nil

4. Disclosure of Interest

The Executive Governance Officer (minute taker) discloses and interest in item 15.3, as the item relates to their property.

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event
23 July 2026	Aged Care Info Session
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop
28 July 2026	Club Meeting Debrief
30 July 2026	Staying In Place Conference
11 August 2026	Staying In Place – Wongan Hills
13 August 2026	GECZ Meeting – Bruce Rock
17 August 2026	CEACA Meeting - Kellerberrin
17 August 2026	CEACA Strategic Plan Session

7.2 Cr Bald

Date	Meeting/Event
23 July 2026	Aged Care Info Session
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop
30 July 2026	Staying in Place Expo (Pingelly)
10 August 2026	ROE Tourism (Corrigin)
11 August 2026	Staying in Place Meeting with Wongan Hills (Teams)
13 August 2026	Great Eastern Country Zone Meeting (Bruce Rock)
18 August 2026	ARIC Meeting

7.3 Cr Bray

Date	Meeting/Event
23 July 2026	Essential Skills for ARIC Members (Corrigin)
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop

7.4 Cr Currie

Date	Meeting/Event
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop
	CBH Meeting (regarding Fricker Road)

7.5 Cr Hardham

Date	Meeting/Event
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop

7.6 Cr Smoker

Date	Meeting/Event
23 July 2026	Essential Skills for ARIC Members (Corrigin)
23 July 2026	Club Community Crisis Meeting
28 July 2026	Budget Workshop

Date	Meeting/Event
28 July 2026	Budget Workshop

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 21 July 2026 Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 21 July 2026, as presented, be confirmed as a true and correct record of proceedings.

MIN 8220/26

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

9. Minutes of Committee Meetings to be Received

9.1 Audit, Risk and Improvement Committee Meeting 18 August 2026 Attachment 9.1A (late attachment)

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That the minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday 18 August 2026, as presented, be received.

MIN 8221/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Bald

CARRIED 6 / 0

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

10. Recommendations from Committee Meetings for Council Consideration

10.1 Audit, Risk and Improvement Committee Meeting 18 August 2026, Item 6.1 Attachment 9.1A (Late attachment)

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 10.1

That Council endorse the recommendation of the Audit Risk and Improvement Committee for Item 6.1 of the meeting held on 18 August 2026.

MIN 8222/26

MOTION - Moved Cr. Smoker

Seconded Cr. Stirrat

CARRIED 6 / 0

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

11. Announcements by Presiding Member without Discussion

Nil

12. Matters for which the Meeting may be Closed

12.1 Close the Meeting to the Public

Statutory Implications

Local Government Act 1995 - Section 5.23

- 4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —

(g) prescribed information

Local Government (Administration) Regulations

4A. Information that may be treated on confidential basis at meeting (Act s. 5.23(4)(g))

For the purposes of section 5.23(4)(g), the following information is prescribed —

- (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.1

That Council close the meeting to public, under Section 5.23(4)(g) of the *Local Government Act 1995*, so that it can receive the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price.

MIN 8223/26

MOTION - Moved Cr. Bray

Seconded Cr. Stirrat

CARRIED 6 / 0

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

The meeting was closed to the public at 5.05 pm.

The public recoding was ceased, and the confidential recording was commenced.

12.2 Pricing information – RFT 2026-02 Provision of Waste Transfer Station Operation and Management

Date:	10 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT\TENDERING\2026\RFT2026-02
Previous Meeting Reference	21 July 2026 MIN 8216/26
Disclosure of Interest:	Nil
Attachments:	

Purpose of Report

- ☐ Executive Decision
 ☒ Legislative Requirement

Summary

For Council to receive the pricing information contained in the submissions to RFT2026-02 Provision of Waste Transfer Station Operation and Management.

Voting Requirements

- ☒ Simple Majority
 ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.2

That Council receive the pricing information from the response for tender RFT2026-02 Provision of Waste Transfer Station Operation and Management.

MIN 8224/26 **MOTION** - Moved Cr. Bald Seconded Cr. Smoker

CARRIED 6 / 0

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

12.3 Re-Open the Meeting to the Public.

Statutory Implications

Local Government Act 1995 - Section 5.23

(8) If a decision is made to close a meeting to members of the public under subsection (2), (3) or (4), the following must be recorded in the minutes of the meeting —

- (a) the decision;
- (b) the subsection under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made;

- (c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) — the applicable regulation (including any applicable subregulation or paragraph);
- (d) if the provision recorded under paragraph (b) is subsection (2)(d) or (4)(h) — a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires);
- (e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b);
- (f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b);
- (g) any prescribed information.

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.3

That Council re-open the meeting to public.

MIN 8225/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Bald

CARRIED 6 / 0

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

The meeting was reopened to the public at 5.09pm.

The confidential recording was ceased, and the public recording was recommenced.

13. Officers Reports - Office of the Chief Executive Officer

13.1 Chief Executive Officer - Performance Review Panel 2026

Date:	7 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	Personnel
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

This Item presents for a review panel to be formed to be tasked with facilitating the Chief Executive Officer's Performance Review, for consideration and adoption.

Background

On 3 February 2021, the Local Government (Administration) Amendment Regulations 2021 introduced 'Model CEO Standards' detailing mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government CEOs. The aim of the Model CEO Standards is to provide a consistent and equitable framework for CEO recruitment, performance review and termination across all local governments, in accordance with principles of merits, equity and transparency.

The Shire of Narembeen adopted the Model CEO Standards at its Ordinary Council Meeting on 15 November 2022 (MIN 7522/22).

Comment

The CEO requests the formation of a review panel to facilitate the 2026 CEO performance review process in accordance with Division 3 of the Local Government (Administration) Regulations 2021. The panel must ensure that the review is conducted impartially and transparently, in line with the agreed performance criteria and the standards set out in the legislation.

Consultation

Cr Holly Cusack, Shire President
Cr Hannah Bald, Deputy President

Statutory Implications

The Review will be conducted in accordance with Sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995* and Regulation 18D of the *Local Government (Administration Regulations) 1996*, which requires that:

- The performance of the CEO be reviewed at least once a year;
The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and,
A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.*

Policy Implications

Council Policy - CEO Standards for Recruitment, Performance and Termination.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Ineffective Employment Practices
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	Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.1

That Council form a review panel consisting of President Cr Cusack, Deputy Cr Bald and Cr Bray to undertake the 2026 performance review of the Chief Executive Officer.

MIN 8226/26

MOTION - Moved Cr. Smoker

Seconded Cr. Currie

CARRIED 6 / 0

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

13.2 Adoption of the Council Plan 2036

Date:	31 July 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT/PLANNING/Council Plan
Previous Meeting Reference	MIN 8209/26
Disclosure of Interest:	Nil
Attachments:	13.2A Council Plan 2036

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

The purpose of this report is to present the Council Plan 2036 to Council for adoption following the completion of the public consultation period.

Background

The Council Plan 2036 combines the Shire's Strategic Community Plan and Corporate Business Plan into a single integrated planning document. The draft Plan was endorsed by Council for public consultation at its July 2026 Ordinary Council Meeting and was advertised for public comment in accordance with Council's community engagement process.

Comment

The public consultation period concluded on 7 August 2026. No submissions were received during the consultation period. It is therefore recommended that Council adopt the Council Plan 2036 as advertised.

The adopted Council Plan will become the Shire's principal strategic planning document and will guide Council's decision-making, resource allocation and review of supporting informing strategies, including the Long-Term Financial Plan, Asset Management Plan and Workforce Plan.

Consultation

The draft Council Plan was available for public comment from 22 July 2026 to 7 August 2026. Consultation included the Shire's website and social media platform.

Statutory Implications

The Council Plan has been prepared in accordance with section 5.56 of the *Local Government Act 1995*, which requires a local government to plan for the future of its district. The minimum requirements for preparing and reviewing a Strategic Community Plan and Corporate Business Plan are prescribed in regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996*.

Policy Implications

Shire of Narembeen Integrated Planning Framework.

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

The Council Plan provides the strategic direction for future reviews of the Asset Management Plan and will guide long-term infrastructure planning and asset renewal priorities.

Long Term Financial Plan

The priorities and actions contained within the Council Plan will inform future reviews of the Long-Term Financial Plan to ensure resources are aligned with Council's strategic objectives.

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, Integrated Planning Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Implementation of actions identified within the Council Plan will be subject to annual budget deliberations, grant funding opportunities and the Long-Term Financial Plan.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.2

That Council:

1. Adopts the Council Plan 2036 as the Shire's Strategic Community Plan and Corporate Business Plan in accordance with section 5.56 of the *Local Government Act 1995* and Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996*.
2. Authorises the Chief Executive Officer to publish the adopted Council Plan 2036 on the Shire's website and implement the Plan through the Shire's Integrated Planning and Reporting Framework.

MIN 8227/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Bald

CARRIED 6 / 0

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

13.3 Tender Review – RFT 2026-02 Provision of Waste Transfer Station Operation and Management

Date:	10 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT\TENDERS\RFT2026-02
Previous Meeting Reference	21 July 2026 MIN 8216/26
Disclosure of Interest:	Nil
Attachments:	

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider the award of tender RFT2026-02 Provision of Waste Transfer Station Operation and Management.

Background

On 15 July 2026, Council advertised tender RFT2026-02 Provision of Waste Transfer Station Operations and Management via an open public tender process, with a closing date of Tuesday 10 August 2026 at 10.00am.

The term of the contract is for three years, with an estimated expiration date of 1 September 2029. An option to extend the contract by two years will be offered if Council is satisfied with the Contractors' performance.

Comment

One tender submission was received and was deemed acceptable; therefore, a detailed comparison is unavailable.

Consultation

Executive Manager Infrastructure Services
Executive Manager Corporate Services

Statutory Implications

Local Government Act 1995

3.57 Tenders for providing goods and services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

- (2) Regulations may make provision about tenders.

Local Government (Functions and General) 1996

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - (c) within the last 6 months –
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment, or

14. Publicly inviting tenders, requirements for

- (1) When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.
- (2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.
- (2A) If a local government —
- a. is required to invite a tender; or
 - b. not being required to invite a tender, decides to invite a tender,
- the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- (3) The notice, whether under subregulation (1) or (2), is required to include —
- a. a brief description of the goods or services required; and
 - b. particulars identifying a person from whom more detailed information as to tendering may be obtained
 - c. information as to where and how tenders may be submitted; and
 - d. the date and time after which tenders cannot be submitted.

18. Rejecting and accepting tenders

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.

- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender

Policy Implications

Procurement Framework

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Progress towards achievement of the Corporate Business Plan
 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	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls in Place	Proper management of projects and standardised contracts for delivery of goods and services
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The 2027 budget has an allocation for the operational costs of the Waste Transfer Station.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.3

That Council award tender for RFT2026-02 Provision of Waste Transfer Station Operation and Management to PM Services for a three (3) year contract, with an optional two (2) year extension available based on performance.

MIN 8228/26

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

13.4 Delegations – Planning and Development

Date:	7 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	G\AUTHORISATIONS\Delegations\Delegations Register
Previous Meeting Reference	July Discussion Forum 2026
Disclosure of Interest:	Nil
Attachments:	13.4A Planning Delegations 2026-08

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to consider delegating authority to the Chief Executive Officer to determine planning and development applications and to provide advice to the Western Australian Planning Commission and other relevant regulatory authorities.

Council is also requested to endorse the revised Delegations Register, incorporating these new delegations, as attached.

Background

The Shire of Narembeen has entered into a Memorandum of Understanding and Service Agreement with the City of Kalamunda (KAL) for the review and assessment of planning and development applications through KAL's Planning Department.

Under this arrangement, KAL undertakes the assessment of applications and provides the Shire with a completed assessment and recommendation. Under the Shire's current process, these recommendations are then presented to Council for consideration and determination.

Comment

Delegating authority to the Chief Executive Officer to determine planning and development applications, and to provide advice to the Western Australian Planning Commission and other relevant regulatory authorities, will streamline the Shire's administrative and operational processes.

The proposed delegations will reduce processing time for routine planning matters and decrease the number of operational matters required to be presented to Council. This will enable Council to focus on matters of greater strategic significance while maintaining appropriate administrative oversight through the Shire's Delegations Register.

Consultation

Executive Manager Infrastructure Services
Executive Manager Corporate Services
Council – July Discussion Forum

Statutory Implications

Local Government Act 1995

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

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

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.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions

Policy Implications

Shire of Narembreen Delegations Register

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	Delegations Register and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.4

That Council, by absolute majority and as per the attached, delegate the authority to the Chief Executive Officer to:

1. Determine applications for development approval.
2. Provide recommendations to the WA Planning Commission regarding applications for subdivision/amalgamations or strata title, clearance of conditions of development approval, subdivision/amalgamation or strata title.
3. Advise other regulatory authorities on planning matters.
4. Respond to appeals and requests for consideration made to the State Administrative Tribunal and WA Planning Commission.

MIN 8229/26**MOTION** - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 6 / 0

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

13.5 Major Land Transaction Provisions – Regional Workforce Housing Projects

Date:	9 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT\ROEROC
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision

☐ Legislative Requirement

Summary

Council is requested to endorse an advocacy position seeking amendments to the Local Government (Functions and General) Regulations 1996 to provide greater flexibility for local government-led workforce housing projects undertaken for a public purpose, and to authorise the Chief Executive Officer to advocate this position to the State Government, WALGA and other relevant stakeholders.

The Chief Executive Officer has presented the advocacy item to the WALGA Great Eastern Country Zone (GECZ), seeking support for a review of the Major Land Transaction exemption provisions as they apply to regional workforce housing projects.

Background

Rural local governments across Western Australia are increasingly taking a direct role in facilitating housing delivery in response to housing shortages, workforce attraction and retention challenges, and limited private sector development in smaller communities.

Local governments are investing significant capital in workforce housing to support essential personnel, including teachers, police officers, health professionals, emergency service personnel and local government employees. Under the current legislative framework, these projects may be captured by the Major Land Transaction provisions in section 3.59 of the Local Government Act 1995.

The applicable Major Land Transaction threshold is the lesser of \$2 million or 10 per cent of a local government's annual operating expenditure. For many smaller regional local governments, the threshold is therefore well below \$2 million and can be reached by a relatively modest housing project.

The issue can also arise where workforce housing is subject to a long-term lease, which may be treated as a land transaction or disposal even though the local government retains ownership of the land and dwellings and the project is undertaken for a public, rather than commercial, purpose.

Comment

The current framework can impose substantial procedural and administrative requirements on regional workforce housing projects that are intended to address market failure and support the

continuity of essential services. While the transparency and accountability objectives of the Major Land Transaction provisions remain important, there is a reasonable basis for distinguishing public-purpose workforce housing from commercial land transactions.

The proposed advocacy position is that the State Government review the exemption provisions in the Local Government (Functions and General) Regulations 1996 and consider an exemption or other appropriate regulatory treatment for local government-led workforce housing projects where the primary purpose is workforce attraction and retention, the housing supports essential services or identified workforce shortages, the local government retains ownership of the assets, the project is not undertaken for commercial profit, and the project addresses demonstrated housing market failure.

The Chief Executive Officer has presented this matter to GECZ. Council endorsement will provide a clear organisational mandate for the CEO to continue advocating the position through WALGA, relevant Ministers, State Government agencies and other appropriate forums.

Consultation

Cr Holly Cusack, Shire President
Cr Hannah Bald, Deputy President

Statutory Implications

Section 3.59 of the Local Government Act 1995 establishes requirements relating to commercial enterprises and major land transactions. The Local Government (Functions and General) Regulations 1996 prescribe matters relevant to those requirements, including exemptions.

The proposed Council decision does not itself amend or disapply the statutory requirements. Until any legislative or regulatory amendment is made, the Shire must continue to comply with the Local Government Act 1995 and applicable regulations for individual projects.

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

No direct implications. Any future housing development would be subject to appropriate asset management and whole-of-life cost assessment.

Long Term Financial Plan

No direct implications. Any future housing development would be subject to separate Council consideration and inclusion in the Long-Term Financial Plan, where required.

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Communication and Engagement Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no expected direct financial costs associated with the advocacy position, other than staff time, which will be accommodated within existing resources.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.5

That Council:

1. endorses advocacy to the State Government seeking a review of the Major Land Transaction exemption provisions contained within the Local Government (Functions and General) Regulations 1996 as they relate to local government-led workforce housing projects undertaken for a public purpose.
2. supports regulatory amendments that recognise workforce housing projects delivered by local governments to support essential services, workforce attraction and workforce retention in rural Western Australian, including appropriate exemptions or alternative regulatory treatment where the local government retains ownership and the project is not undertaken for commercial profit.
3. authorises the Chief Executive Officer to advocate Council's endorsed position to WALGA, the Minister for Local Government, the Minister for Planning and Lands; Housing and Works, relevant State Government departments and agencies, and other stakeholders as appropriate.
4. Notes that the Chief Executive Officer has presented the advocacy item to the WALGA Great Eastern Country Zone (GECZ).

MIN 8230/26

MOTION - Moved Cr. Bald

Seconded Cr. Smoker

CARRIED 6 / 0

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

14. Officers Reports - Corporate Services

14.1 Adoption of the Budget for the Year Ended 30 June 2027

Date:	6 August 2027
Location:	Not Applicable
Responsible Officer:	Raj Sunner, Executive Manager Corporate Services
Author:	Raj Sunner, Executive Manager Corporate Services
File Reference	FM\Budgets\2027
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.1A SoN Statutory Annual Budget 2026-2027 14.1B Schedule of fees and charges for the year ended 30 June 2027

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

For Council to review and endorse the reports and schedules comprising the annual budget for the year ended 30 June 2027 and endorse the following:

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

Background

The 2027 budget has been prepared after extensive consultation with Councillors and staff including multiple workshops to factor in Council's proposed projects for the next 10 years to 2036, in accordance with Council's various strategic plans.

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

Comment

The 2026-2027 annual budget has been prepared following continued internal and external consultation with various stakeholder groups. The budget is prepared secondary to the 10-year financial plan to ensure that the proposed expenditure is appropriate given Council's appetite for risk and its expectations for the cost and timing of future projects.

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

In addition to funding projects through operating revenue and reserves, the 2026–2027 Budget includes new borrowings to support the delivery of key strategic infrastructure. Council proposes to borrow \$1.0 million to fund the construction of a new staff house and a new administration building at the Works Depot, providing essential infrastructure to support service delivery and workforce sustainability. The Budget also includes a Self-Supporting Loan (SSL) of \$66,000 on behalf of the Narembreen Football Club to fund the Club's contribution towards the installation of new oval lighting. The SSL will be fully repaid by the Football Club in accordance with the loan agreement, with no ongoing financial impact on Council other than facilitating the borrowing arrangement.

To fund Council's planned projects, increases to rates are necessitated. As per the attached budget document, Council will raise general rates of \$2,388,310 to cover the deficit in operations, in addition to gratia rates of \$34,004. Council's general rate income is summarised below:

Category (Rating Basis)	Rate in the Dollar	Minimum Rates	Estimated Revenue
Townsite (GRV)	\$0.105084	\$590.00	\$ 309,290.00
Rural and mining (UV)	\$0.006955	\$590.00	\$2,079,020.00
Budgeted Gross Rate Revenue			\$2,388,310.00

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

- The full reconciliation of the Council's financial records as of 30 June 2026 impacting the brought forward surplus figure.
- Rise and fall in projected income and expenses.
- Unforeseen costs owing to adverse events.

Consultation

Councillors
Chief Executive Officer
Executive Manager Infrastructure Services
Staff

Statutory Implications

Local Government Act 1995 Section 6.2:

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
 - (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*

and

 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
 - (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*

[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]

Policy Implications

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

Strategic Implications

Strategic Community Plan

- Strategic Priority: 1. Happy, safe, healthy and inclusive community.
- Objectives: 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.

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

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	More than \$500,000
Consequence Rating	Catastrophic (5)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	The projects proposed for the year ended 30 June 2027 have been budgeted for in conjunction with the development of a long-term financial plan that demonstrates a sufficient level of sustainability and flexibility to suite Council's appetite for risk.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The budget governs all expenditure incurred throughout the next financial year, pending any subsequent amendments by Council.

As detailed in the Statement of Financial Activity in the attached budget report, the proposed budget is balanced (achieves \$0.00 surplus) by utilising the entire brought forward surplus for either: projects, operating costs or setting aside funds for future projects.

Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.1

That Council endorse the following by absolute majority:

1. The Shire of Narembreen annual budget for the year ended 30 June 2027, as attached, per s.6.2(1) of the Local Government Act 1995.
2. Levying a Rate in the Dollar of \$0.105084 for all GRV-based townsite assessments, noting that all non-mining and non-rural assessments are categorised as 'townsite'.
3. Levying a Rate in the Dollar of \$0.006955 for all UV-based rural and mining assessments.
4. Levying a minimum rate of \$590.00 for all rateable GRV and UV assessments.
5. Setting the following repayment options for rates as per with s6.45(1)(a) of the Local Government Act 1995:

Option

Due By

Option A – One Payment

2 October 2026

Option B – Four Instalment Options

2 October 2026

4 December 2026

5 February 2027

9 April 2027

6. No instalment option being offered on service charges for rubbish collection.
7. An instalment plan administration fee of \$10.00 per reminder rate notice issued, per s6.45(3) of the Local Government Act 1995.
8. Instalment interest to be levied at 5.50% as per s6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996.
9. Late payment penalty interest to be levied at 11.00% for all assessments that are overdue by 2 October 2026 (including partially), unless otherwise on the endorsed instalment plan, per s6.51(1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996.
10. Transfer/movements to and from Reserve Accounts as detailed Note 8 of the Statutory Budget as per s6.11 (3)(a) of the Local government Act.

11. The Schedule of Fees and Charges for the year ended 30 June 2027, as attached, per s6.16(3)(a) of the Local Government Act 1995.
12. A materiality threshold of 10% or \$25,000, whichever is greater, in accordance with Local Government (Financial Management) Regulations 1996 Regulation 34.

MIN 8231/26

MOTION - Moved Cr. Bray

Seconded Cr. Stirrat

CARRIED 6 / 0

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

14.2 CEO Standards for Recruitment, Performance and Termination Policy Review

Date:	7 August 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT/POLICIES
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.2A CEO Standards for Recruitment, Performance and Termination Policy

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to review and endorse the CEO Standards for Recruitment, Performance and Termination Policy

Background

As part of an ongoing process the attached policy has been identified as due for review.

Comment

The policy proposed for endorsement have been written to function in conjunction with other Council Policies and align with sections of the Local Government (Administration) Regulations. Policies are based on WALGA models where possible.

The attached policy has been reviewed, and no further amendments are recommended.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure 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

Human Resource 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	Policy Framework and WALGA Model Policies
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no significant financial implications associated with the adoption of the Policy.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.2

That Council adopt the CEO Standards for Recruitment, Performance and Termination Policy, as attached.

MIN 8232/26

MOTION - Moved Cr. Currie

Seconded Cr. Smoker

CARRIED 6 / 0

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

14.3 Amendments to the 2026-2027 Fees and Charges Schedule

Date:	15 July 2025
Location:	Not Applicable
Responsible Officer:	Raj Sunner, Executive Manager Corporate Services
Author:	Raj Sunner, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\BUDGETS\Amendments
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To seek Council's endorsement of the amended Fees and Charges 2026-2027, inspiring proposed combined Gym and Pool membership fees.

Background

During the June Council Discussion Forum, Council requested that the introduction of a combined Pool and Gym membership option be explored.

In response, Administration has reviewed the existing membership structures and eligibility requirements for both facilities and developed proposed combined membership fees for Council's consideration.

Comment

The proposed combined Pool and Gym membership fees have been developed to provide value for money to the community while supporting Council's recovery of the costs associated with operating and maintaining these facilities.

In developing the proposed fee structure, the following factors were considered:

- there is currently no family membership option available for the Gym;
- the Gym Conditions of Entry do not permit access to persons under 16 years of age; and
- adult Pool membership fees apply from 16 years of age.

Given the differing membership categories and age restrictions applying to the two facilities, a combined family membership is not considered practical at this time.

Accordingly, it is proposed that combined Pool and Gym memberships be offered for 12 months under Adult and Concession categories only.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Council – July Discussion Forum

Statutory Implications

Local Government Act 1995

6.19. Local Government to give notice of fees and charges

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

The proposed fees and charges are expected to contribute to the recovery of operational costs associated with the provision of Council services and facilities. The financial impact has been considered in preparing the 2026–2027 budget.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.3

That Council adopts the following amendments to the Fees and Charges Schedule for 2026-2027, with the amended fees to take effect from 4 September 2026 following the completion of the required public notice period.

Fees and Charges to be added:

Pool and Gym Memberships	
Annual Adult Pool and Gym Membership	\$ 385.00
Annual Concession Pool and Gym Membership	\$ 231.00

MIN 8233/26

MOTION - Moved Cr. Bald

Seconded Cr. Smoker

CARRIED 6 / 0

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

14.4 Schedule of Accounts for the Month Ended 31 July 2026

Date:	10 August 2026
Location:	Not applicable
Responsible Officer:	Raj Sunner, Executive Manager Corporate Services
Author:	Liz Markham, Administration Officer (Creditors)
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.4A Schedule of Accounts Paid – July 2026 14.4B Credit Card Payment List – July 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 July 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 July 2026 were \$796,455.76

Total expenditure incurred on corporate cards for the same period was \$4,827.01.

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 / Council Resolution – Item 14.4

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

MIN 8234/26

MOTION - Moved Cr. Bray

Seconded Cr. Stirrat

CARRIED 6 / 0

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

UNCONFIRMED

15. Officers Reports - Development and Regulatory Services

15.1 Development Application for Single House – Lot 61 (49) Cheetham, Narembreen.

Date:	28 July 2026
Location:	Lot 61 (49) Cheetham Way, Narembreen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	COUNCIL PROPERTIES/RESIDENTIAL
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	15.1A Rural Development Assessment

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider an application for planning approval for a Single House on Lot 61 (49) Cheetham Way, Narembreen.

Background

A Development Application has been submitted by the owners and assessed by the Shire's Planning Consultant, the City of Kalamunda. The assessment concludes that, subject to the recommended conditions, the proposal is consistent with the applicable planning framework and is suitable for approval.

49 Cheetham Way falls under the R12.5 Zoning as per the Narembreen TPS No.2 Narembreen Townsite Structure Plan.

The R-Codes will apply to the works, and it is noted that the Site requirements for residential zones as listed in the Shire of Narembreen's scheme text are in accordance with the R-Codes.

Comment

This application is for a single house.

The subject site is zoned 'Urban' under the Metropolitan Region Scheme and 'Residential' under the Shire's Local Planning Scheme. The 'single house' land use is a 'P' (permitted use) within the 'Residential' zone and the site has a density coding of R12.5

An application for planning approval is required in accordance with clause 61(1)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as although a Single House is listed in Column 1 (Item 6), it does not satisfy the deemed-to-comply requirements of the R-Codes set out in Column 2(b). These relate to the following:

Clause 5.3.5 Vehicular Access

- Driveway 0.4m setback from the side boundary in lieu of 0.5m



Consultation

City of Kalamunda – Planning Consultant

Statutory Implications

This application has been assessed in accordance with the provisions of the *Planning and Development Act 2025*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Shire of Narembeen Local Planning Scheme No. 2 and the applicable provisions of the *Residential Design Codes (R-Codes)*.

Approval of the application will satisfy Council's statutory responsibilities under the planning legislation. Refusal of the application would require Council to identify and substantiate defensible planning grounds that demonstrate the proposal is inconsistent with the applicable planning framework.

Policy Implications

Shire of Narembeen Town Planning Scheme No. 2.

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	Legislation, Town Planning Scheme and R-Codes
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The prescribed Development Application fees will be paid by the applicant in accordance with the *Planning and Development (Fees) Regulations 2011*, following Councils determination.

Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 15.1

That Council resolves to approve the development application for Lot 61 (49) Cheetham Way, Narembeen, subject to the following conditions:

1. The development must be carried out in accordance with the stamped approved plan(s)/drawing(s) and document(s) (including any recommendations made) listed below.

Plan No.	Title	Revision	Date	Prepared by
1-4	Development plans	-	22/04/2026	Applicant

2. Stormwater must be disposed of on-site to the satisfaction of the Shire of Narembeen. for the duration of the development.
3. This development approval does not authorise the removal of any vegetation other than any marked for removal on the approved plan(s).
4. The single house must be constructed with the finished floor consistent with the stamped plans. Any additional proposed cut and fill to the site does not form part of this development approval and if required, amended plans must be submitted to the Shire of Narembeen for approval.
5. All external fixtures (e.g. service equipment, mechanical ventilation, water tanks, compressors etc.) must be installed, located and screened, prior to occupation of the development and maintained for the duration of the development to the satisfaction of the Shire of Narembeen, to avoid adverse effects, including noise and visual amenity of nearby properties.

6. Clearances are to be maintained from the wastewater disposal system(s) to new buildings and boundaries in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
7. Prior to occupation of the development, crossovers must be designed and constructed to the specification and satisfaction of the Shire of Narembeen.

In addition to the conditions, the applicant is to have regard to the following:

- a) All development must comply with the provisions of Shire's Local Planning Scheme No 2, Health Regulations, Building Code of Australia, and all other relevant Acts, Regulations and Local Laws.
- b) Prior to construction on site the applicant is required to obtain a building permit.
- c) Any trees requiring protection from development works should be in accordance with AS4970-2009 "Protection of Trees on Development Sites".
- d) The applicant is reminded of their obligations to comply with the "Land development sites and impacts on air quality: a guideline for the prevention of dust and smoke pollution from land development sites in Western Australia", prepared by the Department of Environment.

MIN 8235/26

MOTION - Moved Cr. Currie

Seconded Cr. Smoker

CARRIED 6 / 0

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

15.2 Development Application for Addition to Single House – Lot 24258 (768) Wogarl East Road, Wadderin

Date:	28 July 2026
Location:	Lot 24258 (768) Wogarl East Road, Wadderin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	A5151
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	15.2A Rural Development Assessment

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider an application for planning approval for an Addition to Single House (Outbuilding) – Lot 24258 (no.768) Wogarl East Road, Wadderin WA 6369.

Background

A Development Application has been submitted by the owner and assessed by the Shire's Planning Consultant, the City of Kalamunda. The assessment concludes that, subject to the recommended conditions, the proposal is consistent with the applicable planning framework and is suitable for approval.

Comment

This application is for an Outbuilding.

The subject site is zoned 'Farming' under the Shire's Local Planning Scheme. A development application is required as the proposal is not exempt under the Planning and Development (LPS) regulation 2015 and requires assessment against the Objectives of the Zone and LPP15.

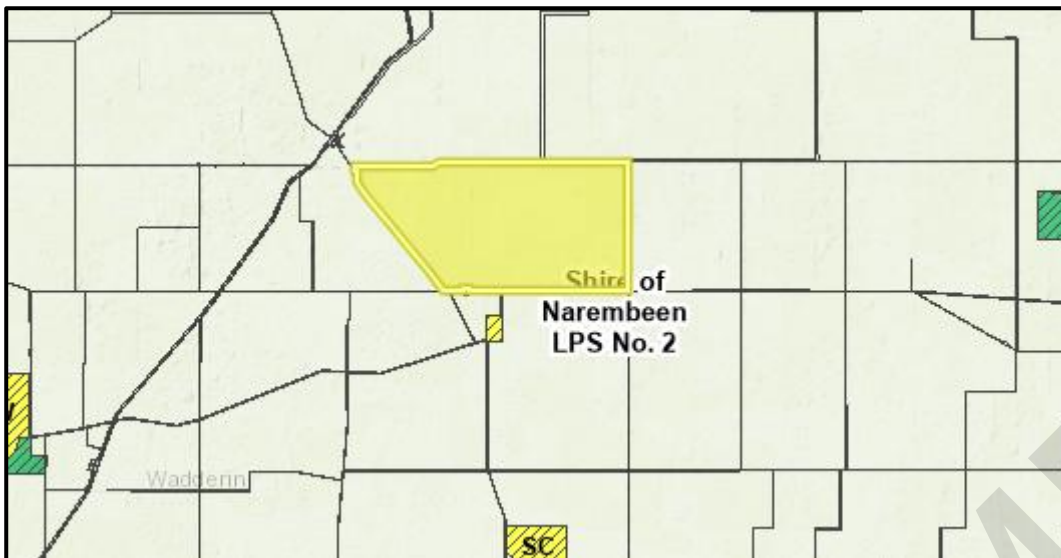


Figure 1: Subject Site

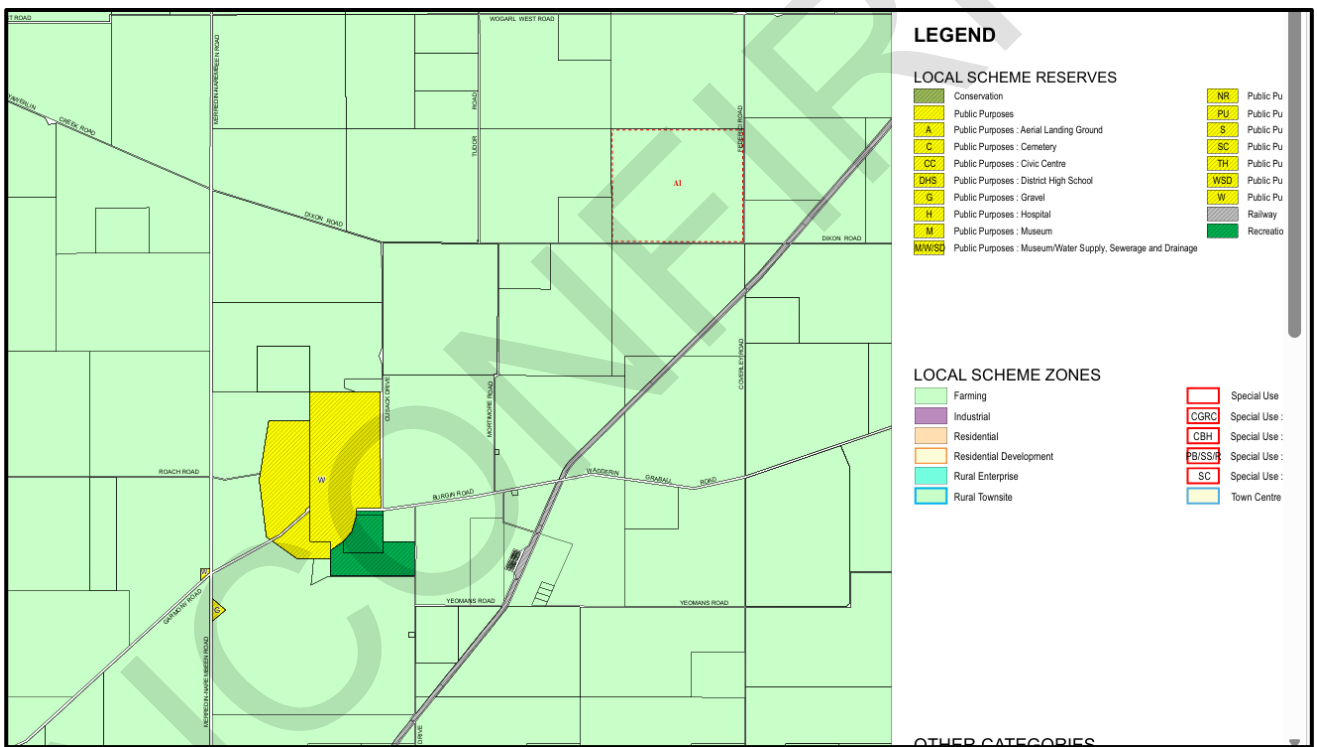


Figure 2: Zoning Map

Consultation

City of Kalamunda – Planning Consultant

Statutory Implications

This application has been assessed in accordance with the provisions of the *Planning and Development Act 2025*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Shire of Narembeen Local Planning Scheme No. 2 and the applicable provisions of the *Residential Design Codes (R-Codes)*.

Approval of the application will satisfy Council's statutory responsibilities under the planning legislation. Refusal of the application would require Council to identify and substantiate defensible planning grounds that demonstrate the proposal is inconsistent with the applicable planning framework.

Policy Implications

Shire of Narembeen Town Planning Scheme No. 2.

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	Legislation, Town Planning Scheme and R-Codes
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The prescribed Development Application fees will be paid by the applicant in accordance with the *Planning and Development (Fees) Regulations 2011*, following Council's determination.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 15.2

That Council resolves to approve the development application for Lot 24258 (no.768) Wogarl East Road, Wadderin, subject to the following conditions:

1. The development must be carried out in accordance with the stamped approved plan(s)/drawing(s) and document(s) (including any recommendations made) listed below.

Plan No.	Title	Revision	Date	Prepared by
1	Site Plan	-	12/03/2026	Applicant
2	Elevation plans	-	03/04/2026	WBS

2. Stormwater must be disposed of on-site to the satisfaction of the Shire of Narembeen for the duration of the development.
3. This development approval does not authorise the removal of any vegetation other than any marked for removal on the approved plan(s).
4. The outbuilding must be constructed with the finished floor level matching the approved plans. Any additional cut and fill to the site does not form part of this development approval and if required, amended plans must be submitted to the Shire of Narembeen. for approval.
5. The outbuilding must not be used for habitable, commercial, or industrial purposes.

In addition to the conditions, the applicant is to have regard to the following:

- a) All development must comply with the provisions of Shire's Local Planning Scheme No 2, Health Regulations, Building Code of Australia, and all other relevant Acts, Regulations and Local Laws.
- b) Prior to construction on site the applicant is required to obtain a building permit.
- c) Any trees requiring protection from development works should be in accordance with AS4970-2009 "Protection of Trees on Development Sites".
- d) The applicant is reminded of their obligations to comply with the "Land development sites and impacts on air quality: a guideline for the prevention of dust and smoke pollution from land development sites in Western Australia", prepared by the Department of Environment.

MIN 8236/26

MOTION - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 6 / 0

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

15.3 Development Application for Addition/Alteration to Single House – Lot 18 (44) Churchill Street, Narembeen.

Date:	28 July 2026
Location:	Lot 18 (44) Churchill Street, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	A1119
Previous Meeting Reference	Nil
Disclosure of Interest:	Executive Governance Officer (minute taker)
Attachments:	15.3A Rural Development Assessment

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider an application for planning approval for Addition/Alteration to Single House on Lot 18 Churchill Street, Narembeen.

Background

A Development Application has been submitted by the owners and assessed by the Shire's Planning Consultant, the City of Kalamunda. The assessment concludes that, subject to the recommended conditions, the proposal is consistent with the applicable planning framework and is suitable for approval.

Comment

This application is for an extension to an existing dwelling and the addition of a shed/garage.

The subject site is zoned 'Residential' under the Shire's Local Planning Scheme number 2 and coded R12.5.

Reason why development assessment is required:

An application for planning approval is required in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it does not satisfy:

- 5.1.3 Lot boundary setbacks: 1 meter from secondary street (communal street) in lieu of 2 meters.
- 5.4.3 Outbuildings wall height on 3.1 meters in lieu of 2.4meters and ridge height of 4.3m in lieu of 4.2 meters.



Consultation

City of Kalamunda – Planning Consultant

Statutory Implications

This application has been assessed in accordance with the provisions of the *Planning and Development Act 2025*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Shire of Narembeen Local Planning Scheme No. 2 and the applicable provisions of the *Residential Design Codes (R-Codes)*.

Approval of the application will satisfy Council's statutory responsibilities under the planning legislation. Refusal of the application would require Council to identify and substantiate defensible planning grounds that demonstrate the proposal is inconsistent with the applicable planning framework.

Policy Implications

Shire of Narembeen Town Planning Scheme No. 2.

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	Legislation, Town Planning Scheme and R-Codes
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The prescribed Development Application fees will be paid by the applicant in accordance with the *Planning and Development (Fees) Regulations 2011*, following Councils determination.

Voting Requirements

- ☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 15.3

That Council resolves to approve the development application for Lot 18 (44) Churchill Street.

Narembeen, subject to the following conditions:

1. The development must be carried out in accordance with the stamped approved plan(s)/drawing(s) and document(s) (including any recommendations made) listed below.

Plan No.	Title	Revision	Date	Prepared by
1-5	Development plans	-	30/4/2026	Woodbridge Drafting Service

2. Stormwater must be disposed of on-site to the satisfaction of the Shire of Narembeen for the duration of the development.
3. This development approval does not authorise the removal of any vegetation other than any marked for removal on the approved plan(s).
4. The alterations to single house must be constructed with the finished floor consistent with the stamped plans. Any additional proposed cut and fill to the site does not form part of this development approval and if required, amended plans must be submitted to the Shire of Narembeen for approval.
5. All external fixtures (e.g. service equipment, mechanical ventilation, water tanks, compressors etc.) must be installed, located and screened, prior to occupation of the development and maintained for the duration of the development to the satisfaction of the Shire of Narembeen, to avoid adverse effects, including noise and visual amenity of nearby properties.
6. Clearances are to be maintained from the wastewater disposal system(s) to new buildings and boundaries in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

7. The outbuilding must be constructed with the finished floor level matching the approved plans. Any additional cut and fill to the site does not form part of this development approval and if required, amended plans must be submitted to the Shire of Narembeen. for approval.
8. The outbuilding must be constructed of similar colours and materials (not Zinalume) to the existing single house, to the satisfaction of the Shire of Narembeen.
9. The outbuilding must not be used for habitable, commercial, or industrial purposes.

In addition to the conditions, the applicant is to have regard to the following:

- a) All development must comply with the provisions of Shire's Local Planning Scheme No 2, Health Regulations, Building Code of Australia, and all other relevant Acts, Regulations and Local Laws.
- b) Prior to construction on site the applicant is required to obtain a building permit.
- c) Any trees requiring protection from development works should be in accordance with AS4970-2009 "Protection of Trees on Development Sites".
- d) The applicant is reminded of their obligations to comply with the "Land development sites and impacts on air quality: a guideline for the prevention of dust and smoke pollution from land development sites in Western Australia", prepared by the Department of Environment.

MIN 8237/26

MOTION - Moved Cr. Currie

Seconded Cr. Smoker

CARRIED 6 / 0

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

16. Officers Reports - Infrastructure Services

Nil

17. Officers Reports - Community Services

Nil

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

Nil

19. Elected Member Motions Without Notice

Nil

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

Nil

21. Closure of Meeting

The next meeting will be held on Tuesday 22 September 2026 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.34pm

ATTACHMENT 9.1A
Minutes – LEMC Meeting 10 September 2026



MINUTES

Local Emergency Management Committee
10 September 2026

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Meeting not proceed due to lack of quorum.

1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Committee: Mr R Arnold Narembeen District Hight School (arrived at 4.45pm)
Ms J Spadaccini Department of Communities (via Teams)

Staff: Mr R Sunner Executive Manager Corporate Services
Ms K Conopo Executive Governance Officer

Visitors:

Apologies: Mr M Currie Shire of Narembeen, LEMC Chairperson
Ms R McCall Chief Executive Officer
Mr C Woods Officer in Charge, Narembeen
Mr M Lethlean St Johns, Narembeen
Ms E Mitchell Narembeen Hospital

Absent Mr M Dixon Chief Bushfire Control Officer
Ms N Bell DFES

3. Minutes of Previous Meeting to be Received

3.1 Local Emergency Management Committee Meeting held on 18 June 2026. Attachment 3.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Recommendation – Item 3.1

That the minutes of the LEMC Committee Meeting held on Thursday 18 June 2026, as presented, be received.

MIN **MOTION** - Moved Cr. Seconded Cr.

CARRIED /

4. Reports

4.1 Local Emergency Management Committee (LEMC) Members for Review

NOT FOR DISTRIBUTION TO THE PUBLIC WITHOUT APPROVAL OF CHIEF EXECUTIVE OFFICER

Organisation	Name / Position	Address	Phone	Email
Shire of Narembeen	Holly Cusack, Shire President	1 Longhurst Street Narembeen	0429 611 003	crcusack@narembeen.wa.gov.au
	Mike Currie, LEMC Chairperson		0428 230 276	crcurrie@narembeen.wa.gov.au
	Rebecca McCall, CEO		0428 647 312	rmccall@narembeen.wa.gov.au
WA Police	Sgt Craig Woods, Officer in Charge	9 Longhurst Street Narembeen	9045 6050	Narembeen.Police.Station@police.wa.gov.au
			0436 851 915	craig.woods@police.wa.gov.au
	Const. Brynn Woodward		9045 6050	bryn.woodward@police.wa.gov.au
Fire and Rescue	Murray Dixon, Chief Bushfire Control Officer		0427 645 026	fairview1861@gmail.com
Department Fire and Emergency Services	Justin Corrigan, Acting District Officer Avon	79 Newcastle Rd Northam WA 6401	0418 164 118	Justin.corrigan@dfes.wa.gov.au
	Natalie Bell, District Emergency Management Advisor		0488 907 187	natalie.bell@dfes.wa.gov.au
Narembeen District School	Russell Arnold, Deputy Principal	16 Ada Street Narembeen	0438 141 587	russell.arnold@education.wa.edu.au
St John Ambulance	Michael Lethlean, President	Latham Road, Narembeen	0248 647 961	michaellethlean@bigpond.com
Narembeen Hospital	Elaine Mitchell, Director of Nursing HSM – Narembeen Hospital	Ada Street, Narembeen	9064 6222	elaine.mitchell@health.wa.gov.au
Department of Communities	Michael Phillips, Regional Coordinator – Wheatbelt	Cnr Fitzgerald and Gairdner Streets, Northam WA 6401	0455 560 041	Michael.PHILLIPS@communities.wa.gov.au
	Jo Spadaccini - Regional Officer Regional Preparedness and Coordination - Great Southern, South West and Wheatbelt Emergency Relief and Support		0429 102 614	jo.spadaccini@communities.wa.gov.au

4.2 Agency Reports

Reports to be provided during the meeting.

- 4.2.1 **Department of Communities**
Attachment 4.2.1A
- 4.2.2 **Department of Fire and Emergency Services**
- 4.2.3 **Narembeen District High School**
- 4.2.4 **Narembeen St Johns**
- 4.2.5 **Narembeen VFES**
- 4.2.6 **Narembeen Hospital**
- 4.2.7 **Narembeen Police**
- 4.2.8 **Shire of Narembeen**
Attachment 4.2.8A

4.3 Great Eastern Country Zone – MOU – Mutual Aid in Emergencies and Post Incident Recovery

Date:	22 August 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	EMERGENCY SERVICES\SERVICE PROVISION\MOU\GECZ
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	4.3A Draft MOU for Mutual Aid 2026

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To note the *Zone Memorandum of Understanding -Mutual Aid in Emergencies and Post-Incident Recovery* ahead of the upcoming high threat season.

Background

For some years, Local Governments have established a range of informal in more formal arrangements for mutual assistance during emergencies.

WALGA has recently been working with relevant Zones on establishing a simplified annual process of Zones reaffirming a general commitment to principles of voluntary mutual aid between nearby Local Governments, to be implemented through liaison between Chief Executive Officers at the operational level.

Rather than exchanging various pen-signed documents, a standard MOU is available for affirmation by each Zone, which Zone members can each then decide to note and integrate into its Local Emergency Management Arrangements (LEMA).

While the MOU is general in nature and is non-binding, Local Governments may choose not to participate or formally withdraw from it if desired.

Following its consideration by the Zone, the MOU is being presented to member Councils ahead of the upcoming 2026-27 high threat season. This provides both a general reminder, and an opportunity to consider operational preparation for the provision of mutual aid, where circumstances may allow.

Comment

The MOU provides a practical framework for voluntary mutual assistance between participating Local Governments during emergencies and post-incident recovery. It recognises that significant events may exceed the resources of an individual Local Government and provides a mechanism for assistance to be coordinated between Chief Executive Officers, having regard to the circumstances of the event and the resources available at the time.

The MOU is non-binding and does not create an automatic obligation to provide resources. Any assistance will be subject to agreement between the relevant Chief Executive Officers and consideration of local operational and resourcing requirements.

Reaffirming these arrangements ahead of the high threat season provides an opportunity to ensure mutual aid arrangements are understood and appropriately reflected within the Shire's Local Emergency Management Arrangements (LEMA).

Consultation

This MOU was recently reaffirmed by the Great Eastern Country Zone. The Department of Fire and Emergency Services (DFES) works with WALGA and Local Governments on Local Emergency Management Arrangements (LEMA).

Statutory Implications

The MOU makes reference to (but does not seek to modify any application of) the Local Government's obligations under relevant legislation, including the *Emergency Management Act 2005*.

Policy Implications

The MOU is non-binding and is not intended to directly modify policy.

Strategic Implications

Council Plan 2036

Strategic Priority: 5. Courageous Leadership and Shared Responsibility
Key Focus Area: Partnerships and collaboration
Strategic Action: Strengthen partnerships across sectors

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Business and Community Disruption
Risk Category	Service Interruption
Consequence Description	No material service interruption
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls in Place	LEMA; Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The MOU does not have any expected financial implication, as the provision of mutual aid is to be arranged by agreement between Chief Executive Officers – considering any resourcing constraints relevant in the context of the emergency or post-incident recovery situation.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation – Item 4.3

That the Committee recommends that Council:

1. NOTES the Zone's *Memorandum of Understanding - Mutual Aid in Emergencies and Post-Incident Recovery* and the potential provision of mutual aid for the upcoming high threat season; and
2. ENDORSES the general principles of voluntary mutual assistance, to be organised and managed between Chief Executive Officers of the relevant Local Governments.

MIN

MOTION - Moved Cr.

Seconded Cr.

CARRIED /

4.4 Confirmation of Facilities on the State Evacuation Register 2026-27

Date:	22 August 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Jo Spadaccini – A/Regional Coordinator Wheatbelt Emergency Relief and Support, Department of Communities.
File Reference	EMERGENCY SERVICES
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	4.4A Local Emergency Relief and Support Plan – Wheatbelt Region – Merredin District

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For the Committee to review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.

Background

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements identifies the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations

Comment

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Narembeen:

Facility	Address	Capacity	Hazard considerations
Narembeen Recreation Centre (Primary)	35–49 Currall Street, Narembeen	450 / 150	
Narembeen Town Hall (Primary)	Lot 19, Corner Longhurst Street and Latham Road, Narembeen	250 / 80	

The Department of Communities requests that:

1. LEMC members:
 - Review the nominated facilities.
 - Confirm their ongoing suitability for the hazards relevant to the district.
 - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
 - Recommend any additions, removals or amendments to the Register.
2. HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
 - flood inundation;
 - bushfire exposure;
 - cyclone vulnerability;
 - hazardous materials risks;
 - access and egress constraints;
 - isolation risks; and
 - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

Consultation

Nil

Statutory Implications

The review supports the Shire's obligations under the *Emergency Management Act 2005* to maintain Local Emergency Management Arrangements (LEMA), including appropriate arrangements for evacuation and community welfare.

Policy Implications

The review is consistent with the Shire's Local Emergency Management Arrangements (LEMA) and State emergency management arrangements for the identification and use of suitable evacuation facilities.

Strategic Implications

Council Plan

Strategic Priority:	3. Infrastructure that supports long-term liveability
Key Focus Area:	Long-term resilience and preparedness
Strategic Action:	Support long-term environmental and community resilience

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Ineffective Management of Events / Facilities / Venues
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls in Place	LEMA; Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation – Item 4.3

The Shire of Narembeen Local Emergency Management Committee:

1. Review and endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.
2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.
3. Request Hazard Management Agency representatives to advise of any hazard-specific concerns that may affect the suitability of the identified facilities for evacuation, refuge, or shelter purposes.
4. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities

MIN**MOTION** - Moved Cr.

Seconded Cr.

CARRIED /

5. Other Business

5.1 Status Report

Attachment 5.1A

This item is provided for information. Further clarification of actions may be required in relation to the status of items.

5.2 Community Communication

BOM Campaign – Know Your Weather. Know Your Risk.
Attachment 5.2A – promotion underway

Planned communications for September 2026:

- Get Ready for Fire Season (town specific)
- Farm Fire Season Preparation

5.3 BFB Advisory Committee

The next committee meeting is scheduled for Thursday, 8 October at 4.30pm.

6. Correspondence

6.1 Correspondence out

6.2 Correspondence in

7. Closure of Meeting

The next meeting will be held on 10 December 2026 commencing at 3.30pm at the Shire of Narembreen Council Chambers.

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

ATTACHMENT 13.1A
Local Law Review – Animals, Environment
and Nuisance

SHIRE OF NAREMBEEN

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2016

Shire of Narembeen
Animals, Environment and Nuisance Local Law 2016

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Part 1 - Preliminary

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Interpretation

Part 2 - Keeping of animals

Division 1 - Animals

- 2.1 Interpretation
- 2.2 Cleanliness
- 2.3 Animal enclosures
- 2.4 Cats

Division 2 - Keeping of birds

- 2.5 Keeping of poultry and pigeons in a residential zone, residential development zone, rural townsite zone and town centre zone
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**HEALTH ACT 1911
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NAREMBEEN

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2016

Under the powers conferred by section 342 of the *Health Act 1911* and Subdivisions 1 and 2 of Division 2 of Part 3 of the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narembreen resolved on 19 day of October in the year 2016 to make the following local law.

Part 1 - Preliminary

1.1 Citation

This local law may be cited as the *Shire of Narembreen Animals, Environment and Nuisance Local Law 2016*.

1.2 Commencement

This local law comes into operation on the same day it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

- (1) In this local law, unless the context specifies otherwise -

Act means the *Local Government Act 1995*;

affiliated person means a person who is a member of a poultry or pigeon club incorporated under the *Associations Incorporation Act 2015*;

amusement means anything usually conducted for amusement at a fair, a carnival or a show, whether conducted at a fair, a carnival or a show or elsewhere;

approved animal means any farm animal which is the subject of a permit;

authorised person means a person appointed by the local government, under section 9.10 of the Act to perform all or any of the functions conferred on an authorised person under this local law;

aviary bird means any bird, other than poultry or pigeons, kept, or usually kept in an aviary or cage;

beekeeper has the meaning given to it in Regulation 3 of the *Biosecurity and Agriculture Management Regulations 2013*;

birds includes poultry;

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

Building Code means the latest edition of the Building Code of Australia published by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with the Building Code;

building permit has the meaning given to it by the *Building Act 2011*;

broadacre farming means the activity of producing cereal grains, coarse grains, pulses, oilseeds and the like including the production of farm animals and livestock and any combination of such activities on rural enterprise zone and farming zone land outside of townships;

building site means any lot for which a building permit is current;

cattery means a place where more than 3 cats are kept for the purposes of boarding or more than 6 cats are kept for the purpose of breeding;

Class 6 building means any Class 6 building as defined by the Building Code;

Class 9 building means any Class 9 building as defined by the Building Code;

Code of Practice - Pigeon Keeping means the Code of Practice for Pigeon Keeping and Racing in Western Australia as prescribed by the *Animal Welfare (General) Regulations 2003* and amended from time to time;

cow includes an ox, calf or bull;

development has the meaning given to it in the *Planning and Development Act 2005*;

development approval means a development approval under a local planning scheme;

development site includes any lot or lots for which there is currently a development approval or subdivision approval, and any lot or lots upon which construction work, earthworks, clearing of scrub, trees or overgrowth or any other site works are taking or have taken place;

district means the district of the local government;

disused means, in relation to any thing whatsoever, that the thing:

- (a) is not in use for the purpose for which it was designed or appears to have been designed or intended; or
- (b) has been stored or left stationary on land in the district for more than 1 month;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;

EHO means an Environmental Health Officer appointed by the local government under the *Health Act 1911* and includes any acting or Assistant Environmental Health Officer;

equipment means equipment, machinery or vehicles used for, or in connection with, the development of land;

farm animal includes a sheep, cow, goat, horse (excluding a miniature horse), deer, alpaca and pig (excluding a miniature pig);

farming zone means any area zoned “Farming” under a local planning scheme;

food has the meaning given in section 9 of the *Food Act 2008*;

food business has the meaning given under section 10 of the *Food Act 2008*;

food premises means any premises which is used to prepare food or to conduct a food business;

horse means a stallion, mare, gelding, shetland pony, pony, colt or foal, and includes an ass, mule, donkey and any beast of whatever description used for burden or draught or for carrying persons;

industrial zone means any area zoned “Industrial” under a local planning scheme;

land includes any building or structure on the land;

laneway means a public road designed to provide access to the side or rear of lots;

liquid waste means waste from any process or activity that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater;

livestock includes any horse, cow, sheep, goat, pig, buffalo, deer, camel, llama or alpaca;

livestock vehicle means a vehicle that contains livestock or previously has been used for the carriage of livestock;

local government means the Shire of Narembreen;

local planning scheme means the Shire of Narembreen Town Planning Scheme adopted by the local government from time to time and has approval so granted by the Minister for Planning and as defined pursuant to section 4, part 1 of the *Planning and Development Act 2005*;

lot has the meaning given to it by the *Planning and Development Act 2005*;

manure receptacle means a receptacle of sufficient capacity to receive all manure produced in 1 week on premises upon which a farm animal or farm animals are kept, constructed of smooth, durable, impervious materials, fitted with a fly proof, hinged cover and with no part of the floor lower than the adjoining ground;

miniature horse means a horse which meets the standard and height for a miniature horse as described by the Miniature Horse Association of Australia Inc.;

miniature pig means a pig that does not exceed 650 millimetres in height as an adult and weighs less than 55 kilograms;

nuisance means —

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or

- (c) interference which causes material damage to land or other property on the land affected by the interference;

occupier means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land to perform any work in relation to any land and includes a builder or contractor;

owner has the meaning defined under Section 1.4 of the Act;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

pet shop means a retail outlet that sells domestic or tame animals and birds;

pigeon includes homing pigeons and other domesticated breeds of the species *Columba livia*, but does not include native pigeons or doves whether or not the keeping of such birds is subject to the approval of the Department of Parks and Wildlife; poultry includes fowls, roosters, ducks, peafowls, turkeys, geese, guinea fowls, pheasants and other birds commonly kept for the production of eggs or meat for domestic consumption;

premises has the meaning given to it by the *Health Act 1911*;

refuse means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

Residential Design Codes means the State Planning Policy 3.1 document for the control of residential development throughout Western Australia of an appropriate design for the intended residential purpose, density, context of place and local planning scheme objectives and amended from time to time;

residential development zone means any area zoned "Residential Development" under a local planning scheme;

residential dwelling has the meaning given to it in the Residential Design Codes of Western Australia as amended from time to time;

residential zone means any area zoned "Residential" under a local planning scheme;

rural enterprise zone means any area zoned "Rural Enterprise" under a local planning scheme;

rural townsite zone means any area zoned "Rural Townsite" under a local planning scheme;

sand means granules or particles of rock, earth, clay, loam, silt and any other granular, particulate or like material including dust and gravel;

Schedule means a schedule to this local law;

stormwater means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;

street means any highway or thoroughfare which the public is entitled to use, including the verge and other things including bridges and culverts appurtenant to it;

subdivision approval means a subdivision approval under the *Planning and Development Act 2005*;

thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;

town centre zone means any area zoned "Town Centre" under a local planning scheme;

townsite includes the townsites of Narembeen which are -

- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
- (b) referred to in clause 37 of Schedule 9.3 of the Act;

truck means a motor vehicle having a tare weight in excess of 3,000 kilograms;

unreasonable noise has the meaning given to it by the *Environmental Protection Act 1986*;

vector of disease means an organism which has the ability to transmit pathogens or parasites from one infected person or animal to another person or animal;

vehicle has the same meaning given to it by the *Local Government Act 1995*; and

vermin includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions.

- (2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.
- (3) Where, in this local law, a duty, obligation or liability is imposed on an owner or occupier the duty shall be deemed to be imposed jointly and severally on each owner and occupier.
- (4) Where, under this local law, the local government is authorised to carry out actions, or cause to be undertaken works, as a consequence of the failure of any person to comply with the terms of a notice or other conduct, the right to enter land is at all times subject to the provisions of Part 3, Division 3, Subdivision 3 of the Act.

Part 2 - Keeping of animals

Division 1 - Animals

2.1 Interpretation

In this Division, unless the context otherwise requires -

animal includes cats, dogs, rabbits, ferrets and guinea pigs; and

member of a cat organisation means a person referred to in the *Cat Regulations 2012* regulation 23(c).

2.2 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal is kept shall -

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health, or is likely to attract rats or other vectors of disease;
- (b) when so directed by an EHO, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means.

2.3 Animal enclosures

- (1) A person shall not keep or cause, or authorise to be kept, any animals on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) The owner or occupier of premises where animals are kept shall, when directed by an EHO, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals.

2.4 Cats

- (1) Subject to subclauses (6) and (7), a person shall not, without an exemption in writing from the local government, keep more than 3 cats over the age of 6 months on premises on any land within the district.
- (2) An owner or occupier of premises may apply in writing to the local government for exemption from the requirements of subclause (1).
- (3) The local government shall not grant an exemption under subclause (2) unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.
- (4) An exemption granted under this clause shall specify -
 - (a) the owner or occupier to whom the exemption applies;
 - (b) the premises to which the exemption applies; and
 - (c) the maximum number of cats which may be kept on the premises.
- (5) A person who is granted an exemption under subclause (3) may be required by the local government to house, or keep cats in such manner as directed by an EHO.
- (6) A person may keep more than 3 cats over the age of 6 months on premises used for veterinary purposes or as a pet shop, or if the person is a member of a cat organisation a maximum of 9 cats can be kept.
- (7) The occupier of any premises shall not keep a cattery on those premises, unless the cattery is registered with the local government and the occupier has complied with the following conditions -
 - (a) the occupier shall obtain approval from the local government to establish a cattery;
 - (b) upon receiving approval to establish a cattery, the occupier shall apply for registration of the cattery in the form approved by the local government;
 - (c) the occupier shall have paid, to the local government, the annual registration fee as determined from time to time by the local government under Sections 6.16 to 6.19 of the Act;
 - (d) the occupier shall provide, for every cat, a properly constructed shelter with an

enclosure, which shall comply with the following conditions -

- (i) every shelter shall have a floor area of not less than 0.50 square metres for every cat over the age of 3 months old that may be kept therein; and
 - (ii) the area of the enclosure appurtenant to any shelter or group of shelters forming a cattery shall not be less than 3 times the area of the shelter or group of shelters to which it is appurtenant;
 - (e) every shelter or enclosure shall be at least 10 metres from the boundary of any land not in the same ownership or possession, or at least 10 metres from any dwelling, church, schoolroom, hall, factory, dairy or premises wherein food is manufactured, packed or prepared for human consumption; and
 - (f) all enclosures, yards, runs and shelters within which cats are kept shall be maintained at all times in a clean condition and free from vectors of disease and shall at any time be cleaned, disinfected or otherwise dealt with as an EHO may direct.
- (8) An application for registration of a cattery shall be made by submitting the cattery registration form approved by the local government and with the annual registration fee as approved from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act is paid.
- (9) A certificate of registration of a cattery issued by the local government shall -
- (a) be in the form approved by local government; and
 - (b) expire on 30 June next after the date of its issue.

Division 2 - Keeping of birds

2.5 Keeping of poultry and pigeons in a residential zone, residential development zone, rural townsite zone and town centre zone

- (1) An owner or occupier of premises in a residential zone, residential development zone, rural townsite zone and town centre zone shall not keep or permit to be kept on the premises -
- (a) more than 12 poultry; and
 - (b) more than 12 pigeons unless the owner or occupier is an affiliated person in which case the maximum number of pigeons may be increased to 100.

2.6 Conditions for keeping of poultry

- (1) An owner or occupier of a premises who keeps poultry or permits poultry to be kept shall ensure that -
- (a) no poultry shall be kept less than 9 metres from any residential dwelling;
 - (b) no poultry is able to approach within 15 metres of a street other than a laneway unless, in the case of land at the junction of two or more streets, the local government has approved a lesser distance;
 - (c) all poultry is kept in a properly constructed and securely fastened structure;
 - (d) the structure has an impervious floor laid with a fall to the front of at least 1 in 50;
 - (e) all structures or enclosures within which poultry are kept are maintained at all times in a clean condition; and
 - (f) all poultry is kept continually confined.
- (2) An owner or occupier of a premises who keeps poultry or permits poultry to be kept may apply in writing to the local government to vary the requirements of subclause 1(a), (b), (d) and (f).

2.7 Roosters, geese, turkeys and peafowl

Except on land in a farming zone and a rural enterprise zone, or with the prior written permission of the local government, an owner or occupier of premises shall not keep any of the following –

- (a) roosters;
- (b) geese;
- (c) turkeys; or
- (d) peafowls.

2.8 Conditions for keeping of pigeons

- (1) An owner or occupier of a premises who keeps pigeons, or permits pigeons to be kept, shall ensure that -
 - (a) all pigeons are kept in a properly constructed pigeon loft, except where registered homing pigeons are freed for exercise;
 - (b) all structures or enclosures within which pigeons are kept are maintained at all times in a clean condition;
 - (c) no opening to a pigeon loft, including openings for ventilation, is within 9 metres of any residential dwelling; and
 - (d) no opening to a pigeon loft, including openings for ventilation, is within 15 metres of a public street, public building, commercial premises or food premises.
- (2) An owner or occupier of a premises who keeps pigeons, or permits pigeons to be kept, may apply in writing to the local government to vary the requirements of subclause 1(c) and (d).
- (3) An affiliated person who keeps pigeons, or permits pigeons to be kept, shall do so in accordance with the Code of Practice - Pigeon Keeping, subject to the provisions of this local law.

2.9 Restrictions on pigeon nesting and perching

The local government may order an owner or occupier of a residential dwelling on or in which pigeons are, or are in the habit of nesting or perching, to take reasonable steps to prevent them from continuing to do so.

2.10 Conditions of keeping aviary birds

A person who keeps, or permits to be kept, aviary birds shall ensure that -

- (a) the aviary or cage in which the birds are kept is located at least 1 metre from any lot boundary and at least 5 metres from a residential dwelling on any other lot;
- (b) there is a floor beneath the roofed area of the aviary or cage which is constructed of smooth, impervious material with a gradient of at least 1 in 50 to the front of the aviary or cage;
- (c) the aviary or cage is kept in clean condition and good repair at all times;
- (d) all feed for the birds other than that intended for immediate consumption is stored in vermin proof containers; and
- (e) effective measures are taken to prevent the attraction or harbourage of vermin.

2.11 Nuisance caused by birds

An owner or occupier of land shall not keep any bird or birds which are or create a nuisance.

Division 3 - Keeping of bees

2.12 Permit required to keep bees

- (1) *permit means a permit to keep bees issued under this local law.*
- (2) *Subject to the provisions of this clause, a person shall not keep bees or allow bees to be kept on land except in accordance with a valid permit issued in relation to the land.*
- (3) *Subclause (1) does not apply where -*
 - (a) *the land is outside the townsite; and*
 - (b) *the bees are kept -*
 - (i) *at least 500 metres from a thoroughfare; or*
 - (ii) *less than 500 metres from a thoroughfare but the vegetation or a screen or other barrier on the land is such as to encourage the bees to fly at a height over the thoroughfare as will not create a nuisance to users of the thoroughfare.*
- (4) *Subclause (1) does not apply where an occupier of land keeps bees on the land -*
 - (a) *for a continuous period not exceeding 8 weeks; and*
 - (b) *for the purpose of pollinating a crop on the land.*
- (5) *An occupier referred to in subclause (3), in keeping bees under that subclause, shall provide a good and sufficient water supply on the land which is readily accessible by the bees.*
- (6) *Subclause (1) does not apply where a person keeps bees on Crown land.*

2.13 Application for a permit

An applicant for a permit shall -

- (a) be a person registered as a beekeeper under Regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*;
- (b) provide such details as may be required by the local government;
- (c) apply in the form approved by the local government; and
- (d) pay any application fee imposed and determined by the local government under sections 6.16 to 6.19 of the Act.

2.14 Determination of application

- (1) The local government may -
 - (a) refuse to determine an application for a permit which does not comply with clause 2.13;
 - (b) approve an application for a permit subject to the conditions referred to in clause 2.12 and to such other conditions as it considers appropriate; or
 - (c) refuse to approve an application for a permit.
- (2) Where an application for a permit is approved subject to conditions, the permit holder is to comply with those conditions or is to cause those conditions to be complied with.
- (3) Where the local government approves an application under subclause (1)(b), it is to issue to the applicant a permit in the form approved by the local government.
- (4) A permit is valid from the date of issue unless, and until, it is cancelled under this local law.

2.15 Conditions of approval

- (1) Without limiting the generality of clause 2.14(1)(b) an application for a permit may be approved by the local government subject to the following conditions -
 - (a) the provision of a good and sufficient water supply on the land which is readily accessible by the bees on the land;
 - (b) each bee hive shall be -

- (i) kept at a distance specified by the local government from any thoroughfare, public place or boundary of the land; or
 - (ii) located near a screen or other barrier so as to prevent the bees flying low over a thoroughfare, public place or adjoining land;
 - (iii) no more than 2 bee hives are to be kept on land of less than 2,000 square metres in area; and
 - (iv) no more than 15 bee hives are to be kept on land between 2,000 square metres and 20,000 square metres in area.
- (2) In respect of a particular application for a permit, the local government may vary any of the conditions referred to in subclause (1).

2.16 Variation or cancellation of permit and conditions

- (1) The local government may vary the conditions of a permit after it has been issued.
- (2) The local government may cancel a permit on the request of a permit holder to do so.
- (3) Notwithstanding clause 2.20, a permit shall be cancelled on -
 - (a) the permit holder ceasing to be registered as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or
 - (b) the expiration of a continuous period of 12 months during which the permit holder has not kept any bees on the land to which the permit relates, without any action required on the part of the local government.

2.17 Permit holder to notify cessation of registration or keeping of bees

- (1) In this clause a **permit holder** includes the holder of a permit cancelled by subclause 2.16(3).
- (2) A permit holder is to notify the local government in writing as soon as practicable after -
 - (a) the permit holder ceases to be registered as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or
 - (b) a continuous period of 12 months has passed during which the permit holder has not kept any bees on the land described in her or his permit.
- (3) A permit holder shall, within 7 days of the local government giving the permit holder a written notice to do so, provide to the local government -
 - (a) written proof of her or his registration as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or
 - (b) in respect of land identified by the local government in its notice, a signed statement as to whether or not he or she has kept bees on the land within the 12 months preceding the date of the notice; or
 - (c) both.

2.18 Permit not transferable

A permit is personal to the permit holder, is not transferable and applies only to the land described in the permit.

2.19 Nuisance

A person shall not keep, or allow to be kept, bees or bee hives, or both, on land so as to create a nuisance.

2.20 Notice to remove bees

- (1) Whenever, in the opinion of the local government, a person has contravened any provision of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013* or of this local law which relates to the keeping of bees or bee hives, the local government may give the permit holder, in relation to that land, or if there is no valid permit in relation to that land, an owner or occupier of the land, a written notice requiring her or him to remove any bees or bee hives, or both, from the land within the time specified in the notice.
- (2) Subject to Division 1 of Part 9 of the Act, on the giving of a notice referred to in subclause (1), any valid permit given by the local government relating to the keeping of bees or bee hives on that land is cancelled from the time specified in the notice, being not less than 7 days from the date it is given.
- (3) Where a person fails to comply with a notice given under subclause (1), the local government may dispose of the bees or the bee hives or both, in such manner as it sees fit and recover the costs of so doing from the permit holder, or an owner or occupier, as the case may be, as a debt due to it.

Division 4 - Keeping of farm animals

2.21 Permit required to keep farm animals

- (1) *permit* means a permit to keep farm animals issued under this local law.
- (2) Subject to clause 2.26, an owner or occupier of land shall not keep, or allow to be kept, any farm animal unless -
 - (a) in accordance with a valid permit authorising the keeping of such a farm animal issued in relation to the land pursuant to clause 2.24; or
 - (b) in a farming zone and rural enterprise zone and in accordance with the provisions of any local planning scheme applicable to that zone.

2.22 Application for a permit to keep farm animals

An application for a permit required by clause 2.21 shall be in the form approved by the local government and shall include the following information -

- (a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the animal is to be kept and the distance of that location from any residential dwelling on another lot, Class 6 building or Class 9 building, business premises or food premises;
- (b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the animal;
- (c) a detailed written plan for the management of manure which addresses
 - (i) control of vermin;
 - (ii) disease prevention; and
 - (iii) prevention of nuisance odours; and
- (d) the appropriate application and permit fees as determined from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act.

2.23 Determination of application to keep farm animals

- (1) Subject to clause 2.24, the local government may -
 - (a) refuse to determine an application for a permit which does not comply with clause 2.22;
 - (b) approve an application for a permit subject to such conditions as it considers appropriate; or
 - (c) refuse to approve an application for a permit.
- (2) Where an application for a permit is approved subject to conditions, the permit holder shall comply with those conditions or cause compliance with those conditions.

- (3) Where the local government approves an application under subclause (1)(b), it is to issue to the applicant a permit in the form approved by the local government.
- (4) A permit is valid from the date of issue until 30 June the following year, unless it is cancelled prior to that date under this local law.

2.24 Conditions of approval to keep farm animals

- (1) A permit shall not be granted pursuant to clause 2.23 -
 - (a) unless the land for which the approval is sought is of such dimensions and configuration as will permit the subject animal to be confined in a minimum cleared area of 150 square metres and prevented from reaching within 15 metres of any residential dwelling, Class 6 building or Class 9 building, business premises or food premises;
 - (b) in the case of a horse (other than a miniature horse) or cow, unless the land for which the approval is sought has a minimum area of 1 hectare; or
 - (c) for the keeping of any pig (other than a miniature pig).
- (2) The local government shall take into account the opinions of occupiers of adjoining properties in determining whether to grant approval for the keeping of a farm animal.
- (3) Approval to keep a farm animal may be issued subject to conditions, including -
 - (a) that a stable or shelter is provided for housing the approved animal;
 - (b) that a manure receptacle is provided in a position convenient to the shelter or place where the approved animal is kept, and that the receptacle is used for the receipt of all manure produced on the premises; or
 - (c) any other conditions that the local government considers necessary for the protection of the health and amenity of the neighbourhood, and such conditions may be imposed at any time subsequent to the initial approval.

2.25 Variation or cancellation of permit to keep farm animals and conditions of permit

- (1) The local government may vary the conditions of a permit after it has been issued, and shall give notice of such variation to the permit holder.
- (2) The local government may cancel a permit in the event the permit holder -
 - (a) fails to comply with any condition set under subclause 2.23(1)(b);
 - (b) after being notified of a variation under subclause (1) fails to comply with the varied condition;
 - (c) breaches clause 2.26, 2.27, 2.28 or clause 2.29 of this local law; or
 - (d) fails to comply with a notice of breach issued under clause 6.1.

2.26 Conditions for keeping farm animals

- (1) An owner or occupier of premises upon which a farm animal or farm animals are kept, shall -
 - (a) maintain the place or places where the animals are kept in clean condition;
 - (b) ensure that no farm animal or farm animals kept on the premises cause or constitute a nuisance;
 - (c) maintain the premises free from flies or other vermin by the use of residual insecticide or other effective means;
 - (d) if a manure receptacle is required to be used —
 - (i) cause all manure produced on the premises to be collected daily and placed in the receptacle;
 - (ii) cause the receptacle to be emptied as often as is necessary to prevent it becoming offensive or a breeding place for flies or other vermin, but in any case at least once a week; and
 - (iii) keep the lid of the receptacle closed except when manure is being

- deposited or removed; and
- (e) not permit any farm animal to approach within 9 metres of any residential dwelling, food premises, Class 6 building or a Class 9 building, or a business or commercial premises.
- (2) An owner or occupier of premises in a farming zone and rural enterprise zone shall not keep more than 1 pig except for on premises registered by the local government as an abattoir or piggery under the provisions of section 191 of the *Health Act 1911*, except with the express written approval of the local government.
- (3) An owner or occupier of premises upon which a farm animal or farm animals are kept, may apply in writing to the local government to vary the requirements of subclause 2.26(1)(e).

2.27 Keeping a miniature horse

- (1) An owner or occupier of a premises may keep only a sterilised miniature horse on land of not less than 1,000 square metres in area provided it is registered with the local government and the annual registration fee approved from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act is paid.
- (2) An owner or occupier of premises shall not keep more than 1 miniature horse within a townsite without the written approval of the local government.
- (3) The local government may prohibit the keeping of a miniature horse on any land or may state the conditions under which a miniature horse may be kept.

2.28 Keeping a miniature pig

- (1) *Except for a miniature pig, the keeping of pigs in the district is forbidden except for on premises registered by the local government as an abattoir or piggery under the provisions of section 191 of the Health Act 1911 or, subject to subclause 2.26(2), on a farming zone and rural enterprise zone.*
- (2) *The local government may -*
 - (a) *prohibit the keeping of a miniature pig on any land, or*
 - (b) *state the conditions under which the miniature pig may be kept.*
- (3) *A person may keep 1 miniature pig in a townsite, provided it is registered with the local government and the annual registration fee approved from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act is paid.*
- (4) *An owner or occupier of premises where a miniature pig is kept shall -*
 - (a) *only keep a sterilised animal and retain written proof of its sterilisation;*
 - (b) *confine the animal on the property at all times;*
 - (c) *ensure the animal does not cause a nuisance to any neighbour regarding noise, dust, or odour; and*
 - (d) *maintain documentary evidence that the animal's veterinary treatment against roundworm and tapeworm is current.*

2.29 Requirements for farm animal shelters

- (1) Any stable, enclosure or shelter provided for the keeping of farm animals, whether or not a permit is required for the keeping of such farm animals pursuant to clause 2.21, shall -
 - (a) not be situated within 9 metres of any residential dwelling, Class 6 building or Class 9 building, business premises or food premises;
 - (b) not be situated within 1 metre of any lot boundary;
 - (c) be constructed of materials approved by the local government;
 - (d) have on each side of the building between the wall and roof a clear opening of

- at least 150 millimetres in height, and of sufficient length, to provide adequate ventilation to the stable, enclosure or shelter;
- (e) when required by the local government have a separate stall for each horse, cow or other approved animal, the shortest dimension of which shall be at least twice the length of the animal housed therein; and
- (f) subject to subclause (2), have a floor, the upper surface of which shall —
 - (i) be raised at least 75 millimetres above the surface of the surrounding ground;
 - (ii) be constructed of cement, concrete or other similar impervious material; and
 - (iii) have a fall of 1 in 100 to a drain which shall empty into a trapped gully situated outside the stable or shelter.
- (2) An owner or occupier of any land upon which a stable or shelter is located may apply in writing to the local government to vary the requirements of subclause (1)(a), (d) and (f).
- (3) A stable or shelter constructed with a sand floor may be approved by the local government subject to -
 - (a) the site being well drained, with the sand floor being at least 1.5 metres above the highest known ground water level;
 - (b) a 300 millimetre thick bed of crushed limestone or aggregate being laid under the sand of the stable;
 - (c) the sand, whether natural or imported, being clean, coarse and free from dust;
 - (d) footings to the stable or shelter being a minimum of 450 millimetres below ground level; and
 - (e) the design of the stable allowing for the access of small earthmoving machinery, such as a skid steer loader, into each stall to maintain the correct floor height.

Division 5 — *Livestock*

2.30 Livestock not to stray

The owner or person in charge of livestock shall not allow livestock to stray or to be at large in a street, public place or upon private property without the consent of the property owner.

2.31 Property to be fenced

- (1) The owner or occupier of property on which livestock is kept, shall cause the property or a portion of the property to be fenced in a manner capable of confining the livestock, to that portion where the livestock is kept.
- (2) The minimum fencing requirements to confine livestock in a farming or rural residential area shall be a fence of post and wire construction.

Part 3 - Building, development and land care

Division 1 - *Litter and refuse on building sites*

3.1 Provision of refuse receptacles

The owner or occupier of a building or development site shall at all times provide and maintain a refuse receptacle, available for use on the site, which includes a suitable cover, to the satisfaction of an authorised person, of such design as will -

- (a) contain any refuse likely to be produced on the site; and
- (b) prevent refuse being blown from the receptacle by wind.

3.2 Control of refuse

- (1) From the time of commencement of works on a building site or development site until the time of completion of such work, the owner or occupier of the site shall take reasonable steps to -
 - (a) ensure all refuse on the site is placed and contained in the refuse receptacle and prevented from being blown from the site by wind;
 - (b) keep the site free from any refuse;
 - (c) keep the street verge, and any other reserve, immediately adjacent to the site, free of refuse from the site; and
 - (d) ensure the refuse receptacle is emptied when full.
- (2) The owner or occupier of a building site or development site shall ensure that within 2 days of completion of works on the site, the site and the street verge immediately adjacent to it, are cleared of all refuse and all refuse receptacles are removed from the site.

3.3 Unauthorised storage of materials

- (1) All construction materials must be located on the building site or development site under construction, unless written approval has been given by the local government to store materials on another property (including a road reserve).
- (2) An application for approval under subclause (1) must be -
 - (a) in writing; and
 - (b) accompanied by the written approval of the landowner of the land on which materials are proposed to be stored.

Division 2 - Prevention of dust and liquid waste

3.4 Prohibited activities

- (1) An owner or occupier of land must take all reasonable measures to -
 - (a) stabilise dust on the land;
 - (b) contain all liquid waste on the land; and
 - (c) ensure no dust or liquid waste is released or escapes from the land, whether by means of wind, water or any other cause.
- (2) Subclause (1)(c) does not apply to land where the primary activity is broadacre farming.
- (3) Where the local government forms the opinion that -
 - (a) an owner or occupier has not complied with subclause (1)(a) or subclause (1)(b); or
 - (b) the dust or liquid waste has been released or escaped from the owner's or occupier's land,

the local government may serve on the owner and or occupier of the land, a notice requiring the owner and or occupier to do one or more of the following -

- (i) comply with subclause (1)(a) or (1)(b);
 - (ii) clean up and properly dispose of any released or escaped dust or liquid waste;
 - (iii) clean up and make good any damage resulting from the released or escaped dust or liquid waste; and
 - (iv) take effective measures to stop any further release or escape of dust or liquid waste;
- (c) The requirements set out in a notice issued under this subclause must be complied with -
 - (i) within 48 hours of service of the notice where no other time is specified;
 - (ii) within such other period as is specified in the notice; or
 - (iii) immediately, if the notice so specifies.

- (4) Where the local government forms the opinion that dust or liquid waste has escaped or has been released from an activity undertaken on land or as a consequence of the use of equipment on land, the local government may serve a notice on -
 - (a) any owner or occupier of the land; or
 - (b) any operator of equipment on the land,
 requiring that the activity or use of equipment on the land be ceased immediately, for such period as is specified in the notice.
- (5) Where the local government is of the opinion that dust or liquid waste may be released or escape from any land as a result of an activity which is likely to be carried out on that land, the local government may give to the owner and/or occupier a notice providing that the activity may only be carried out subject to conditions specified in the notice.

3.5 Dust management

An owner or occupier of land within the townsite who intends to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, shall -

- (a) submit to an authorised person a Dust Management Plan in accordance with the Department of Environment Regulation document "A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities" (March 2011), or any updated version of this document; and
- (b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.

Division 3 - Unsightly land and disused materials

3.6 Removal of refuse and disused materials

- (1) The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of whatever nature or kind, which in the opinion of the local government or an authorised person, is likely to give the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.
- (2) The local government or an authorised person may give notice in writing to the owner or occupier of a lot requiring the removal of refuse, rubbish or disused material from the lot within the time specified in the notice.

3.7 Removal of unsightly overgrowth of vegetation

- (1) The owner or occupier of a lot shall not permit to remain on a lot, any unsightly overgrowth of vegetation that gives the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.
- (2) The local government or an authorised person may give notice in writing to the owner or occupier of a lot requiring the removal of the overgrowth of vegetation within the time specified in the notice.

3.8 Storage of vehicles, vessels and machinery

- (1) The owner or occupier of a lot shall not -
 - (a) store, or allow to remain in public view on any lot, more than 1 vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;
 - (b) store, or allow to remain in public view on any lot, any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month;
 - (c) store, or allow to remain in public view on any lot, any vehicle parts,

- vessel parts or machinery parts (including tyres);
 - (d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed -
 - (i) inside a building; or
 - (ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the street and from adjoining properties; or
 - (e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.
- (2) Subclause (1) does not apply to industrial zoned lots.

3.9 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment which has a capacity of 0.04 cubic metres or more on any land without first -

- (a) removing every door and lid and every lock, catch and hinge attached to a door or lid; or
- (b) rendering every door and lid incapable of being fastened; and
- (c) removing any refrigerants as per the requirements of the *Environmental Protection(Ozone Protection) Policy 2000*.

Division 4 - Hazardous materials

3.10 Hazardous trees

- (1) Where a tree on a lot endangers any person or thing on adjoining land, the local government may give a notice to the owner or the occupier of the lot to remove, cut, move or otherwise deal with that tree so as to make the tree safe.
- (2) Where a tree on a lot presents a serious and immediate danger to any person or thing, the local government may take any remedial action it considers appropriate in order to make the tree safe without having given the owner or occupier notice pursuant to subclause (1).
- (3) The local government reserves its right to recover any costs incurred by the local government for remedial action taken in terms of subclause (2).

Part 4 - Nuisances and dangerous things

Division 1 - Light

4.1 Use of exterior lights

An owner or occupier of land on which floodlights or other exterior lights are erected or used, shall not allow the floodlights or other exterior lights to shine directly onto any other premises.

4.2 Emission or reflection of light

An owner or occupier of land shall ensure that -

- (a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside that land to more than 50 lux; and
- (b) natural light is not reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare.

4.3 Notice may require specified action to prevent emission or reflection of light

- (1) Where -
 - (a) floodlights or other exterior lights shine directly onto any other premises;
 - (b) artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land to more than 50 lux; or
 - (c) natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare,the local government may by notice in writing direct the owner or occupier to take such actions as the local government considers necessary within the time specified in the notice.
- (2) The notice referred to in subclause (1) may direct that -
 - (a) floodlights or other exterior lights are used only during the hours specified in the notice;
 - (b) the direction in which the lights shine be altered as specified in the notice;
 - (c) any reflective surfaces be painted or otherwise treated so as to abate the nuisance; or
 - (d) any combination of these measures that the local government believes to be appropriate to the circumstances be undertaken.

Division 2 - *Smoke, fumes, odours and other emissions*

4.4 Burning rubbish, refuse or other material

- (1) A person shall not on any land of an area 2,000 square meters or less, being rural townsite zone, town centre zone, residential zone or residential development zoned lots, set fire to rubbish, refuse or other materials unless -
 - (a) written approval has first been obtained from the local government;
 - (b) the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other materials do not exist and the potential for pollution is low;
 - (c) the material does not include any plastic, rubber, food scraps or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (d) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and
 - (e) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government.
- (2) Subclause (1) shall not apply to any barbecue, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
- (3) Subclause (1) is subject to any fire danger rating as determined by the Bureau of Meteorology.

4.5 Escape of smoke, fumes, odours and other emissions

An owner or occupier of land or premises shall not cause or allow the escape of smoke, fumes, odours or other emissions from the land or premises in such quantity or of such a nature as to cause or to be a nuisance to any person unless -

- (a) the escape of smoke, fumes, odours or other emissions from the land or premises is the result of burning in compliance with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government; and

- (b) all reasonable steps have been taken to prevent the smoke, fumes, odours and other emissions from land or premises from causing a nuisance to any person.

Division 3 - Trucks

4.6 Livestock vehicles

- (1) A person shall not park a vehicle containing livestock in a townsite for a period in excess of 30 minutes.
- (2) A person shall not park a vehicle which contains or has been used for the carriage of livestock so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle.
- (3) If a person parks a vehicle containing livestock in a townsite in accordance with subclause (1), then the person does not contravene subclause (2).

4.7 Truck noise from residential land

A person shall not start or drive a truck on land zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of the local government.

Division 4 - Swimming pool backwash management

4.8 Disposal of swimming pool backwash

- (1) The owner or occupier of land on which a swimming pool is constructed shall ensure that all backwash is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of swimming pool backwash from a lot into a local government approved stormwater drain or road by a method approved by an authorised person.

Division 5 - Stormwater management

4.9 Containment of stormwater

- (1) Subject to subclause (2), the owner or occupier of a lot shall ensure that all stormwater received by any building, house, other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain or road.

Division 6 - Amusement activities

4.10 Nuisance

A person shall not, without written authorisation from the local government, provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district.

4.11 Abatement by authorised person

Subject to Subdivision 3 of Division 3 of Part 3 of the Act, an authorised person may enter on any land where an amusement is provided or conducted and may do any act or thing reasonably required to abate a nuisance referred to in clause 4.10.

Division 7 - Advertising, bill posting and junk mail

4.12 Placement of advertisement, bill posting or junk mail

- (1) A person shall not, without written authorisation from the local government, place or affix any letter, figure, device, poster, sign or advertisement on any buildings, fences or posts.
- (2) A person shall not place in or on any letter box, gate, fence or generally leave or distribute to any property in the district, any handbill, poster, pamphlet, flyer or other form of advertising or promotional material, where there is clearly displayed a sign or notice which states “no junk mail” or words of similar effect.

4.13 Exemptions

Clause 4.12 does not apply to -

- (a) delivery of articles by Australia Post;
- (b) documents issued under or for the purposes of an Act of Parliament;
- (c) an authorised person or member of the Police Service acting in the course of their duties;
- (d) electoral materials; or
- (e) legal process.

Division 8 - Bird nuisance

4.14 Restrictions on feeding of birds

- (1) A person shall not feed a bird -
 - (a) so as to cause a nuisance, or
 - (b) with a food or substance that is not a natural food of a bird.
- (2) Where an authorised person forms the opinion that a person has not complied with subclause (1) the authorised person may serve the person a notice requiring the person to clean up and properly dispose of any feed or waste products specified in the notice.

Part 5 - Objections and review

5.1 Objections and review

When the local government makes a decision under this local law as to whether it will -

- (a) grant a person a permit or authorisation;
- (b) vary or cancel a permit or authorisation; or
- (c) give a person a notice,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations shall apply to that decision.

Part 6 - Enforcement

Division 1 - Notice of breach

6.1 Notice of breach

- (1) Where a breach of any provision of this local law has occurred, the local government may give a notice in writing to the person alleged to be responsible for such breach.
- (2) A notice issued pursuant to subclause (1) shall -
 - (a) specify the provision of this local law which has been breached;

- (b) specify the particulars of the breach; and
 - (c) state the manner in which the recipient is required to remedy the breach to the satisfaction of the local government within a time period stipulated in the notice which shall be not less than 14 days from the giving of the notice.
- (3) It is an offence to fail to comply with a notice issued by the local government pursuant to subclause (1).

6.2 Form of notices

Where this local law refers to the giving of a notice other than the giving of an infringement notice and no particular form is prescribed, it will be sufficient that the notice be in writing, giving adequate details to enable the owner, occupier or other person to whom the notice is issued to know the offence committed and the measures required to be taken or conditions with which compliance is required, as the case may be.

6.3 When local government may undertake work required by notice

- (1) This clause applies only in respect of a notice issued under subclauses 3.6(2), 3.7(2), 3.10(1) and 4.3(1) of this local law.
- (2) Where a person fails to comply with a notice referred to in subclause (1) the local government may, subject to compliance with the requirements of Subdivision 3 of Division 3 of Part 3 of the Act, do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.
- (3) The local government may recover the cost of anything it does under subclause (2) as a debt due from the person who failed to comply with the notice.

Division 2 — Offences and penalties

Subdivision 1 — General

6.4 Offences and penalties

- (1) A person who —
 - (a) fails to do anything required or directed to be done under this local law;
 - (b) fails to comply with the requirements of a notice issued under this local law by an authorised person; or
 - (c) does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Where, under this local law, an act is required to be done or forbidden to be done in relation to any land or premises, the owner or occupier of the land or premises has the duty of causing to be done the act so required to be done, or of preventing from being done the act forbidden to be done.
- (3) A person who commits an offence under this local law is liable to a maximum penalty of \$5,000 and where the offence is of a continuing nature a maximum daily penalty of \$500 in respect of each day or part of a day during which the offence has continued.

Subdivision 2 — Infringement notices and modified penalties

6.5 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent

to the clause in Schedule 1.

- (3) An authorised person should be satisfied that —
- (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable,
- before giving an infringement notice to a person in respect of the commission of a prescribed offence.

6.6 Form of infringement notices

For the purposes of this local law —

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice given under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 - Prescribed offences [Clause 6.5]

Item No	Clause	Nature of Offence	Modified Penalty
1	2.2(a)	Failure to keep premises free from excrement, filth, food waste and other matter likely to be offensive or injurious to health, or attracts vermin or insects	\$150
2	2.2(b)	Failure to keep premises clean and disinfected when directed by an EHO	\$150
3	2.2(c)	Failure to keep premises free of flies, or when directed by an EHO, spray premises with residual insecticide or use other means to kill or repel flies	\$150
4	2.3	Failure to maintain adequate enclosures	\$150
5	2.4(1)	Keeping more than 3 cats over the age of 6 months without exemption from the local government	\$150
6	2.4(7)(a)	Establish or maintain a cattery on any lot within the district without approval	\$150
7	2.4(7)	Failing to maintain cattery in compliance with conditions of approval	\$150
8	2.5(1)(a)	Keep or permit to be kept on premises in a residential zone, rural residential zone, rural townsite zone and townsite development zone more than 12 poultry	\$150
9	2.5(1)(b)	Keep or permit to be kept on premises in a residential zone, rural residential zone, rural townsite zone and townsite development zone more than 12 pigeons	\$150
10	2.6	Keep, or permit to be kept, any poultry, not in accordance with conditions of this local law	\$150
11	2.7	Keep, or suffer to remain in a residential area, a rooster, turkey, goose or geese, or peafowl	\$150
12	2.8	Failing to keep cages, enclosures and lofts maintained to the minimum standard specified in the Code of Practice – Pigeon Keeping or this local law	\$150
13	2.9	Failing to prevent pigeons nesting or perching	\$150
14	2.10	Failing to keep aviary birds in accordance with conditions	\$150

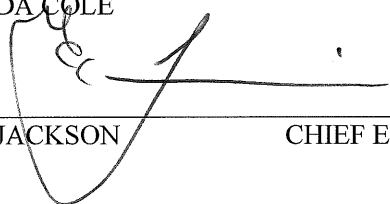
		of this local law	
15	2.11	Keeping birds so as to create a nuisance	\$150
16	2.12(2)	Keeping bees without a valid permit	\$150
17	2.12(5)	Failure to provide a good and sufficient water supply on the land which is readily accessible by the bees	\$150
18	2.14(2)	Failure to comply with a condition of a permit to keep bees	\$150
19	2.19	Keeping bees or bee hives so as to create or cause a nuisance	\$150
20	2.20(1)	Failure to comply with a notice to remove bees or bee hives for contravention of local law	\$150
21	2.21(2)(a)	Keeping a farm animal without a valid permit	\$150
22	2.26	Failure to comply with the conditions for keeping farm animals	\$150
23	2.27	Keeping a miniature horse on land without a registration	\$150
24	2.28(2)(a)	Keeping a prohibited miniature pig on any land without approval	\$150
25	2.28(2)(b)	Failure to comply with the stated conditions for the keeping of a miniature pig	\$150
26	2.28(3)	Keeping more than 1 miniature pig within a townsite	\$150
27	2.28(4)(b)	Failure to confine the miniature pig on the property where the animal is kept at all times	\$150
28	2.29	Failing to keep any stable, enclosure or shelter provided for the keeping of farm animals in accordance with conditions of this local law	\$150
29	2.30	Permitting livestock to stray, or be at large in a street, public place or private property without consent	\$150
30	2.31	Failing to keep property fenced in a manner capable of confining livestock	\$150
31	3.1	Failure to provide or maintain a refuse receptacle on a building or development site	\$250
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This Local Law was made by the Shire of Narembeen at an Ordinary Meeting held on the 19 day of October in the year 2016.

The Common Seal of the Shire of Narembeen was affixed by authority of a resolution of the Council in the presence of —


 CR. RHONDA COLE SHIRE PRESIDENT


 Mr CHRIS JACKSON CHIEF EXECUTIVE OFFICER



Consented to

 EXECUTIVE DIRECTOR PUBLIC HEALTH

dated this day of 2016

ATTACHMENT 13.1B

Local Law Review – Health

SHIRE OF NAREMBEEN

HEALTH LOCAL LAW 2016

Health Local Law 2016

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HEALTH ACT 1911

LOCAL GOVERNMENT ACT 1995

SHIRE OF NAREMBEEN

HEALTH LOCAL LAW 2016

Under the powers conferred by section 342 of the *Health Act 1911*, subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narembreen resolved on the Eighteenth day of May in the year 2016 to make the following local law.

Part 1 — PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narembreen Health Local Law 2016*.

1.2 Repeal

- (1) The Health Local Laws adopted by the Narembreen Road Board on 11 March 1933 and published in the *Government Gazette* on the 13 April 1933, and amended from time to time, are repealed;
- (2) The Health Local Laws adopted by the Narembreen Road Board on 8 March 1949 and published in the *Government Gazette* on the 23 December 1949, and amended from time to time, are repealed;
- (3) The Health Local laws adopted by the Narembreen District Road Board 18 October 1956 and published in the *Government Gazette* on the 21 January 1957, and amended from time to time, are repealed; and
- (4) The Health Local Laws adopted by the Shire of Narembreen on the 18 March 1964 and published in the *Government Gazette* on the 16 June 1964, and amended from time to time, are repealed.

1.3 This local law comes into operation on the same day it is published in the *Government Gazette*.

1.4 This local law applies throughout the district.

1.5 Interpretation

- (1) In this Local Law, unless the context otherwise requires—

Act means *Health Act 1911*;

adequate supply of water means a flow of water of not less than 0.076 litres per second;

approved means approved by the local government;

AS or AS/NZS means Australian Standard or Australian/New Zealand Standard published by Standards Australia;

AS 1530.2: 1993 means the standard published by Standards Australia as AS 1530.2: 1993 as amended from time to time and called “Methods for fire testing on buildings materials, components and structures – Tests for flammability of materials”;

AS/NZS 1530.3: 1999 means the standard published by Standards Australia as AS/NZS 1530.3: 1999 as amended from time to time and called “Methods for fire tests on building materials, components and structures – Simultaneous determination of ignitability, flame propagation, heat release and smoke release”;

AS 1668.2 – 2012 means the standard published by Standards Australia as AS 1668.2 - 2012 as amended from time to time and called “The use of ventilation and air-conditioning in buildings – Ventilation design for indoor air contaminant control”;

AS 2001.5.4 – 2005 means the standards published by Standards Australia as AS 2001.5.4 – 2005 as amended from time to time and called “Methods of tests for textiles – Dimensional change – Domestic washing and drying procedures for textile testing (ISO 6330:2000, MOD).”;

AS/NZS 3666.2:2011 means the standard published by Standards Australia as AS/NZS 3666.2:2011 as amended from time to time and called “Air-handling and water systems of buildings — Microbial control — Operation and maintenance”;

AS/NZS ISO 717.1: 2004 means the standard published by Standards Australia as AS/NZS ISO 717.1: 2004 as amended from time to time and called “Acoustics – Rating of sound insulation in buildings and of building elements – Airborne sound insulation”;

Building Code means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

Chief Executive Officer means the Chief Executive Officer of the Shire of Narembeen and includes the Acting Chief Executive Officer;

district means the district of the local government;

dwelling house means a place of residence or house containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

Energy Safety WA means the Energy Safety division of the Department of Commerce;

Environmental Health Officer means an Environmental Health Officer appointed by the local government under the Act and includes an acting or assistant Environmental Health Officer;

habitable room means a room used for normal domestic activities; and

(a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room;

(b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;

hot water means water at a temperature of at least 65 degrees Celsius;

local government means the Shire of Narembeen;

Medical Officer means the Medical Officer appointed by the local government under the Act and includes an Acting Medical Officer so appointed;

local planning scheme means the Shire of Narembeen Local Planning Scheme adopted by the local government from time to time and has approval so granted by the Minister for Planning and as defined pursuant to section 4, part 1 of the *Planning and Development Act 2005*;

public place includes every place to which the public ordinarily have access, whether by payment of a fee or not;

sanitary convenience includes urinals, water closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter, or refuse, and all similar conveniences;

sewage means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;

sewer includes sewers and drains of every description, except drains to which the word “drain” as defined in the Act applies, including water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;

street includes any highway, any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

toilet means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;

townsite means all townsites within the district which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in section 37 of Schedule 9.3 of the *Local Government Act 1995*;

vector of disease means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice;

water means drinking water within the meaning of the Australian Drinking Water Guidelines as published by the National Health and Medical Research Council in 2011 and as amended from time to time; and

window means a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.

- (2) Where in this local law, a duty or liability is imposed on an “owner or occupier”, the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.
- (3) Where under this local law an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

Part 2 — SANITATION

Division 1 — Sanitary conveniences

2.1 Interpretation

In this Part, unless the context otherwise requires—

festival includes a fair, function or event;

organiser means a person—

- (a) to whom approval has been granted by the local government to conduct the festival; or
- (b) responsible for the conduct of the festival;

public sanitary convenience means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and

temporary sanitary convenience means a sanitary convenience, temporarily placed for use by—

- (a) patrons in conjunction with a festival; or

- (b) employees at construction sites or the like.

urinal may be—

- (i) an individual stall or wall-hung urinal; or
- (ii) each 600mm length of a continuous urinal trough; or
- (iii) a closet pan used in place of a urinal.

2.2 Dwelling house

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.
- (2) A room in which a toilet is located shall have adequate lighting.

2.3 Premises other than a dwelling house

- (1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house, unless—
 - (a) the premises have toilets in accordance with the Building Code and this Part;
 - (b) the toilets required by this clause are situated within 90m of the premises and are easily accessible to the persons for whom they are provided; and
 - (c) the premises have hand wash basins—
 - (i) in accordance with the Building Code;
 - (ii) for the use of persons employed or engaged on the premises;
 - (iii) provided with an adequate supply of water supplied by taps located over each hand wash basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated with or adjacent to the sanitary conveniences and easily accessible to the person for whom they are provided.
- (2) The occupier of premises other than a dwelling house shall ensure that—
 - (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females; and
 - (c) each hand wash basin is provided with—
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

2.4 Outdoor festivals

- (1) The organiser of an outdoor event must provide sanitary conveniences in accordance with the recommendations contained within the Department of Health '*Guidelines for concerts, events and organised gatherings*'; and
- (2) Where, under subclause (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.
- (3) When portable chemical type units or effluent holding tanks are used for events longer than 4 hours, they must be located so that they can be pumped out during the event.
- (4) At least 1 unisex toilet for use by a person with a disability is required for each venue.
- (5) The organiser of an outdoor festival, at which more than 5 000 people are expected to attend, shall provide temporary sanitary conveniences of a number as directed by the Environmental Health Officer.

2.5 Toilets

- (1) Toilets on a premises shall be maintained in accordance with the following requirements —
 - (a) the door to a toilet, other than an internal door, shall be properly screened to a continuous height of 1.8 metres from the floor; and
 - (b) a toilet or its entrance, which is visible from overlooking windows, shall be properly screened.
- (2) Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements —
 - (a) a toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females unless the toilets are separated by a wall extending from the floor to the ceiling and of sufficient density to have a sound transmission class of not less than 50 as required by AS/NZS ISO 717.1 :2004; and
 - (b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

2.6 Temporary works

A person who undertakes temporary work at any place shall ensure every temporary sanitary convenience is installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

2.7 Maintenance of sanitary conveniences and fittings

- (1) The occupier of premises shall—
 - (a) keep clean, in good condition and repair; and
 - (b) whenever required by an Environmental Health Officer, effectively disinfect and clean, all sanitary conveniences including sanitary fittings in or on the premises.
- (2) The owner of premises shall—
 - (a) keep or cause to be kept in good repair; and
 - (b) maintain an adequate supply of water to,all sanitary conveniences including sanitary fittings in or on the premises.

2.8 Ventilation of toilets

- (1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code and shall be—
 - (a) mechanically ventilated to the external air, through a fully enclosed duct at a minimum rate of 25 litres per second per fixture, but in no case less than 10 air changes per hour; or
 - (b) naturally ventilated to the external air by the provision of—
 - (i) fixed and permanently ventilated windows or skylights;
 - (ii) fixed glazed louvered windows; or
 - (iii) wall or ceiling vents, ducted as direct to the outside air as is practical and boxed throughout,situated in both the room in which the toilet is located and any adjacent airlock.
- (2) A mechanical ventilation system provided under subclause (1)(a) shall—
 - (a) be separate and distinct from any other system of mechanical ventilation in the building;
 - (b) be of an exhaust type;
 - (c) where it is provided for a building of more than 2 storeys, have a ventilating fan and power unit in duplicate; and

- (d) be maintained in good working order and condition.
- (3) A natural ventilation system provided under subclause (1)(b) shall have—
 - (a) a clear ventilation area of not less than 0.015 square metres per fixture; and
 - (b) a window of light transmitting area equivalent to not less than ten percent of the floor area.
- (4) A toilet with an entrance opening from—
 - (a) a room used for the manufacture, storage or consumption of food;
 - (b) a room used for sleeping or other domestic activities; or
 - (c) a room used as a work place,

shall be mechanically ventilated as required by subclause (1)(a) and the entrance shall be fitted with a door having an efficient self closing device.

2.9 **Public sanitary conveniences**

- (1) A person shall not—
 - (a) foul;
 - (b) damage or vandalise; or
 - (c) write on or otherwise deface,

a public convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

- (2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.10 **Lighting**

The owner and occupier of a premises where electricity is available, in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

2.11 **Installation**

Every sanitary convenience shall be installed in accordance with the requirements of the *Country Areas Water Supply Act 1947*, and the *Water Services Act 2012* and shall have an adequate supply of water.

Division 2 — Bathroom, laundries and kitchens

2.12 **Bathrooms**

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that—
 - (a) is adequately lined with an impervious material and has an adequate ceiling;
 - (b) complies with the *Health Act (Laundries and Bathrooms) Regulations*; and
 - (c) is equipped with—
 - (i) a hand wash basin; and
 - (ii) either a shower in a shower recess or a bath.
- (2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.

2.13 **Laundries**

- (1) A laundry must conform to the provisions of the Building Code.

- (2) Where in any building, a laundry is situated adjacent to a kitchen or a room where food is stored, prepared, served or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.
- (3) Where there is an opening between a laundry and a kitchen or other room where food is stored, prepared, served or consumed, the opening shall –
 - (a) Not be more than 1.2 metres wide; and
 - (b) Have a door, which when closed shall completely fill the opening.

2.14 **Washing or keeping of clothes in kitchens**

A person shall not in any kitchen or other place where food is kept—

- (a) wash or permit to be washed any clothing or bedding; or
- (b) keep or permit to be kept any soiled clothing or bedding.

2.15 **Kitchens**

- (1) In this clause, *a cooking facility* includes a stove, oven, facility or appliance used for or in connection with the cooking of food.
- (2) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with—
 - (a) an electric, gas, wood or other fuel burning stove;
 - (b) an oven with a capacity of not less than 0.005 cubic metres per person usually accommodated in the house with a minimum capacity of 0.03 cubic metres; and
 - (c) a sink which shall—
 - (i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and
 - (ii) have an adequate supply of hot and cold water.
- (3) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.
- (4) A cooking facility shall—
 - (a) be installed in accordance with the requirements of Energy Safety WA and the manufacturer's specifications of the product; and
 - (b) not be installed or used in any room other than a kitchen.
- (5) Mechanical extraction shall be provided in a kitchen and the exhaust air shall be—
 - (a) carried to the outside air as directly as practicable; and
 - (b) boxed throughout.
- (6) Mechanical extraction shall be maintained in good working order and condition.

Part 3 — HOUSING AND GENERAL

Division 1 — Maintenance of houses

3.1 **Dwelling house maintenance**

The owner or occupier of a dwelling shall maintain the dwelling house and any adjacent buildings on the premises in sound condition and fit for use and, in particular, shall—

- (a) maintain all roofs, guttering and downpipes in sound weatherproof condition;

- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any veranda, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an Environmental Health Officer to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even and level in surface and free from cracks and gaps;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewage so that they comply in all respects with the provisions of the *Country Areas Water Supply Act 1947* and the *Water Services Act 2012* and any other legal requirements to which they are subject; and
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of all relevant public authorities.

3.2 **Guttering and downpipes**

- (1) Unless approved by the local government, the owner of a house shall not use or occupy, or permit to be used or occupied, a house unless—
 - (a) the house is provided with adequate guttering, downpipes and drains sufficient to receive normal intensities of rainwater flowing into them and for the rain water to be effectively disposed of to the satisfaction of an Environmental Health Officer;
 - (b) the guttering and downpipes are fixed to the eaves of the house so that all normal intensities of rain water flowing from the roof shall be received by such guttering and downpipes;
 - (c) all downpipes from guttering are connected so as to discharge into drains, which shall empty into a suitable storm water system, soak wells or rainwater tanks;
 - (d) each soak well is located at least 1.8 metres from any building and at least 1.8 metres from the boundary of the block; and
 - (e) any rainwater from any downpipe is not discharged onto any unpaved surface of land within 1.8 metres of any house.

3.3 **Maintenance of guttering and downpipes and disposal of rainwater**

The owner or occupier of a house shall—

- (a) maintain all guttering, downpipes and drains on the premises in a good state of repair, clean and free from obstructions; and
- (b) not permit any guttering, downpipes, or drains on the premises to discharge rainwater onto or over a footpath, or other property that is in separate ownership.

Division 2 — Ventilation of houses

3.4 **Exemption for short term hostels and recreational campsites**

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

3.5 **Overcrowding**

The owner or occupier of a house shall not permit—

- (a) a room in the house that is not a habitable room to be used for sleeping purposes; or
- (b) a habitable room in the house to be used for sleeping purposes unless—
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage or shed to be used for sleeping purposes.

3.6 **Calculated sufficient space**

For the purpose of clause 3.5, in calculating the space required for each person—

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and
- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

3.7 **Ventilation**

- (1) A person shall not use or occupy, or permit to be used or occupied, a house unless the house is properly ventilated.
- (2) For the purpose of subclause (1) a house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of—
 - (a) natural ventilation; or
 - (b) a mechanical ventilation or air-conditioning system complying with AS1668.2: 2002.
- (3) The owner of a house provided with mechanical ventilation or an air-conditioning system shall ensure that the system is—
 - (a) maintained in good working condition and in accordance with AS/NZS 3666.2: 2011; and
 - (b) in use at all times the building is occupied, if it is a building without approved natural ventilation.
- (4) If, in the opinion of an Environmental Health Officer, a house is not properly ventilated, the local government may by notice require the owner of the house to—
 - (a) provide a different, or additional method of ventilation; or
 - (b) cease using the house until it is properly ventilated.
- (5) The owner shall comply with a notice under subclause (4).

3.8 **Sub-floor ventilation**

The owner or occupier of a house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clean of refuse, vegetation, building materials, dirt and the like.

Division 3 — Water supply

3.9 **Water supply**

- (1) The owner of a house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the local government.
- (2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.

- (3) The water supply to toilets, or for garden use may be from an alternative source, not necessarily drinking water.

3.10 Rain water tanks

The owner or occupier of a house where part of the water supply is drawn from a rain water tank shall—

- (a) maintain in a clean condition—
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof;
- (b) ensure that each rain water tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;
- (c) at least annually inspect any tank which is used to store water for human consumption;
- (d) ensure the tank is maintained in a clean and hygienic condition; and
- (e) when directed by an Environmental Health Officer, empty, clean and disinfect any tank upon the premises, used to store water for human consumption.

3.11 Wells

The owner or occupier of any premises shall not use or permit for human consumption the use of the water from any bore or well unless the bore or well is—

- (a) at least 30 metres from any soak well or other possible source of pollution unless otherwise approved by the Executive Director Public Health; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

3.12 Pollution

A person shall not deposit on any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 — Secondhand furniture, bedding and clothing

3.13 Prohibition of sale

A person shall not offer for sale or sell any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

3.14 Prohibition of possession

A dealer in secondhand furniture, bedding or clothing shall not have on any premises used for the operation of the business any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Division 5 — Morgues

3.15 Application and licensing of morgues

- (1) All morgues, other than those of any public hospital or any local government or police morgue, shall be licensed annually in accordance with the requirements of this Division.
- (2) An application for a licence of a morgue shall be—
 - (a) made by the applicant;
 - (b) made in the form approved by the local government from time to time; and

- (c) forwarded to the Chief Executive Officer with the fee as fixed by the local government from time to time under section 344C of the Act.
- (3) The annual fee for a licence of a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation is as fixed by the local government from time to time under section 344C of the Act.
- (4) A licence shall—
 - (a) be in the form as determined by the local government from time to time; and
 - (b) expire on 30 June after the date of its issue.
- (5) A licence shall not be granted in respect of any premises unless—
 - (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
 - (b) the walls are constructed of stone or brickwork or other approved material;
 - (c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;
 - (d) all floors are constructed of an approved impervious material, having a fall to an outlet discharging over a trapped gully; and
 - (e) the premises are adequately ventilated by direct communication with the outside air.

Part 4 — WASTE FOOD AND REFUSE

Division 1 — Liquid refuse

4.1 Interpretation

In this division, unless the context otherwise requires—

liquid refuse includes all washings from windows, vehicles and carpet cleaning, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes;

liquid waste means bathroom, kitchen, scullery and laundry wastes, the contents of septic tanks, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and

approved carrier means a carrier licensed under the *Environmental Protection (Controlled Waste) Regulations 2004*.

4.2 Deposit of liquid refuse

A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste—

- (a) on a street;
- (b) in a stormwater disposal system; or
- (c) on any land or place other than a place or depot duly authorised for that purpose.

4.3 Disposal of liquid waste

- (1) The owner or occupier of premises shall—
 - (a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
 - (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one of the following methods—

- (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
- (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Executive Director, Public Health or the local government;
- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Executive Director, Public Health.

4.4 **Approval for septic tank pumpouts and removal of liquid waste**

A person shall not—

- (a) unless he or she is an approved carrier;
- (b) without the written approval of Executive Director, Public Health; and
- (c) except in accordance with any terms and conditions imposed by the Executive Director, Public Health in connection with the approval under paragraph (b),

collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes.

Division 2 — Transport of butchers' waste

4.5 **Interpretation**

In this Division, unless the context otherwise requires—

butchers' waste includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

4.6 **Restriction of vehicles**

A person shall not use, for the transport of butchers' waste—

- (a) a vehicle or container not approved by the local government; or
- (b) a vehicle used for the transport of food or drugs; or
- (c) anything intended to be used for the packing or handling of food or drugs.

4.7 **Transport of butchers' waste**

- (1) A person shall not transport butchers' waste other than in—

- (a) a compartment complying with the following specifications—
 - (i) all internal surfaces to be constructed of an approved, smooth, impervious material;
 - (ii) all joints to be sealed and made water-tight;
 - (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and
 - (iv) the top to be completely covered by a tarpaulin or other impervious material, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or
- (b) a watertight, durable and impervious container fitted with a lid which can be tightly closed.

- (2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this clause, are—

- (a) maintained in good order and condition; and
- (b) thoroughly cleaned at the conclusion of each day's work.

- (3) A person shall not load, transport, or unload butchers' waste in a manner that is or maybe offensive due to—

- (a) the sight of animal skeletons, bones, offal or waste matter;

- (b) the odour of putrefaction, offal or waste matter; or
- (c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

Part 5 — NUISANCES AND GENERAL

Division 1 — Nuisances

5.1 Interpretation

In this Division, unless the context otherwise requires—

fertiliser includes manure; and

public vehicle includes bus, train, taxi or any other public transport.

5.2 Footpaths etc. to be kept clean

An owner or occupier of premises shall keep any footpath, pavement, area or right of way immediately adjacent to the premises clear of any rubbish, matter or other things coming from or belonging to the premises.

5.3 Public vehicles to be kept clean

The owner or person in control of a public vehicle shall—

- (a) maintain the vehicle at all times—
 - (i) in a clean condition; and
 - (ii) free from vectors of disease; and
- (b) whenever directed to do so by the Environment Health Officer, thoroughly clean and disinfect the vehicle as directed.

5.4 Transportation, use and storage of offal, blood, or other offensive matter

- (1) A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.
- (2) No person shall remove any offensive matter unless such offensive matter is carried in sealed containers to prevent the escape of any of the contents from the container, or the emission of any offensive odour there from.
- (3) Every person using any sealed containers or vehicle for the removal of offensive matter shall keep such container or vehicle in a thoroughly clean condition and in good repair.

5.5 Use or storage of fertiliser

An owner or occupier of premises shall not use or keep for the purpose of use as fertiliser, any –

- (a) pig manure, within 200m of townsite boundaries, or within townsites, unless it has been effectively treated to the satisfaction of the Environmental Health Officer;
- (b) human faeces; or
- (c) urine.

5.6 Storage and dispatch of artificial fertiliser

An owner or occupier of premises where fertiliser is stored in bulk for sale shall—

- (a) keep all artificial fertiliser in a building—
 - (i) of which all internal surfaces are constructed of durable and non-absorbent materials, finished internally with a smooth surface;
 - (ii) that protects it from the absorption of moisture; and

- (iii) that is adequately ventilated;
- (b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser despatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during transit.

5.7 **Storage of fertiliser in a house**

The owner or occupier of a house where fertiliser or compost is stored or used shall—

- (a) prevent the escape of odours, dust or particles of fertiliser or compost;
- (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and
- (c) store only such amounts of fertiliser or compost—
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by an Environmental Health Officer.

Division 2 — Keeping of animals

5.8 **Slaughter of animals**

- (1) Subject to subclause (2), a person, unless exempted under Regulation 20 of the *Food Regulations 2009*, shall not slaughter any animal within the district.
- (2) Subclause (1) does not apply to—
 - (a) euthanasia of animals by veterinarians or other duly authorised persons;
 - (b) slaughter of animals for the purposes of pet meat and game meat operations; and
 - (c) slaughter of animals for human consumption in abattoirs approved by the local government.

5.9 **Disposal of dead animals**

- (1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.
- (2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall remove the carcass as soon as possible for its disposal at an approved disposal site.
- (3) An owner or a person having the care of any animal that dies or is killed in a public or private place, shall as soon as possible remove the carcass and arrange for its disposal at an approved disposal site, except where it may be buried on broad acre farmland by the owner.

Division 3 — Feedlots

5.10 **Interpretation**

For the purpose of this division—

feedlot means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

animal includes sheep, lambs, goats, deer, cattle and buffalo;

birds includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.

5.11 **Premises to be approved**

- (1) No premises shall be used as a feedlot unless approved by the local government;

- (2) Subject to subclause (3), no premises shall be approved as a feedlot by the local government unless every portion of such feedlot complies with the minimum separation distances listed in Part 11, Schedule 1; and
- (3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the feedlot will not give rise to a health nuisance.

5.12 Site conditions

- (1) The owner or occupier of the approved feedlot shall ensure the premises—
 - (a) is sited on gently sloping land, no greater than 1:20 but not less than 1:100;
 - (b) is sited on soils composed of sandy loam soils with sufficient infiltration to avoid surface ponding and run-off;
 - (c) has a minimum groundwater clearance of 3 metres;
 - (d) drainage diverts all uncontaminated stormwater from the general waste stream;
 - (e) has solid and liquid waste disposal arrangements that are not offensive or injurious to health.
- (2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust which may involve—
 - (a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
 - (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
 - (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Division 4 — Piggeries

5.13 Interpretation

For the purpose of this division—

intensive piggery means pigs are housed, fed and watered in breeding and growing pens in sheds;

piggery in relation to premises shall include any portion of premises to which the pigs have access.

5.14 Premises to be approved

- (1) No premises shall be used as a piggery unless approved by the local government;
- (2) Subject to subclause (3), no premises shall be approved as a piggery by the local government unless every portion of such piggery complies with the minimum separation distances listed in Part 11, Schedule 2; or if it is an intensive piggery, the minimum separation distances listed in Part 11, Schedule 3; and
- (3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the piggery will not give rise to a health nuisance.

5.15 Site conditions

The owner or occupier of premises shall take effective measures to prevent the discharge of dust which may involve—

- (a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
- (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
- (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

5.16 **Prevention of nuisances**

In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Part 11, Schedule 3.

Part 6 — PEST CONTROL

Division 1 — Flies

6.1 **Interpretation**

In this Division, unless the context otherwise requires—

flies means any of the two-winged insects constituting the order Diptera commonly known as flies.

6.2 **Fly breeding matter not to be left on premises unless covered or treated**

An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

6.3 **Measures to be taken by an occupier**

An owner or occupier of premises shall ensure that—

- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- (c) lawn clippings used on gardens as mulch are raked out thinly;
- (d) fertilisers are dug well into the soil;
- (e) compost heaps are kept well covered;
- (f) barbecues are kept clean and free from food scraps;
- (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- (h) excrement from pets is collected and properly disposed of without delay.

6.4 **Officer may give notice directing measures to be taken**

Where in the opinion of an Environmental Health Officer, flies are prevalent or are breeding on any premises, the Environmental Health Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of the Environmental Health Officer are necessary to—

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding,

of flies.

6.5 **Local government may execute work and recover costs**

(1) Where—

- (a) a person is required under this Division or directed by a notice given under clause 6.4, to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the local government may execute the work and may recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable under this local law.

- (2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from the person referred to in subclause (1).
- (3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 2 — Mosquitoes

6.6 Interpretation

In this Division, unless the context otherwise requires—

mosquitoes means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

6.7 Measures to be taken to prevent mosquitoes breeding

- (1) An owner or occupier of premises shall ensure that the premises are kept free from possible mosquito breeding sites and shall—
 - (a) follow any direction of an Environmental Health Officer for the purpose of—
 - (i) controlling the prevalence of mosquitoes;
 - (ii) eradication of mosquitoes; or
 - (iii) effectively preventing the breeding of mosquitoes.
 - (b) assist the Environmental Health Officer to locate any possible mosquito breeding sites that may be present in or about the premises.
- (2) An owner or occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall—
 - (a) frequently change the water; and
 - (b) keep the water clean and free from vegetable matter and slime.
- (3) An owner or occupier of premises, where a septic tank is installed, shall ensure the fixture is in a sound condition at all times, and mesh having openings no larger than 1.2 millimetres, covers any educt vent to the system.
- (4) Where there is a swimming pool on any premises where the circulation system does not function, or has not been used such that the pool water is green or stagnant and suitable for breeding mosquitoes, the owner or occupier shall, when required by a notice issued by an Environmental Health Officer —
 - (a) reactivate the pool circulation system within a time specified and operate it so that the water is filtered for as many hours as may be specified; and/or
 - (b) chlorinate and adjust the pH of the pool to —
 - (i) 4 milligrams per litre free chlorine; and
 - (ii) pH within the range 7.2–7.6; or
 - (c) empty or drain the pool; or
 - (d) add a larvicide to the pool at the specified rate; and
 - (e) maintain the pool water free of mosquito breeding.
- (5) An owner or occupier of land shall cause all drains and channels in or on the land to be kept in good order and free from obstruction.

6.8 The local government may execute and recover costs

(1) Where—

- (a) a person is required under this division or directed by a notice given under clause 6.7 to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the local government may execute the work and recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable.

- (2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from that person.
- (3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under subclause (1), except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 3 — Rodents

6.9 Interpretation

In this Division, unless the context otherwise requires—

rodents means those animals belonging to the order Rodentia and includes rats and mice but does not include animals kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

food premises means any premises or vehicle used by a “food business” as defined by section 10 of the *Food Act 2008*.

6.10 Measures to be taken to eradicate rodents

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.
- (3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this clause.

6.11 Food and wastes to be kept in rodent and vermin proof receptacles

A person must not store or allow to be stored, on any premises, any food, refuse or waste matter unless it is contained in a rodent proof receptacle or compartment, which is kept effectively protected against access by rodents.

6.12 Restrictions on the keeping of rodents

A person or body which keeps rodents shall—

- (a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and
- (b) if a rodent escapes, forthwith comply with the requirements of section 6.10 and ensure that all reasonable steps are taken to destroy or recapture the rodent.

6.13 Food premises etc. to be cleaned after use

An owner or occupier of a food premises, theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the

premises has been used on that day or, if the use extends after midnight, then immediately after that use.

Division 4 — Cockroaches

6.14 Interpretation

In this Division, unless the context otherwise requires—

cockroach means any of the various orthopterous insects commonly known as cockroaches.

6.15 Measures to be taken to eradicate cockroaches

- (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.
- (2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of cockroaches in or on the premises.
- (3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this clause.

Division 5 — Argentine ants

6.16 Interpretation

In this Division, unless the context otherwise requires—

Argentine ant means an ant belonging to the species *Linepithema humile* (formally *Irdomyrmex humilis*).

6.17 Measures to be taken to keep premises free from Argentine ants

- (1) An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall—
 - (a) take all steps to locate any nests, if Argentine Ants are noticed in, on or about the premises;
 - (b) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
 - (c) whenever required by an Environmental Health Officer—
 - (i) treat any area or infestation with an insecticide referred to in paragraph (b); and
 - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from the Environmental Health Officer.

Division 6 — European wasps

6.18 Interpretation

In this Division, unless the context otherwise requires—

European wasp means a wasp *Vespula germanica*.

6.19 Measures to be taken to keep premises free from European wasp nests

- (1) An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall—
 - (a) follow any direction of an Environmental Health Officer for the purpose of destroying the European Wasps and their nest; and
 - (b) assist an Environmental Health Officer to trace any nest that may be present in, on or about the premises.

Division 7 — Arthropod vectors of disease

6.20 Interpretation

In this Division, unless the context otherwise requires—

arthropod vectors of disease includes—

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirius pubis*);
- (d) body lice (*Pediculus humanus humanus*); and
- (e) head lice (*Pediculus humanus capitis*).

6.21 Responsibility of the owner or occupier

The owner or occupier of premises shall—

- (a) keep the premises and any person residing in or on the premises, free from any arthropod vectors of disease; and
- (b) comply with the direction of an Environmental Health Officer to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

Part 7 — INFECTIOUS DISEASES

Division 1 — General provisions

7.1 Requirements for an owner or occupier to clean, disinfect and disinfest.

- (1) The local government or an Environmental Health Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfest—
 - (a) the premises; or
 - (b) such things in or on the premises as are specified in the notice,or both, to the satisfaction of an Environmental Health Officer.
- (2) An owner or occupier shall comply with a notice given under subclause (1).

7.2 Direction to disinfect or disinfest premises

- (1) Where the Chief Executive Officer or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the Chief Executive Officer or the Medical Officer may direct an owner or occupier to disinfect and disinfest the premises or any part of the premises and anything in or on the premises.
- (2) Where in the opinion of the Chief Executive Officer or the Medical Officer, where the owner or occupier directed in subclause (1) does not disinfect or disinfest the premises in a reasonable period or where as a matter of urgency, the premises or any part of the premises and anything in or on the premises must be disinfected or disinfested. An owner or occupier of premises shall permit, and provide access to enable, an Environmental Health Officer, other local government officer or other person to carry out the direction given under subclause (1);
- (3) The local government may recover, in a court of competent jurisdiction, the cost of carrying out the work under this clause from the owner or occupier of the premises in or on which the work was carried out.
- (4) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

7.3 Insanitary houses, premises and things

- (1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.
- (2) Where an Environmental Health Officer considers that a house is insanitary, the officer may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to amend the house.
- (3) Where an Environmental Health Officer considers that—
 - (a) a house or premises is not being maintained in a sanitary condition; or
 - (b) any thing is insanitary,the officer may, by notice in writing, direct, as the case may be—
 - (i) the owner or occupier of the house or premises to amend any insanitary condition; or
 - (ii) the owner or occupier of the thing to destroy or amend it,within the time and in the manner specified in the notice.
- (4) A person to whom a notice has been given under subclauses (2) or (3) shall comply with the terms of the notice.

7.4 Persons in contact with an infectious disease sufferer

If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house—

- (a) shall obey such instructions or directions as the local government or the Medical Officer may issue;
- (b) may be removed, at the direction of the local government or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading and if so removed, shall remain in that place until the Medical Officer otherwise directs.

7.5 Declaration of infected house or premises

- (1) To prevent or check the spread of infectious disease, the local government or the Medical Officer may from time to time declare any house or premises to be infected.
- (2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an Environmental Health Officer.

7.6 Destruction of infected animals

- (1) An Environmental Health Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and that all steps be taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of—
 - (a) in the manner and within the time specified in the notice; and
 - (b) by the person in whose possession, or upon whose premises, the animal is located.
- (2) A person who has in his or her possession or upon premises occupied by him or her, an animal which is the subject of a notice under subclause (1) shall comply with the terms of the notice.

7.7 Disposal of a body

- (1) An occupier of premises in or on which is located the body of a person who has died of any infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.
- (2) A body shall not be removed from premises where death occurred except to a morgue.

7.8 The local government may carry out work and recover costs

- (1) Where—
- (a) a person is required under this Division or by a notice given under this Division, to carry out any work; and
 - (b) that person fails or neglects to comply with the requirement,
- that person commits an offence and the local government may carry out the work or arrange for the work to be carried out by another.
- (2) The costs and expenses incurred by the local government in the execution of a power under this clause may be recovered in a court of competent jurisdiction from the person referred to in subclause (1)(a).
- (3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 2 — Disposal of used condoms and needles

7.9 Disposal of used condoms

- (1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are—
- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
 - (b) disposed of in such a manner as may be directed by the local government.
- (2) A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

7.10 Disposal of used needles

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container and deposited in a refuse receptacle.

Part 8 — LODGING HOUSES

Division 1 — Registration

8.1 Interpretation

- (1) In this Part, unless the context otherwise requires —

bed means a single sleeping berth only, and a double bed provided for the use of couples has the same floor space requirements as two single beds;

bunk means a sleeping berth comprising one of two beds arranged vertically;

dormitory means a building or room utilised for sleeping purposes at a short term hostel or a recreational campsite;

Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act 1991*(Cth);

keeper means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;

laundry unit means a group of facilities consisting of —

- (a) a washing machine with a capacity of not less than 4 kilograms weight of dry clothing;
- (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water;

- (c) either an electric drying cabinet or not less than 30 metres of clothes line; and
- (d) a hot water system that —
 - (i) is capable of delivering an adequate supply of water at a temperature of at least 65 degrees Celsius for each washing machine provided with the communal facilities; and
 - (ii) has a delivery rate of not less than 0.076 litres per second to each washing machine;

lodger means a person who obtains, for hire or reward, board or lodging in a lodging house;

lodging house includes a recreational campsite, a serviced apartment, a short term hostel and any premises used for transient workforce accommodation;

manager means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

motel means premises used to accommodate patrons in which specific provision is made for the accommodation of patrons with motor vehicles;

recreational campsite means a lodging house —

- (a) situated on a campsite principally used for —
 - (i) recreational, sporting, religious, ethnic or educational pursuits; or
 - (ii) conferences or conventions; and
- (b) where the period of occupancy of any lodger is not more than 14 consecutive days, and includes youth camps, youth education camps, church camps and riding schools but does not include a camp or caravan within the meaning of the *Caravan Parks and Camping Grounds Act 1995*;

register of lodgers means the register kept in accordance with section 157 of the Act and this Part;

resident means a person other than a lodger, who resides in a lodging house;

serviced apartment means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities and includes a motel;

short term hostel means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and includes a youth hostel or a backpacker hostel;

- (2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing the act to be done, or of preventing the act so forbidden from being done, as the case may be.

8.2 Lodging house not to be kept unless registered

A person shall not keep or cause or allow to be kept a lodging house unless —

- (a) the lodging house is constructed in accordance with the requirements of this Part;
- (b) the lodging house is registered by the local government under clause 8.4;
- (c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and
- (d) when required by the local government either —
 - (i) the keeper; or
 - (ii) a manager who, with the written approval of an Environmental Health Officer, has been appointed by the keeper to have the care and management of the lodging house, resides or intends to reside continuously in the lodging house whenever there is one or more lodgers in the lodging house.

8.3 Application for registration

- (1) An application for registration of a lodging house shall be -
 - (a) in the form approved by the local government from time to time;
 - (b) duly completed and signed by the proposed keeper; and
 - (c) accompanied by -
 - (i) the approved fee as fixed from time to time by the local government under section 344C of the Act; and
 - (ii) detailed plans and specifications of the lodging house.

8.4 Approval of application

The local government may approve, with or without conditions, an application for registration of a lodging house by issuing to the applicant a certificate of registration in the form approved by the local government from time to time.

8.5 Renewal of registration

- (1) A person who keeps a lodging house which is registered under this Part shall —
 - (a) during the month of June in each year apply to the local government for the renewal of the registration of the lodging house in the form approved by the local government from time to time; and
 - (b) pay the approved fee as fixed from time to time by the local government under section 344C of the Act at the time of making each application for renewal.

8.6 Notification upon sale or transfer

If the owner of a lodging house sells or transfers, or agrees to sell or transfer, the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the local government, in the form approved by the local government from time to time, written notice of the full name, address and occupation of the person to whom the lodging house has been, or is to be, sold or transferred.

8.7 Revocation of registration

- (1) Subject to subclause (3), the local government may, at any time, revoke the registration of a lodging house for any reason which, in the opinion of the local government, justifies the revocation.
- (2) Without limiting the generality of subclause (1), the local government may revoke a registration upon any one or more of the following grounds —
 - (a) that the lodging house has not, to the satisfaction of the local government, been kept free from vectors of disease or remained in a clean and sanitary condition;
 - (b) that the keeper has —
 - (i) been convicted of an offence against this local law in respect of the lodging house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
 - (c) that the local government, having regard to a report from the Police, is satisfied that the keeper or manager is not a fit and proper person; and
 - (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging house is such as to render it, in the opinion of the local government, unfit to remain registered.
- (3) Before revoking the registration of a lodging house under this local law, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.

- (4) Whenever the local government revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2 — Construction and use requirements

8.8 General construction requirements

The construction of a lodging house shall comply with the Building Code and the Act.

8.9 Sanitary conveniences

- (1) A keeper shall maintain in good working order and condition and in convenient positions on the premises —
- (a) toilets; and
 - (b) bathrooms, each fitted with a hand wash basin and either a shower or a bath;
- in accordance with the requirements of the Building Code.
- (2) A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents shall not be counted for the purposes of subclause (1).
- (3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.
- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) Each toilet and bathroom shall —
- (a) be so situated, separated and screened as to ensure privacy;
 - (b) be apportioned to each sex;
 - (c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (d) be provided with adequate electric lighting and ventilation.
- (6) Paragraphs (b) and (c) of subclause (5) do not apply to a serviced apartment.

8.10 Laundry

- (1) A keeper shall —
- (a) subject to subclause (2) —
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
 - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry or laundry unit in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink, or washing machine; and
 - (d) ensure that the floor area of each laundry or laundry unit is properly surfaced with an even fall to a floor waste.
- (2) An Environmental Health Officer may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

8.11 Kitchen

A keeper of a lodging house shall provide in that lodging house a kitchen —

- (a) which has a minimum floor area of —
 - (i) where lodgers prepare their own meals – 0.65 square metres per person; or
 - (ii) where meals are provided by the keeper or manager – 0.35 square metres per person; or
 - (iii) where a kitchen and dining room are combined – 1 square metre per person, but in any case not less than 16 square metres;
- (b) which has adequate —
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods; and
- (c) which must be required by the local government to comply with any of the requirements of Standard 3.2.3 of the *Food Standards Code*.

8.12 Dining room

The keeper of a lodging house shall provide in that lodging house a dining room —

- (a) located in close proximity to, or combined with, the kitchen;
- (b) the floor area of which shall be 0.5 square metres per person or not less than 10 square metres whichever is the greater; and
- (c) which shall be —
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

8.13 Lounge room

The keeper of a lodging house shall provide in that lodging house, a lounge room —

- (a) with a floor area of —
 - (i) where the lounge is not combined with the dining room, not less than 0.6 square metres per person; or
 - (ii) where the lounge room is combined with a dining room, not less than 1.2 square metres per person but in either case having a minimum of 13 square metres; and
- (b) which shall be —
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

8.14 Fire prevention and control

(1) The keeper of a lodging house must —

- (a) in each passage in the lodging house provide an emergency light —
 - (i) in the position and pattern approved by an Environmental Health Officer; and
 - (ii) which must be kept separate from the general lighting system and kept illuminated during the hours of darkness;
- (b) provide an approved fire blanket positioned within 2 metres of the cooking area in each kitchen;
- (c) ensure that each exit sign and fire-fighting appliance is clearly visible, accessible and maintained in good working order at all times;
- (d) ensure all fire-fighting equipment and fire detection and alarm systems are adequately maintained at all times in such a condition as will enable their proper performance; and

- (e) ensure that a lodger or other person does not smoke in any dormitory, kitchen, dining room, or other enclosed public place within a lodging house.
- (2) The keeper of a lodging house must ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code.

8.15 **Obstruction of passages and stairways**

A keeper shall not cause or allow furniture, fittings or other things to be placed either temporarily or permanently in or on —

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use

in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.

8.16 **Fitting of locks**

A person shall not fit, or cause or permit to be fitted, to an exit door a lock or other device which prevents the door being opened from within a lodging house.

8.17 **Restriction on use of rooms for sleeping**

- (1) Subject to subclause (3) and clause 8.31, a keeper shall not use or permit to be used as a sleeping apartment, a room in a lodging house —
 - (a) which contains food;
 - (b) which contains or is fitted with a cooking appliance or kitchen sink;
 - (c) which is used as a kitchen, scullery, storeroom, dining room, general sitting room or lounge room, or for the preparation or storage of food;
 - (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
 - (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;
 - (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metre of floor area;
 - (g) which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area;
 - (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
 - (i) which is not free from internal dampness;
 - (j) of which any part of the floor is below the level of the adjoining ground; or
 - (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Environmental Health Officer.
- (2) For the purposes of this clause, 2 children under the age of 10 years are counted as one lodger.
- (3) Paragraphs (a), (b) and (c) of subclause (1) do not apply to a serviced apartment.

8.18 **Sleeping accommodation—short term hostels and recreational campsites**

- (1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than —
 - (a) 4 square metres per person in each dormitory utilising beds; and
 - (b) 2.5 square metres per person in each dormitory utilising bunks.

- (2) The calculation of floor space in subclause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
- (3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any dormitory utilising bunks.
- (4) The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.
- (5) The keeper of any short term hostel or recreational campsite shall provide —
 - (a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable; and
 - (b) mechanical ventilation in lieu of fixed ventilation, subject to the approval of the local government.
- (6) The keeper of any short term hostel or recreational campsite shall provide —
 - (a) beds with a minimum size of —
 - (i) in short term hostels — 800 millimetres x 1.9 metres; and
 - (ii) in recreational campsites — 750 millimetres x 1.85 metres; and
 - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.
- (7) The keeper of any short term hostel or recreational campsite shall —
 - (a) arrange at all times a distance of 750 millimetres between beds, and a distance of 900 millimetres between bunks;
 - (b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks, and shall ensure that the passageway is kept clear of obstruction at all times; and
 - (c) ensure all doors, windows and ventilators are kept free of obstruction.
- (8) The keeper of a short term hostel or recreational campsite shall ensure that —
 - (a) materials used in dormitory areas comply with AS 1530.2—1993 and AS/NZS 1530.3:1999 as follows —
 - (i) Drapes, curtains, blinds and bedcovers —
a maximum Flammability Index of 6;
 - (ii) Upholstery & bedding —
a maximum Spread of Flame Index of 6; and
a maximum Smoke Developed Index of 5;
 - (iii) Floor coverings —
a maximum Spread of Flame Index of 7; and
a maximum Smoke Developed Index of 5;
 - (b) Fire retardant coatings used to make a material comply with the indices set out in subclause (8)(a) must be —
 - (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices;
 - (ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4—2005, Procedure 7A, using ECE reference detergent; and

- (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;
- (c) emergency lighting is provided in accordance with the Building Code;
- (d) a lodger or other person does not smoke in any dormitory, kitchen, dining room or other enclosed public place within a short term hostel or recreational campsite; and
- (e) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

8.19 Furnishing of rooms

- (1) A keeper shall —
 - (a) furnish each sleeping room with a sufficient number of beds and sufficient bedding of good quality;
 - (b) ensure that each bed —
 - (i) has a bed head, mattress and pillow; and
 - (ii) is provided with a pillow case, mattress cover, two sheets, a blanket or rug and, from 1 May to 30 September, not less than one additional blanket or rug; and
 - (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.
- (2) A keeper shall not cause or allow any tiered beds or bunks to be used in a sleeping apartment other than a lodging house used exclusively as a short term hostel or recreational campsite.
- (3) The sheets and blankets required to be provided by subclause (1)(b)(ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper.
- (4) In a short-term hostel or recreational campsite, the storage facilities required by subclause (1)(c) may be located in a separate secure storage room or locker room.

8.20 Ventilation

If, in the opinion of an Environmental Health Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.

8.21 Numbers to be placed on doors

- (1) A keeper shall number each room available to a lodger or provide an alternative means of identification approved by an Environmental Health Officer.
- (2) The number or alternate means of identification is to be legible and easily identified.

Division 3 — Management and care

8.22 Keeper or manager to reside in the lodging house

No keeper of a lodging house shall be absent from such house, unless

- (a) a manager is left in charge, or
- (b) other care arrangement as approved in writing by the local government, is in place.

8.23 Register of lodgers

- (1) A keeper shall keep a register of lodgers in the form approved by the local government from time to time.
- (2) The register of lodgers shall be —
 - (a) kept in the lodging house; and

- (b) open to inspection at any time on demand by any member of the Police Service or by an Environmental Health Officer.

8.24 Keeper report

A keeper shall, whenever required by the local government, report to the local government, in the form approved by the local government from time to time, the name of each lodger who lodged in the lodging house during the preceding day or night.

8.25 Certificate in respect of sleeping accommodation

- (1) An Environmental Health Officer may issue to a keeper, a certificate, in respect of each room, which shall be in the form approved by the local government from time to time.
- (2) The certificate issued under subclause (1) shall specify the maximum number of persons permitted to occupy each room of a sleeping apartment at any one time.
- (3) When required by an Environmental Health Officer, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which it refers.
- (4) A person shall not cause or allow a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

8.26 Duplicate keys and inspection

Each keeper and manager of a lodging house shall —

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an Environmental Health Officer, open the door of any room for the purposes of inspection by the Environmental Health Officer.

8.27 Room occupancy

- (1) A keeper shall not —
 - (a) cause or allow more than the maximum number of persons permitted by the certificate of registration of the lodging house to be lodged at any one time in the lodging house;
 - (b) cause or allow to be placed or kept in any sleeping apartment —
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use, or cause, or allow to be used, for sleeping purposes, a room that —
 - (i) has not been certified for that purpose; and
 - (ii) the local government has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this clause, 2 children under 10 years of age shall be counted as 1 lodger.

8.28 Maintenance of a room by a lodger or resident

- (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
- (2) Where permission is given or a contract entered into under subclause (1), the keeper shall —
 - (a) inspect each room the subject of the permission or agreement at least once a week; and
 - (b) ensure that each room is being maintained in a clean condition.
- (3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

8.29 **Cleaning and maintenance requirements**

(1) In this clause —

bed linen includes sheets, pillow cases and mattress covers.

(2) A keeper of a lodging house shall —

- (a) maintain in a clean, sound and undamaged condition —
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilet seats;
- (b) maintain in a clean condition and in good working order —
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth impervious washable surface;
- (d) ensure that all floors are kept clean at all times;
- (e) ensure that —
 - (i) all bed linen, towels, and house linen in use are washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, or prior to the room being re-let, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
 - (vi) a room which is not free from vectors of disease is not used as a sleeping apartment;
- (f) when so directed by an Environmental Health Officer, ensure that —
 - (i) a room, together with its contents, and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
- (i) comply with any direction, whether orally or in writing, given by an Environmental Health Officer.

8.30 **Responsibilities of lodgers and residents**

A lodger or resident shall not —

- (a) use any room available to lodgers —
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or materials that are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;

- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept —
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to clause 8.31 —
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding, or furniture that is infested with vectors of disease;
- (j) store or keep such a quantity of furniture, material or goods within the lodging house —
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; or
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

8.31 **Approval for storage of food**

- (1) An Environmental Health Officer may —
 - (a) approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
 - (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

Part 9 — OFFENSIVE TRADES

Division 1 — General

9.1 **Interpretation**

In this Part, unless the context otherwise requires—

occupier in relation to premises includes the person registered as the occupier of the premises specified in the Certificate of Registration;

offensive trade means any one or more of the trades, businesses or occupations usually carried on, in or connected with, the following works or establishments—

- (a) fish processing premises, fish curing premises and shellfish and crustacean processing establishments;
- (b) laundries, dry cleaning premises and dye works; and
- (c) any trade as defined by section 186 of the Act.

premises includes houses.

9.2 Consent to establish an offensive trade

A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall make application in the form approved by the local government from time to time and in accordance with the local government's Planning Scheme.

9.3 False statement

A person who makes a false statement in an application under clause 9.2 shall be guilty of an offence.

9.4 Registration of premises

An application for the registration of premises pursuant to section 191 of the Act shall be—

- (a) in the form approved by the local government from time to time;
- (b) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976* as amended from time to time; and
- (c) lodged with the Chief Executive Officer of the local government.

9.5 Certificate of registration

Upon the registration of premises for the carrying on of an offensive trade, the local government shall issue to the applicant a certificate in the form approved by the local government from time to time.

9.6 Change of occupier

Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the Chief Executive Officer in writing of such change.

9.7 Alterations to premises

While any premises remain registered under this Division, a person shall not, without the written permission of the local government, make or permit any change or alteration whatever to the premises.

Division 2 — General duties of an occupier

9.8 Interpretation

In this Division, unless the context otherwise requires—

occupier means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on; and

the premises means those premises in or upon which an offensive trade is carried on.

9.9 Cleanliness

The occupier shall—

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and

- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

9.10 Rats and other vectors of disease

The occupier shall—

- (a) ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

9.11 Sanitary conveniences and hand wash basin

The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

9.12 Painting of walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Environmental Health Officer.

9.13 Effluvia, vapours, gases or dust

The occupier shall provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, vapours, dust or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises.

9.14 Offensive material

The occupier shall—

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep air-tight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be approved or directed by an Environmental Health Officer; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

9.15 Storage of materials

The occupier shall take reasonable steps to cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

9.16 Specified offensive trade

- (1) For the purposes of this clause, *specified offensive trade* means one or more of the offensive trades carried on, in or connected with the following works or premises—
 - (a) fish processing premises, fish curing premises, and shellfish and crustacean processing establishments; and
 - (b) laundries, dry cleaning premises and dye works.

- (2) Where premises are used for or in relation to a specified offensive trade, the occupier shall—
- (a) cause the floor of the premises to—
 - (i) be properly paved and drained with impervious material;
 - (ii) have a smooth surface; and
 - (iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated;
 - (b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres; and
 - (c) cause all liquid refuse to be—
 - (i) cooled to a temperature not exceeding 26 degrees Celsius and be in accordance with the *Water Services Act 2012* before being discharged into any drain outlet from any part of the premises; and
 - (ii) directed through such screening or purifying treatment as an Environmental Health Officer may from time to time direct.

9.17 Directions

- (1) An Environmental Health Officer may give to the occupier directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.
- (2) The occupier shall comply with any directions given under this clause.

9.18 Other duties of occupier

In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades conducted on the premises.

Division 3 — Fish premises

9.19 Interpretation

In this Division, unless the context otherwise requires—

fish premises may include a fish processing establishment, fish curing establishment and a shellfish and crustacean processing establishment;

9.20 Duties of an occupier

The occupier of a fish premises shall—

- (a) not suffer or permit any decomposing fish to be kept on the premises where his trade is carried on for a longer period than is reasonably necessary to dispose of them;
- (b) cause all decomposing fish, to be immediately deposited in an impervious receptacle furnished with an airtight cover; and
- (c) cause the brine of pickle to be removed as often as is necessary to prevent it from becoming offensive.

9.21 Disposal of waste

The occupier of a fish premises shall take reasonable steps to cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be —

- (a) placed in the receptacles referred to in clause 9.14 and disposed of in accordance with that clause; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

9.22 Fish containers

The occupier of a fish premises shall take reasonable steps to not allow any container used for the transport of fish to—

- (a) remain on the premises longer than is necessary for it to be emptied; or
- (b) be kept so as to cause a nuisance or to attract flies.

Division 4 — Laundries, dry cleaning establishments and dye works

9.23 Interpretation

In this Division, unless the context otherwise requires—

dry cleaning establishment—

- (a) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (b) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a fully enclosed machine operating on a full cycle;

dye works means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste there from, into a public sewer;

exempt laundromat means a premises in which—

- (a) laundering is carried out by members of the public using, machines or equipment provided by the owners or occupiers of those establishments;
- (b) laundering is not carried out by those owners or occupiers for or on behalf of other persons;
- (c) provision is made for the discharge of all liquid waste there from into a public sewer;

laundromat means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

laundry means any places where articles are laundered with commercial grade machinery but does not include an exempt laundromat.

9.24 Receiving depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of the local government who may at any time by written notice withdraw such permission.

9.25 Reception room

- (1) The occupier of a laundry or dry cleaning establishment or dye works shall—
 - (a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
 - (b) cause such articles as may be directed by an Environmental Health Officer to be thoroughly disinfected to the satisfaction of the officer.
- (2) A person shall not bring or permit food to be brought into the reception room referred to in this clause.

9.26 Walls and floors

Unless with the written approval of the local government, the occupier of a laundry, dry cleaning establishment or dye works shall cause—

- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres with a smooth impervious surface;

- (b) the floor to be constructed of concrete and finished with a smooth impervious surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

9.27 Laundry floor

Unless with the written approval of the local government, the occupier of a laundry shall provide in front of each washing machine a non-corrosive grate, at least 910 millimetres in width and so constructed as to prevent any person from standing in water on the floor.

9.28 Escape of dust

The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

9.29 Precautions against combustion

The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with all directions given by an Environmental Health Officer for that purpose.

9.30 Trolleys

The occupier of a dry cleaning establishment shall—

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is—
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned; and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

9.31 Sleeping on premises

A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

Part 10 — OFFENCES AND PENALTIES

Division 1 — General

10.1 Offences and penalties

- (1) A person who contravenes a provision of this local law commits an offence.
- (2) A person who commits an offence under subclause (1) is liable —
 - (a) to a penalty which is not more than \$2 500 and not less than —
 - (i) in the case of a first such offence, \$250;
 - (ii) in the case of a second such offence, \$500; and
 - (iii) in the case of a third or subsequent such offence, \$1 250; and
 - (b) if the offence is a continuing offence a daily penalty which is not more than \$250 and not less than \$125.

PART 11 — SCHEDULES

Schedule 1

Shire of Narembeen

Health Act 1911

Required Buffer Distances for Feedlots

[Clause 5.11(2)]

Required buffer distances for feedlots

Buffer	Distance
Townsite boundaries	5,000 m
Isolated rural dwellings, dairies & industries	1,000 m
Public roads and recreation areas	100 m
Neighbouring rural property boundaries	50 m
Major water course and water impoundments	300 m
Bores, wells or soaks used for drinking, stock or irrigation	300 m
Minor water courses	100 m

Schedule 2

Shire of Narembeen

Health Act 1911

Required Buffer Distances for Piggeries

[Clause 5.14(2)]

Required Buffer Distances for Piggeries

Buffer	Distances
Townsite boundaries	5,000m
Isolated rural dwellings, dairies & industries	1,000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	50m
Major water course and water impoundments	300m
Bores, wells or soaks used for drinking, stock or irrigation	300m
Minor water courses	100m

Schedule 3
Shire of Narembreen
Health Act 1911
Required Buffer Distances for intensive piggeries
[Clause 5.16]

Required buffer distances for intensive piggeries

	Townsite Boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water-courses/rural water impoundments	Bores/wells /soaks Drinking water supply	Stock irrigation supply
Piggeries & facilities catering for more than 5000 pigs	5,000m	1,000m	200m	50m	Not permitted	300m	300m	100m
500-5000 pigs	3,500m	1,000m	150m	50m	Not permitted	300m	300m	100m
50-499 pigs	2,000m	1,000m	100m	50m	Not permitted	300m	300m	100m
Less than 50 pigs	500m	1,000m	50m	30m	Not permitted	200m	300m	100m
Land used to dispose of raw or partly treated wastes	1,000m	1,000m	100m	50m	Not permitted	300m	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	20m	20m	Not permitted	100m	100m	100m

This Local Law was made by the Shire of Narembreen at an Ordinary Meeting of Council held on Eighteenth day of May in the year 2016.

The Common Seal of the Shire of Narembreen was affixed by authority of a resolution of the Council in the presence of —


CR. RHONDA COLE

SHIRE PRESIDENT

Mr CHRIS JACKSON

CHIEF EXECUTIVE OFFICER

Consented to



EXECUTIVE DIRECTOR PUBLIC HEALTH

dated this 20th day of December 2016

Shire seal



ATTACHMENT 13.2A
Narembeen Community Wellbeing Plan 2026-
2029(Final)



Whenever you're ready.

Narembeen Community Wellbeing Plan

2026 – 2029

Creating a connected, resilient and inclusive place where people of all ages feel safe, supported and empowered to make healthy choices, access support services and actively participate in the community.

Endorsed:

Community Wellbeing Plans are endorsed by the WA Mental Health Commission, and the development process is facilitated by Holyoake's Wheatbelt Prevention Team. The Narembeen Community Wellbeing Plan Committee collectively hold ownership of the plan and any decisions relating to the CWP are made through a majority vote of the Committee members.

PURPOSE

The Narembeen Community Wellbeing Plan (CWP) aims to strengthen the health, wellbeing, safety and social connectedness of the Narembeen community through a coordinated, whole-of-community approach. The plan seeks to support individuals across all life stages by increasing access to information, services, opportunities and protective factors that promote resilience, inclusion and community wellbeing.

The Narembeen Community Wellbeing Plan endeavours to achieve this by:

- Supporting partnerships between community members, organisations and service providers to identify and respond to local priorities.
- Coordinating and implementing evidence-informed strategies that enhance mental health, wellbeing, social connection, safety and help-seeking behaviours.
- Building community capacity through prevention, education, early intervention and community-led initiatives.
- Strengthening access to supports, services and opportunities across the lifespan.

BACKGROUND

The Narembeen Community Wellbeing Plan was developed using best practice principles (see appendix 1).

The THREE planning workshops facilitated by Holyoake's Wheatbelt Prevention Team with key stakeholders and agencies and the analysis of a number of consultation documents, anecdotal data & reports, and the Narembeen Health and Wellbeing Survey, have provided the context for the Narembeen CWP. These documents reflect the collective knowledge and experience of the Narembeen CWP development workshops and should be consulted if further development is required.

Documents which inform the development:

- Shire of Narembeen Community Perception survey February - March 2026
- Narembeen Health and Wellbeing Survey 2026
- Youth Voice Survey 2024
- WACHS - Narembeen Hospital Epidemiology Data 2020 - 2023

These documents can be acquired by contacting the Wheatbelt Prevention Team.

LINKS TO EXISTING STRATEGIES

The Narembeen Community Wellbeing Plan committee acknowledges the existing strategic framework of:

National Strategies:

- [National Suicide Prevention Strategy 2025-2035](#)
- [National Suicide Prevention Outcomes Framework](#)
- [National Aboriginal and Torres Strait Islander Suicide Prevention Strategy 2025-2035](#)
- [National LGBTIQ+ Mental Health and Suicide Prevention Strategy 2021-2026](#)
- [Lifespan – Integrated Framework for Suicide Prevention](#)
- [National Mental Health and Suicide Prevention Agreement](#)
- [National Drug Strategy 2017-2026](#)
- [National Alcohol Strategy 2019-2028](#)
- [Foundation for Alcohol Research and Education \(FARE\) Strategic Plan 2024-27](#)

State Strategies:

- [Draft Western Australian Suicide Prevention Framework 2026-2031](#)
- [WA Mental Health and AOD Strategy 2026-2031](#)
- [Working Together: Aboriginal & Torres Strait Islander Mental Health & Wellbeing Principles and Practice](#)
- [WA Aboriginal Health and Wellbeing Framework 2015 - 2030](#)
- [Profile of Children and Young People in WA 2026](#)
- [Western Australian Health Promotion Strategic Framework 2022-2026](#)

Local Strategies:

- [Shire of Narembeen Public Health Plan 2022-2026](#)
- [Shire of Narembeen Council Plan 2036](#)
- [Living Well in the Wheatbelt Strategy 2025-2035](#)

Note: Are there any other local strategies that we need to include here? Eg Public Health. If so, what is the link?

GOVERNANCE AND REPORTING

Community Wellbeing Plan Committee

The Community Wellbeing Plan Committee will provide oversight of the implementation, monitoring and review of the Plan. Membership will include representatives from community organisations, service providers, local government, education, health and other key stakeholders.

The Committee will:

- Meet at least quarterly to review progress and discuss emerging community needs.
- Monitor implementation of actions and identify opportunities for collaboration.
- Review progress against key performance indicators and outcomes.
- Recommend amendments to the Plan as required.
- Support community engagement and participation in the Plan.

Monitoring and Reporting

The Community Wellbeing Plan Committee will monitor implementation of the Plan and review progress on a quarterly basis. Progress reports will include:

- Actions completed, underway and delayed.
- Emerging community needs, issues and opportunities
- Partnership and collaboration outcomes.
- Participation and engagement data.
- Progress against key performance indicators.

Information gathered through quarterly reporting will be used to inform continuous improvement and support the Shire of Narembeen's Public Health Planning and other relevant strategic planning processes.

Simple Measures

The Committee will monitor a small number of community wellbeing indicators to help understand trends over time. These may include:

- Attendance at education, training and awareness initiatives

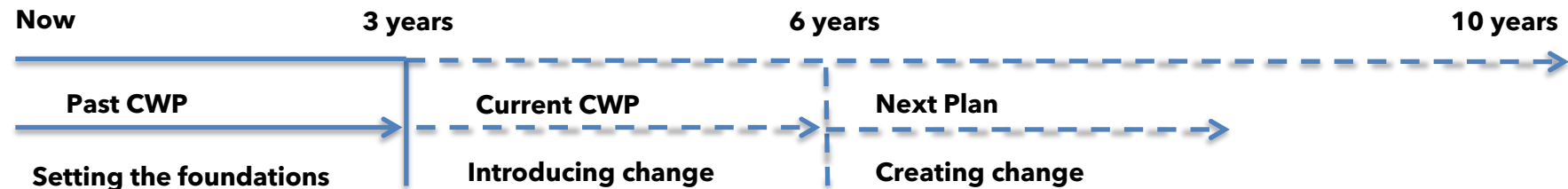
- Awareness of local services and supports (through periodic surveys).
- Community perceptions of wellbeing, belonging and safety (through periodic surveys).
- Number of community partnerships and collaborative projects.
- Participation in community events and activities.
- Youth participation and engagement opportunities.
- Older adult participation and social connection opportunities.

Working Document and Plan Review

The Narembeen Community Wellbeing Plan is intended to be a **three-year** plan. The Plan will be reviewed annually to ensure it remains responsive to community needs and emerging priorities. A final review will be undertaken in 2029 to inform future community wellbeing and public health planning.

LIST OF ACRONYMS USED IN THIS DOCUMENT

AOD	Alcohol and other drugs
CITS	Dept of Creative Industries, Tourism and Sport
CRC	Community Resource Centre
CWP	Community Wellbeing Plan
DHS	District High School
FDV	Family & Domestic Violence
RSDE	Road Safety and Drug Education
WACHS	WA Country Health Service
WAPOL	WA Police
WCADS	Wheatbelt Community Alcohol and Drug Service



Priority Areas:

1. **Alcohol and Other Drugs**
2. **Mental Health, Wellbeing and Safety**
3. **Supporting Community Across the Lifespan (including access to services)**

Priority 1: Short-term Outcomes (next 36 months)

- Increased community **awareness** and **understanding** of alcohol and other drug-related **harms, protective behaviours** and **available supports**.
- Increased implementation of **safer, low-risk** and **supportive** community environments.

Priority 2: Short-term Outcomes (next 36 months)

- Enhance inclusiveness and create a stronger sense of social connection and belonging.
- Improved awareness of safety practices, strategies, and preventative measures.
- Increased awareness of mental health literacy, support services and the importance of help-seeking behaviour.
- Ongoing delivery and development of SOCK Week activities.

Priority 3: Short-term Outcomes (next 36 months)

- Increased opportunities for meaningful **youth engagement**, participation and leadership.
- Increased access to safe, inclusive and **activated youth-friendly** spaces.
- Increased **social connection**, participation and **wellbeing** opportunities for **older adults**.
- Strengthened **intergenerational connection** and community participation opportunities.
- Increased awareness and accessibility of community services, supports and information.
- Improved access to appropriate supports, referral pathways and practical assistance across the lifespan.

PRIORITY ONE: Alcohol and Other Drugs

Primary Target Group: Whole of Community

SHORT-TERM OUTCOME/S	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
1.1 Increased community awareness and understanding of alcohol and other drug-related harms, protective behaviours and available supports.	Number of AOD awareness campaigns disseminated Number of places AOD harm minimisation messaging is displayed Number of AOD harm minimisation education sessions delivered in school	Campaign tracking records Log of venues displaying messaging Activity register	Whole of committee
1.2 Increased implementation of safer, low-risk and supportive community environments	Number of local events implementing harm minimisation strategies Number of sporting clubs engaged in low-risk alcohol initiatives Number of FDV and drink/drug driving awareness initiatives delivered	Event acquittals/checklists Club engagement records Activity records	Whole of committee

ACTIONS	LEAD	COLLABORATIVE PARTNERS
Short-term Outcome: 1.1 Increased community awareness and understanding of alcohol and other drug-related harms, protective behaviours and available supports.		
1.1.1 Disseminate peak bodies campaigns that provide education on the harms associated with AOD use, protective behaviours and available supports (national, state and Wheatbelt) through various platforms (e.g. online/social media, newsletters/newspapers, radio ads, website).	Holyoake Narembeen CRC	Whole of committee
1.1.2 Implement visible and accessible AOD harm minimisation messaging and education throughout community spaces and licensed venues (e.g. sporting clubs, pubs, changerooms and public facilities) using practical resources such as QR codes, posters, coasters, signage and digital media.	Holyoake Narembeen CRC	Whole of committee Local licensed venues
1.1.3 Continue to implement AOD harm minimisation messaging within SOCK Week campaigns (e.g. campaign materials).	Narembeen CRC Narembeen DHS	Holyoake
1.1.4 Continue to support Narembeen DHS and RSDE to provide AOD education to parents/carers, teachers and students.	Narembeen DHS RSDE	Holyoake
Short-term Outcome: 1.2 Increased implementation of safer, low-risk and supportive community environments.		
1.2.1 Support community events to implement harm minimisation strategies including alcohol-free and low-alcohol options, food availability, safe transport messaging, family-friendly event design, positive role modelling and lived experience stories.	Narembeen CRC	Holyoake WAPOL Shire of Narembeen
1.2.2 Support sporting clubs to strengthen safe and inclusive environments through low-risk alcohol practices, responsible service messaging and community wellbeing initiatives (e.g. skipper programs, educational campaigns, no alcohol during junior games, SOCK Week).	Holyoake Narembeen CRC RSDE	Local sporting clubs Shire of Narembeen
1.2.3 Implement activities that aim to reduce drink and drug driving (e.g. Blow Zero campaigns, promote campaign material, Dry July).	Holyoake Narembeen CRC	Whole of committee

		WAPOL RSDE	
	1.2.4 Increase Family Domestic Violence (FDV) awareness through education on types of FDV (e.g. signs), legislation/leave, support services available, increase help-seeking, including the promotion of 16 days in WA.	Narembeen CRC Holyoake	Whole of committee

PRIORITY TWO: Mental Health, Wellbeing and Safety			
Primary Target Group: Whole of Community			
SHORT-TERM OUTCOME/S	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
2.1 Enhance inclusiveness and create a stronger sense of social connection and belonging.	Attendance at events	Event records Surveys	Whole of Committee
2.2 Improved awareness of safety practices, strategies, and preventative measures.	Number of safety practices, strategies, and preventative measures awareness campaigns disseminated Number of safety practices, strategies, and preventative measures displayed	Campaign evaluations Training session records Training session surveys	Whole of Committee

	Number of safety practices, strategies, and preventative measures training sessions delivered in the community		
2.3 Increased awareness of mental health literacy, support services and the importance of help-seeking behaviour.	Number of mental health literacy, support services and the importance of help-seeking behaviour communication disseminated Number of safety practices, strategies, and preventative measures displayed	Communication records	Whole of Committee
2.4 Ongoing delivery and development of SOCK Week activities.	Number of activities implemented Feedback received	Activities held Records of activities	Shire of Narembreen

ACTIONS		LEAD	COLLABORATIVE PARTNERS
Short-term Outcome: 2.1 Enhance inclusiveness and create a stronger sense of social connection and belonging.			
2.1.1 Continue to run community events that promote social connection and belonging.		Narembreen CRC Shire of Narembreen	Whole of Committee
2.1.2 Develop and promote Welcome to Town Packs for new residents moving to Narembreen, available in both digital and printed formats.		Narembreen CRC Shire of Narembreen	
2.1.3 Implement inclusive community engagement strategies that ensure all members of the community are informed, represented, and consulted through surveys, focus groups, feedback opportunities, and targeted outreach to diverse community groups (e.g. surveys, community feedback, focus groups etc).		Narembreen CRC Shire of Narembreen	Whole of Committee

2.1.4 Continue promoting community activities and events through local social media platforms, the Shire website, Fence Post, and other community communication channels.	Narembeen CRC Shire of Narembeen	
Short-term Outcome: 2.2 Improved awareness of safety practices, strategies, and preventative measures.		
2.2.1 Continue delivering cybersafety education initiatives and awareness strategies across schools and the wider community.	Narembeen DHS	Whole of Committee
2.2.2 Ensure all CCTV infrastructure is regularly maintained and explore opportunities to expand coverage to enhance community safety and security.	Shire of Narembeen WAPOL	
2.2.3 Continue providing education and resources to households on health, safety, and emergency preparedness strategies.	Shire of Narembeen Narembeen CRC	
Short-term Outcome: 2.3 Increased awareness of mental health literacy, support services and the importance of help-seeking behaviour.		
2.3.1 Provide mental health literacy resources and education for stakeholders and the wider community to strengthen confidence in recognising, understanding, and safely discussing mental health (e.g. Mindframe guidelines).	Holyoake	Whole of Committee
2.3.2 Develop and maintain a clear referral pathway flowchart to streamline community access to support information and services, with annual reviews to ensure accuracy and encourage help-seeking behaviours.	Holyoake	Whole of Committee
2.3.3 Provision of accessible education, training, and workshop opportunities for community members and stakeholders, including but not limited to: - Gatekeeper Suicide Prevention Training (2 Days) - Accidental Counsellor (1 Day) - Mental Health First Aid (2 Days) - Agribalance+ (1 Day)	Holyoake	Whole of Committee
Short term outcome: 2.4 Ongoing delivery and development of SOCK Week activities.		
2.4.1 Continue promote, implement and evaluate SOCK Week.	Narembeen CRC	Shire of Narembeen

	2.4.2 Explore opportunities to expand SOCK Week into a statewide initiative.	Narembeen CRC	Shire of Narembeen
	2.4.3 Continue strengthening and expanding relationships and partnerships with stakeholders.	Narembeen CRC Shire of Narembeen DFES St John WA WAPOL	Whole of Committee

PRIORITY THREE: Supporting Community Across the Lifespan (including access to services)			
<i>Primary Target Group: Young People, Older Adults and Whole of Community</i>			
SHORT-TERM OUTCOME/S	KEY PERFORMANCE INDICATOR	COLLECTION TOOL	COLLECTED BY
3.1 Increased opportunities for meaningful youth engagement, participation and leadership.	Number of youth activities/events delivered	Activity records Attendance records	Whole of committee
3.2 Increased access to safe, inclusive and activated youth-friendly spaces.	Number of safe, inclusive and activated youth-friendly spaces.	Number of spaces	Whole of committee
3.3 Increased social connection, participation and wellbeing opportunities for older adults.	Number of programs/events delivered for older adults	Program records	Whole of committee

3.4 Strengthened intergenerational connection and community participation opportunities.	Number of intergenerational activities delivered	Event records	Whole of committee
3.5 Increased awareness and accessibility of community services, supports and information.	Number of community directories/resources distributed	Distribution records	Whole of committee
3.6 Improved access to appropriate supports, referral pathways and practical assistance across the lifespan.	Number of people supported through one-on-one assistance	Service records	Whole of committee

ACTIONS		LEAD	COLLABORATIVE PARTNERS
Short-term Outcome: 3.1 Increased opportunities for meaningful youth engagement, participation and leadership.			
3.1.1 Collaboration and value add to the Happiness Hub and Smiling Minds initiatives that have been established at Narembeen District High School.		Narembeen DHS	
3.1.2 Continue delivering regular activities and engagement opportunities for young people, including school holiday programs, youth leadership forum and events.		Narembeen DHS Narembeen CRC WACHS	Whole of Committee Shire of Narembeen
3.1.3 Explore and implement new activities and initiatives for young people, including January school holiday programs and expanded access to the local gym, sporting facilities, and exercise classes to support health, wellbeing, and community participation.		Narembeen DHS Narembeen CRC	Whole of Committee Shire of Narembeen
3.1.4 Ongoing consultation and engagement with young people, aligned with relevant council strategies and community priorities.		Narembeen DHS Shire of Narembeen Narembeen CRC	

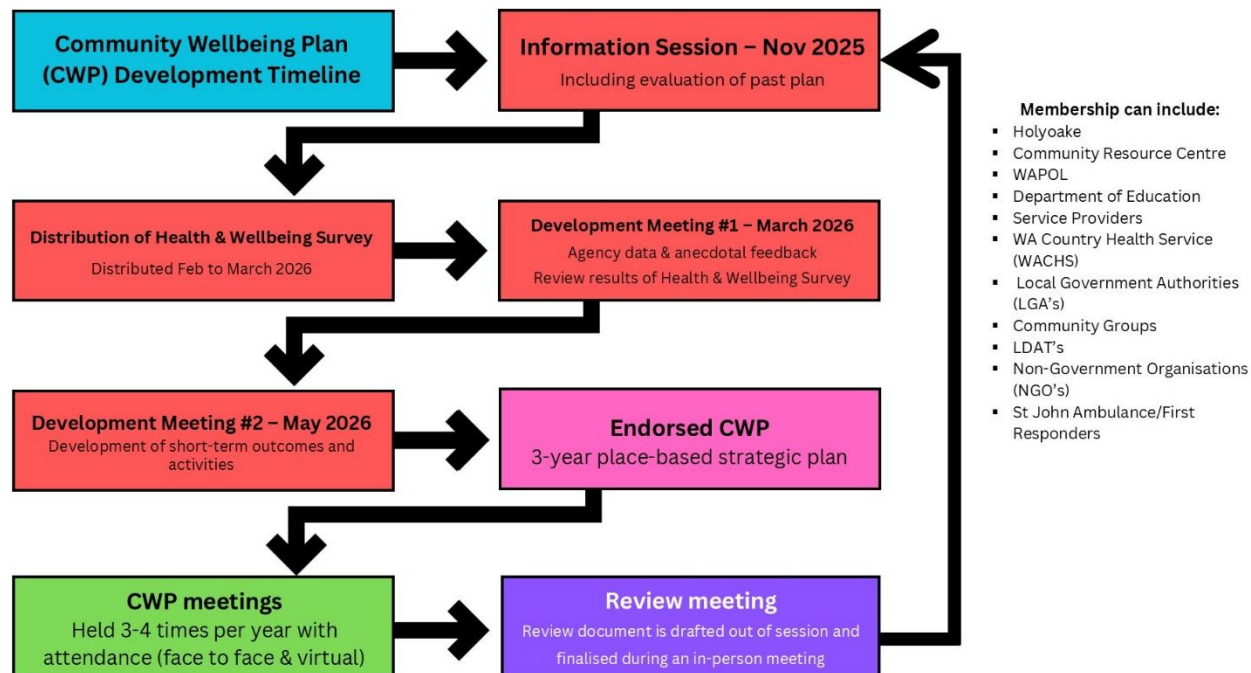
3.1.5 Explore grant opportunities to support and increase participation in sport and recreational activities.	Shire of Narembeen Narembeen CRC	
3.1.6 Explore opportunities to develop and deliver joint activities in collaboration with the ROEROC Community Development Working Group.	Narembeen CRC	Shire of Narembeen
3.1.7 Investigate the feasibility and long-term sustainability of a supervised youth space that fosters social connection, recreation, and wellbeing for young people.	Shire of Narembeen	Whole of Committee
Short-term Outcome: 3.2 Increased access to safe, inclusive and activated youth-friendly spaces.		
3.2.1 Explore activation strategies to increase community use and engagement with Apex Park and local recreation facilities.	Shire of Narembeen	
3.2.2 Explore the development of a supervised Youth Booth/Club to provide a safe and engaging space for young people.	Narembeen CRC Shire of Narembeen Narembeen DHS	
Short-term Outcome: 3.3 Increased social connection, participation and wellbeing opportunities for older adults.		
3.3.1 Align the location and scheduling of seniors' events and activities to support inclusive participation across both genders.	Narembeen CRC	Shire of Narembeen
3.3.2 Continue delivering existing and new initiatives and activities for older adults, while exploring the introduction of a 'Buddy System' initiative to strengthen social connection and community support.	Narembeen CRC Narembeen Hospital	Whole of Committee
3.3.3 Explore opportunities to increase participation in Stay on Your Feet programs and related exercise and education groups.	Narembeen CRC WACHS Hospital	Whole of Committee
Short-term Outcome: 3.4 Strengthened intergenerational connection and community participation opportunities.		
3.4.1 Develop and implement a volunteer register of community members interested in supporting youth activities and events.	Narembeen CRC	Shire of Narembeen

3.4.2 Explore a Buddy Program in partnership with Autumn Club, the Lodge, Senior Citizens, CRC, and Lions to strengthen social connection and community support for older adults.	Narembeen DHS Hospital	Shire of Narembeen
3.4.3 Continue delivering activities and projects that support training, engagement and participation across all age groups.	Narembeen CRC Uplyft	Shire of Narembeen WAPOL
Short-term Outcome: 3.5 Increased awareness and accessibility of community services, supports and information.		
3.5.1 Continue the implementation of bi-annual community directory and WACHS Community Directory.	Narembeen CRC WACHS	Whole of Committee
3.5.2 Ensure information is communicated through a range of accessible and appropriate channels to reach all community members, including mail drops, social media, electronic noticeboards, SMS/WhatsApp, Fence Post, websites, Shire and CRC noticeboards, and local business displays.	Narembeen CRC	Shire of Narembeen
3.5.3 Provide and distribute information about available rebates and support programs to community members.	Narembeen CRC	Shire of Narembeen
3.5.4 Finalise, maintain, and promote the vulnerable resident framework, including community information sessions to raise awareness and understanding of its purpose and benefits.	Shire of Narembeen	Narembeen CRC WAPOL
3.5.5 Increase awareness of alcohol and other drug support and mental health and wellbeing and referral pathways through the promotion and distribution of state, national, and Holyoake-developed resources, including flowcharts, snap frames, brochures, social media campaigns, coasters, and community events.	Holyoake	Whole of Committee
Short-term Outcome: 3.6 Improved access to appropriate supports, referral pathways and practical assistance across the lifespan.		
3.6.1 Continue providing one-on-one support at the CRC and medical centre to increase awareness of available services and assistance, including help with completing forms, accessing Seniors Cards and associated benefits, understanding advance health directives, and navigating senior rebates and support programs.	Narembeen CRC	Medical Centre

APPENDIX 1 - PLANNING FOR AN EFFECTIVE PLAN

Prior to establishing and implementing a Community Wellbeing Plan (CWP), a number of steps need to happen to ensure the resulting plan has been developed in partnership to reflect the communities needs and has the best chance at creating sustainable change.

It is important that the community have a strong understanding of the issues and have ownership of the strategies developed to address them. To ensure this, processes should be put in place that allow community input into all stages of the development and implementation of the CWP, including progress made against addressing the issues.



ATTACHMENT 13.3A
Housing Strategy – Final Review – September
2026

Housing Strategy

2024-2034

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Document Control	
Draft	May 2024
Final Draft	June 2024
Adopted	June 2024
Reviewed	January 2026
Reviewed	September 2026

Introduction

The Housing Strategy for Narembeen aims to address the diverse housing needs within the community, encompassing provisions for staff housing, state employees, aged housing, and management of existing properties. This strategy outlines key actions to be taken in alignment with the Council Plan 2036.

Key Issues and Objectives

Aged Housing

- Issue:** While presently meeting the demand, as the population ages, existing housing supply may not suffice to meet future requirements.
- Objective:** To develop a comprehensive, collaborative strategy involving stakeholders to ensure that Narembeen is prepared to address the current and future housing requirements of its aging population.

Community Housing

- Issue:** There is currently no housing inventory coming into the market without Shire intervention, whilst there is an increasing demand for housing that is unmet.
- Objective:** To develop and implement strategies to expand the availability of community housing to meet the growing demand.

Doctor Housing

- Issue:** The availability of suitable rental housing for contracted medical professionals is a key factor in attracting and retaining doctors in the Shire. In 2024, the Shire constructed a four-bedroom, two-bathroom residence specifically for doctor housing. While this has addressed immediate needs, there remains a potential constraint should opportunities arise to engage additional doctors to meet growing community demand, as no surplus medical housing is currently available.
- Objective:** To ensure the ongoing provision of essential medical services to the community by maintaining appropriate housing for contracted medical professionals. The Shire's objective is to retain at least one dedicated residence for doctor accommodation to support continuity of care. At this stage, the Shire does not intend to expand its housing inventory but will continue to monitor demand and service requirements to inform any future decisions.

Essential Services Housing

- Issue:** Currently housing is not a concern for other essential services; most reside locally and have their own accommodation. However, when these staff members retire, there is limited GROH inventory available to accommodate new government essential workers (police, nurses, teachers).

Objective: To advocate to the state government to highlight the impending housing challenge faced by the government's essential workers, particularly in relation to limited GROH inventory, aiming for prompt policy action to ensure sufficient housing availability for future government essential workers in the community.

Staff Housing

Issue: The availability of suitable housing remains an important factor in attracting and retaining staff within the Shire. In response to previous shortages, the Shire has constructed two three-bedroom, two-bathroom dwellings for staff housing. Across the current staff housing inventory, there is one vacancy. However, staff movements can be fluid, and housing availability can change quickly due to turnover, role changes, or new recruitment needs. Where local recruitment is not possible, the availability of flexible housing options remains a critical consideration in securing skilled staff.

Objective: To support workforce attraction and retention by maintaining a flexible and responsive staff housing inventory that meets current and future needs. While recent investment has increased available housing, the Shire aims to preserve sufficient capacity to accommodate changing staffing requirements and to provide housing options when attracting staff from outside the local area is necessary.

Key Worker Accommodation

Issue: There is a high demand for rental properties to accommodate workers. The absence of affordable and suitable housing poses obstacles for businesses seeking to attract and retain the necessary labour force, consequently limiting service deliver and/or growth opportunities.

Objective: To address the market failure in the rental housing sector and its impact on workforce attraction and business growth, the objective is to implement measures to increase the availability of affordable and suitable accommodation for workers. This involves collaborating with stakeholders to develop and implement strategies that address housing barriers, thereby facilitating businesses in attracting and retaining the required labour force, consequently fostering economic growth.

Residential Land

Issue: The housing strategy faces a challenge with residential codes set at 12.5, impacting the density regulations for group dwellings, particularly accommodating the need for 3-bedroom and 2-bedroom configurations to bridge the housing configuration gap for staff and worker accommodation. Compounding this, there are limited vacant blocks available in the townsite, emphasising the necessity to explore options for residential land development.

Objective: To plan a new residential subdivision, implementing it in stages to match growth demands. Additionally, to offer lifestyle lots as an alternative, catering to varied preferences and needs within the community.

Housing Priorities

Housing Type	Priority
Residential Land Development	1
Essential Services	2
Key Workers	3
Shire Staff	4
Aged	5
Doctor	6
Community	7

Planning

The Shire is currently developing a Local Planning Strategy jointly with RoeROC, in partnership with the Department of Planning, Lands and Heritage. The Local Planning Strategy will provide a long-term strategic framework to guide future land use and development, identify opportunities and constraints, and ensure that future planning responds to the housing, economic and community needs of Narembeen.

In conjunction with the Local Planning Strategy, the Shire is preparing a Local Planning Scheme amendment. The draft Local Planning Strategy and Scheme amendment will consider the feasibility of accommodating higher-density residential development within appropriate areas of the Narembeen townsite.

This work will explore opportunities to make more efficient use of existing residential land and infrastructure and provide greater flexibility for future housing development, including smaller dwellings, grouped dwellings and smaller residential lots, where appropriate. This will assist the Shire to respond to changing housing needs and enable a broader range of housing options should development opportunities arise.

This also connects well to the current Residential Land objective, which identifies the need for new residential development and a greater range of housing options.

Residential Design Codes

The Residential Design Codes (R-Codes) serves as planning and design provisions for residential development across Western Australia. Local governments administer and apply the R-Codes.

Within the Narembreen townsite, residential development is primarily limited to R12.5. with an exception for R30 applicable to cornered, serviced lots. However, future land development offers more flexibility, allowing for up to R20. These limitations under R12.5 hinder the effective utilisation of limited, serviced vacant land for residential purposes.

R-Code	Dwelling type	Site area per dwelling (m ²)	Minimum lot area/rear battleaxe (m ²) ▼	Minimum frontage (m) ▼
R2	Single house or grouped dwelling	Min 5000	-	50
R2.5	Single house or grouped dwelling	Min 4000	-	40
R5	Single house or grouped dwelling	Min 2000	-	30
R10	Single house or grouped dwelling	Min 875 Av 1000	925	20
	Multiple dwelling	Av 1000	-	-
R12.5	Single house or grouped dwelling	Min 700 Av 800	762.5	17
	Multiple dwelling	Av 800	-	-
R15	Single house or grouped dwelling	Min 580 Av 666	655	12
	Multiple dwelling	Av 666	-	-
R17.5	Single house or grouped dwelling	Min 500 Av 571	587.5	12
	Multiple dwelling	Av 571	-	-
R20	Single house or grouped dwelling	Min 350 Av 450	450	10
	Multiple dwelling	Av 450	-	-
R25	Single house or grouped dwelling	Min 300 Av 350	425	8
	Multiple dwelling	Av 350	-	-
R30	Single house	Min 260 Av 300	410	-
R35	Single house	Min 220 Av 260	395	-
R40	Single house	Min 180 Av 220	380	-

Implementation Plan

1. Aged Housing

Strategy 1.1

Design and Construct Independent Living Units

To maintain active membership in CEACA while actively engaging to fulfill its mission of offering affordable, purpose-built housing for seniors, persons with disabilities, and low-income individuals.

Actions		Timeline	Status
1.1.1	Carry out CEACA annual membership commitments	2024-2029	Ongoing
1.1.2	Transfer of land to CEACA to enable housing construction	2025/26	Completed
1.1.3	Budget funding commitment towards construction costs	2026/27	Budgeted
1.1.4	Construction of housing	2027/28	Programmed

Advocacy
Department of Communities
Department of Primary Industries and Regional Development
Wheatbelt Development Commission
Minister for Communities
Minister for Regional Development
Minister for Wheatbelt
Member of Central Wheatbelt

Funding Streams
Housing Australia Future Fund
Housing Support Program – Stream 2

Partnerships
CEACA

Resource Requirements	Contribution	Budget Year
Internal human resource allocation		
CEACA Annual Membership (3-year commitment)	\$15,000	2024/25 – 2025/26
CEACA Annual Membership (3-year commitment)	\$15,000	2026/27 - 2028/29
Gifting of land	\$40,000	2025/26
Funding commitment towards construction of 4 units	\$45,909	2026/27
Funding commitment towards construction of 4 units	\$45,909	2027/28

Strategy 1.2

Future Governance and Sustainability of Narembeen Homes for the Aged

Narembeen Homes for the Aged provides an important community housing service for older residents. To support its long-term sustainability, the Shire will investigate the most appropriate future governance and management model, with a focus on protecting community assets, maintaining high-quality accommodation, strengthening operational and financial sustainability, and maximising access to external funding.

The review will assess the benefits, risks and feasibility of the current community-based volunteer governance model compared with alternative arrangements, including a potential transition to CEACA, of which the Shire is a member. Any future change will be subject to detailed assessment, stakeholder consultation and Council consideration, with resident and community outcomes central to the decision-making process.

Actions		Timeline	Status
1.2.1	Undertake a governance, financial and operational review of Narembeen Homes for the Aged, including current committee responsibilities, asset management and long-term sustainability.	2027/28	
1.2.2	Assess the benefits, risks and community outcomes of the current governance model and alternative arrangements, including a potential transition of governance and management to CEACA.	2027/28	
1.2.3	Engage with residents, families, the Narembeen Homes for the Aged Committee, CEACA and other key stakeholders to ensure community expectations and resident needs inform the review.	2027/28	Commenced
1.2.4	Prepare a business case evaluating governance options, including governance responsibilities, financial sustainability, asset ownership, funding opportunities, regulatory obligations and resident outcomes.	2027/28	
1.2.5	Present findings and recommendations to Council for consideration and determination of the preferred future governance model.	2027/28	
1.2.6	If supported by Council, develop and implement a transition plan addressing governance arrangements, asset transfer (where applicable), operational responsibilities, communications and ongoing management arrangements.	2028/29	
1.2.7	Continue active participation in CEACA to support regional collaboration and future housing opportunities, regardless of the preferred governance outcome.	Ongoing	Ongoing

Partnerships
Narembeen Homes for the Aged
Department of Communities
CEACA

Resource Requirements	Contribution	Budget Year
Internal project manager	In-house	2027/28
Governance and legal review	TBC	2027/28
Community consultation	In-house	2027/28
Business case and transition planning	TBC	2027/28
CEACA membership	\$15,000	Ongoing

2. Community Housing

Strategy 2.1

Advocate for policy changes and collaborative partnerships to expand community housing in response to rising demand driven by economic barriers.

Actions		Timeline	Status
2.1.1	Continue research and analysis to understand the specific needs and demographics driving the demand for community housing.	Ongoing	Progressing
2.1.2	Forge partnerships with key stakeholders to collaboratively advocate for policies and funding mechanisms that support the expansion of community housing initiatives.	Ongoing	Progressing
2.1.3	Advocate for policy changes to incentivise the development of community housing projects.	Ongoing	Progressing
2.1.4	Monitor and evaluate the impact of advocacy efforts and housing initiatives.	Ongoing	Ongoing
2.1.5	Maintain a housing waiting list and share with CEACA.	Ongoing	Maintaining

Advocacy
Department of Communities
Department of Housing and Works
Minister for Community Services
Minister for Housing and Works
Minister for Wheatbelt
Member of Central Wheatbelt

Funding Streams
Housing Australia Future Fund

Partnerships
Department of Communities

Resource Requirements	Contribution	Budget Year
In-house human resource allocation		Ongoing

3. Workforce Housing

Strategy 3.1

Key Worker Housing Project

The Key Worker Housing Working Group is delivering an advocacy plan to progress the Key Worker Housing Project and secure government support for the delivery of purpose-built workforce housing. An initial funding application through the Regional Housing Support Fund was unsuccessful due to the level of local government cash contribution. The Shire will continue to prepare and submit funding applications as suitable programs become available, in collaboration with RoeROC, and will continue to advocate to the State and Commonwealth Governments for investment in key worker housing.

Actions		Timeline	Status
3.1.1	Stakeholder Engagement	June 2024	Completed
3.1.2	Marketing and Planning Analysis	July 2024	Completed
3.1.3	Identification of Priority Sites	July 2024	Identified
3.1.4	Development Capacity Assessment	August 2024	Completed
3.1.6	Develop Business Case	November 2025	Completed
3.1.7	HSP – Stream 2 Funding Submission	December 2025	Unsuccessful
3.1.8	Implementing Advocacy Plan	Ongoing	Delivering

Advocacy
Department of Housing and Works
Department of Primary Industries and Regional Development
Housing Australia
Regional Development Australia
Wheatbelt Development Commission
Minister for Housing and Homelessness (Commonwealth)
Minister for Housing and Works
Minister for Regional Development
Minister for Wheatbelt

Funding Streams
Housing Australia Future Fund
Housing Support Program – Infrastructure Services Fund
Housing Support Program – Stream 2

Partnerships
ROEROC
Wheatbelt Development Commission

Resource Requirements	Contribution	Budget Year
In-house human resource allocation		2024 to 2030
Workforce Housing Investigation & Business Case	\$12,800	2024/25
Concept Design & Cost Estimation Report	\$7,300	2025/26
Funding submission supporting documentation	\$4,000	2025/26
Consultant to prepare HSP submission	\$15,000	2025/26
Consultant to prepare future funding submissions	\$15,000	2026/27
Treasury Loan	\$1,100,000	LTFP

Strategy 3.2

Design and Construct Staff Housing

Advocacy
Nil

Funding Streams
Residential Reserve
Treasury Loan

Partnerships
Preferred contractor

Design and Construction of Two 3 x 2 Dwellings - Lot 61 Cheetham Way

Actions	Timeline	Status
3.3.1 Carry out subdivision application & survey process	May 2024	Completed
3.3.2 Finalise subdivision	September 2026	Completed
3.3.2 Preparation of specifications (one 3 x 2 dwelling – Lot 2)	October 2025	Completed
3.3.3 Procurement for design & construct (Lot 2)	February 2026	Completed
3.3.4 Construction finalised (Lot 2)	December 2026	Progressing
3.3.5 Plan for design and construct (one 3 x 2 dwelling – Lot 1)	2030/31	LTFP

Resource Requirements	Contribution	Budget Year
Lot 61 Cheetham Way (Valuation 2022)	\$25,000	2024/25
Subdivision costs	\$85,000	2024/25
Design and construction (Lot 2)	\$520,000	2025/26
Design and construction (Lot 1)	\$570,000	2030/31

Design and Construction Executive 4 x 2 Dwelling – New Subdivision

Actions	Timeline	Status
3.3.6 Plan for design and construct	Noted for consideration in LTFP post 2031	

Resource Requirements	Contribution	Budget Year
Estimated price	\$800,000	Post 2031

Design and Construction of Two 3 x 2 Dwellings - Lot 33 & 35 Thomas Street

Actions	Timeline	Status
3.3.13 Preparation of specifications	May 2024	Completed
3.3.14 Procurement for design & construct	November 2024	Completed
3.3.15 Construction finalised	December 2025	Completed

Resource Requirements	Contribution	Budget Year
Lot 33 & 35 Thomas Street (Valuation 2022)	\$40,000	2024/25
Contracted price	\$1,000,000	2024/25 & 2025/26

Strategy 3.3

Design and Construct Residential Subdivisions

A Residential Land Assembly Discussion Paper enabled Council to identify priorities for future residential land development, with Avoca North identified as the preferred location for the next residential subdivision. An advertised Expression of Interest has demonstrated strong community demand, with 13 registrations from people seeking residential land to build private homes within the next 12 months to four years. Preparation of an application to the Regional Development Assistance Program, administered by DevelopmentWA, is underway for a proposed 10-lot subdivision.

Advocacy
Department of Planning, Lands and Heritage
Development WA
Wheatbelt Development Commission
Minister for Planning and Lands
Minister for Wheatbelt

Funding Streams
Housing Support Program – Infrastructure Services Fund

Partnerships
Development WA
Wheatbelt Development Commission

Avoca Residential Subdivision - North

Actions	Timeline	Status
3.4.1 Determine if proposed location is a feasible preference	2025/26	Confirmed
3.4.2 Prepare and submit RDAP application	2026/2027	Progressing

Resource Requirements	Contribution	Budget Year
In-house human resource allocation		2026/2027

Avoca Residential Subdivision - Lifestyle

Actions	Timeline	Status
3.4.1 Request extension for structural plan	May 2024	Completed

Resource Requirements	Contribution	Budget Year
In-house human resource allocation		

Avoca Residential Subdivision - West

Actions	Timeline	Status
3.4.1 Determine if proposed location is a feasible preference	2025/26	Discussion Paper

Resource Requirements	Contribution	Budget Year
In-house human resource allocation		

Housing Working Group

The role of the Housing Working Group encompasses the ongoing monitoring and review of the housing strategy to assess its effectiveness and progress. This involved identifying challenges and areas for improvement, as well as providing recommendations to Council for adjustments as necessary. Serving as a pivotal oversight body, the Committee ensures that the housing strategy remains responsive to evolving community needs, effectively addressing issues, and aligns with the overarching goals set by Council.

Monitoring and Evaluation

1. Six-monthly review progress against set objectives and actions.
2. Adjust strategies and plans as necessary based on emerging needs and challenges.
3. Solicit feedback from stakeholders and the community to ensure effectiveness of implemented measures.
4. Six-monthly progress reports provided to Council.

Conclusion

The Housing Strategy for Narembeen outlines a comprehensive approach to address the diverse housing needs within the community. By prioritising staff housing development, exploring partnerships, and advocating for state investment, the Shire of Narembeen aims to ensure access to suitable housing for all residents, fostering a vibrant and inclusive community for years to come.

Appendix One - Inventory and Occupancy

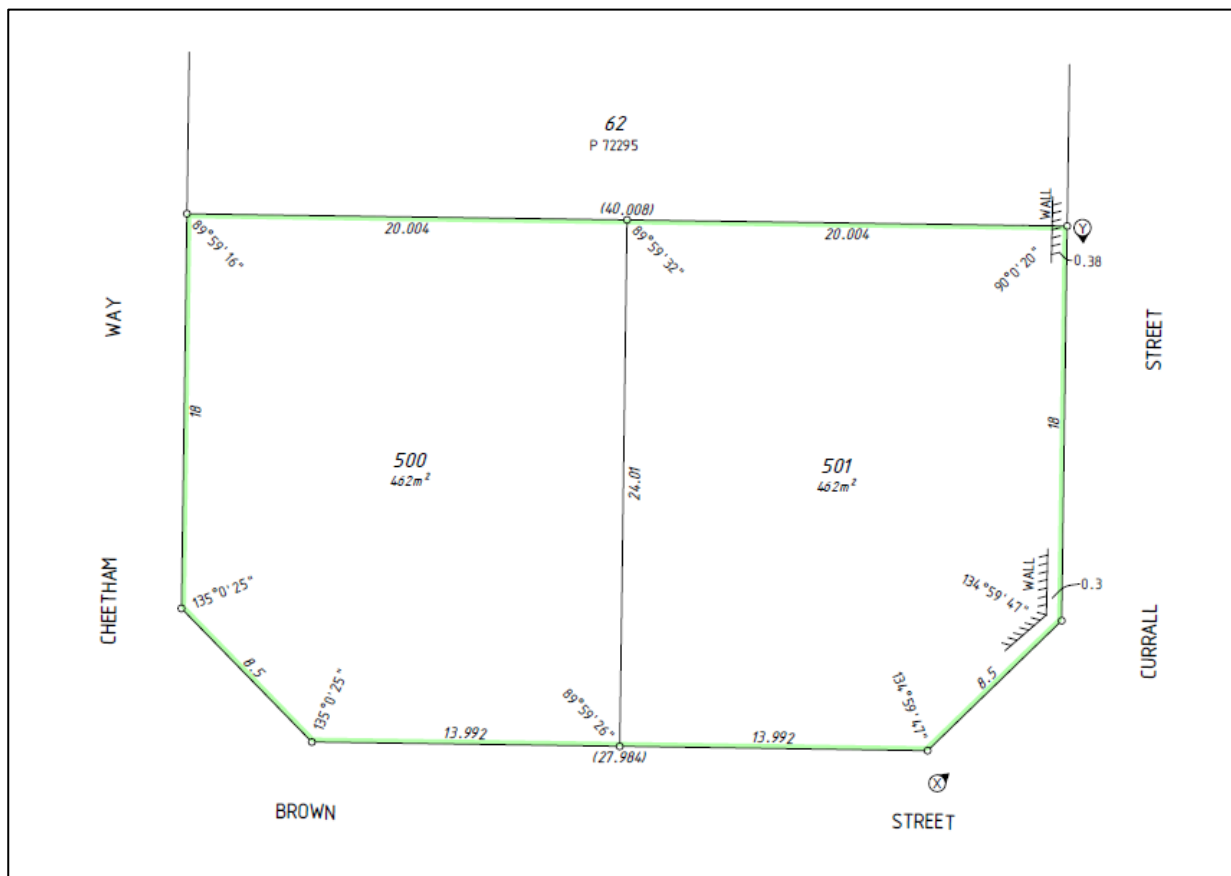
The following is a list of the current housing stock owned and current occupation status.

Address	Size	Executive Occupancy	Staff Occupancy	Essential Services Occupancy
8 Cheetham Way	4 x 2	✓		
20 Cheetham Way	4 x 2	✓		
24 Cheetham Way	4 x 2			✓
10 Hilton Way	4 x 1		✓	
16 Hilton Way	4 x 2			✓
18 Hilton Way	3 x 1		✓	
26 Hilton Way	4 x 2	✓		
15 Northmore Street	3 x 1		✓	
21 Northmore Street	3 x 1		✓	
33 Thomas Street	3 x 2		✓	
35 Thomas Street	3 x 2		✓	

Appendix Two – Council Owned Vacant Land Inventory

Cheetham Way
Privately owned serviced vacant lots x 7
Residential Design Codes: R12.5 and R30 (corner lots only)

Subdivision – Lot 61 (4) Cheetham Way
3 Brown Street – Lot 500 on Deposited Plan 430624 (vacant)
1 Brown Street – Lot 501 on Deposited Plan 430624 (building)



Cheetham Way Subdivision – Sale and Development Conditions

1. A building application to be submitted within 12 months of purchase, aiming to complete development within 2 years of settlement.
2. Approval from the Council is required for any request to extend this timeframe.

Lot 104 Currall Street	
Size	2,528m ²
Residential Design Code	R12.5
Residential Design Code	R30
Development Options: Can accommodate up to 8 residential lots (R30)	
Resolution: Council resolved to gift property to CEACA for the purpose of developing independent living units.	

An aerial photograph showing a residential neighborhood. A large, rectangular, undeveloped lot is highlighted with a red border. The lot is situated between a residential street to the north and a road to the south. To the east of the lot is a green sports field, and to the south is a blue sports field. The surrounding area includes several houses with various roof colors (white, grey, red) and some trees.

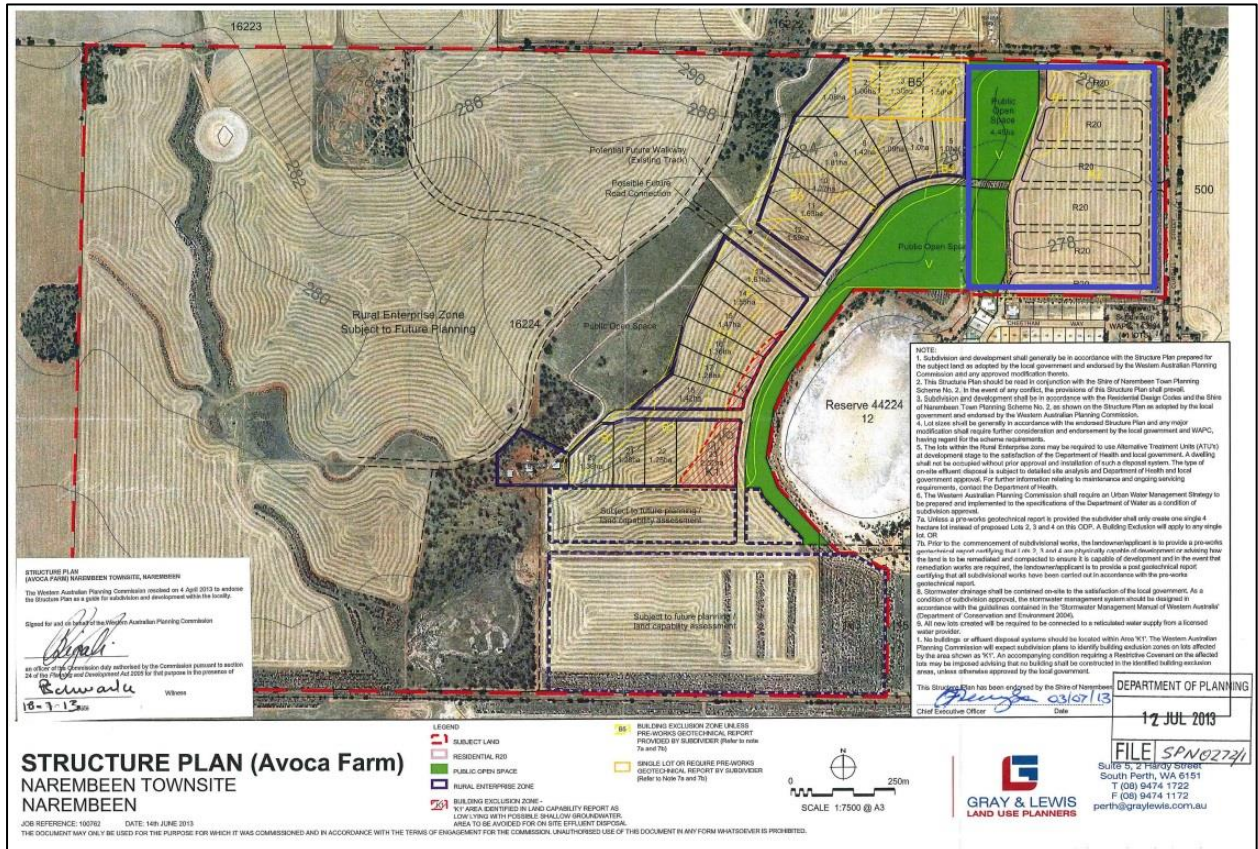
Lot 16 and 17 Currall Street	
Size	4,150m ²
Residential Design Code	R30
Development Options: Can accommodate up to 12 residential group dwellings	

An aerial photograph showing a large, rectangular, light-brown plot of land outlined with a red border. The plot is situated on a street corner. To the left of the plot, there are several parked cars and a small building. To the right, there is a residential area with houses and trees. A label 'Apex Park' is visible near the top right of the plot. In the bottom right corner, there is a label 'Grant Discovery Centre' with a pink circular icon next to it.

Avoca Farm – North of Cheetham Way

Approved structural plan for the purpose of future residential development.

Residential Design Codes: R20



Avoca Farm – West of Northmore Street

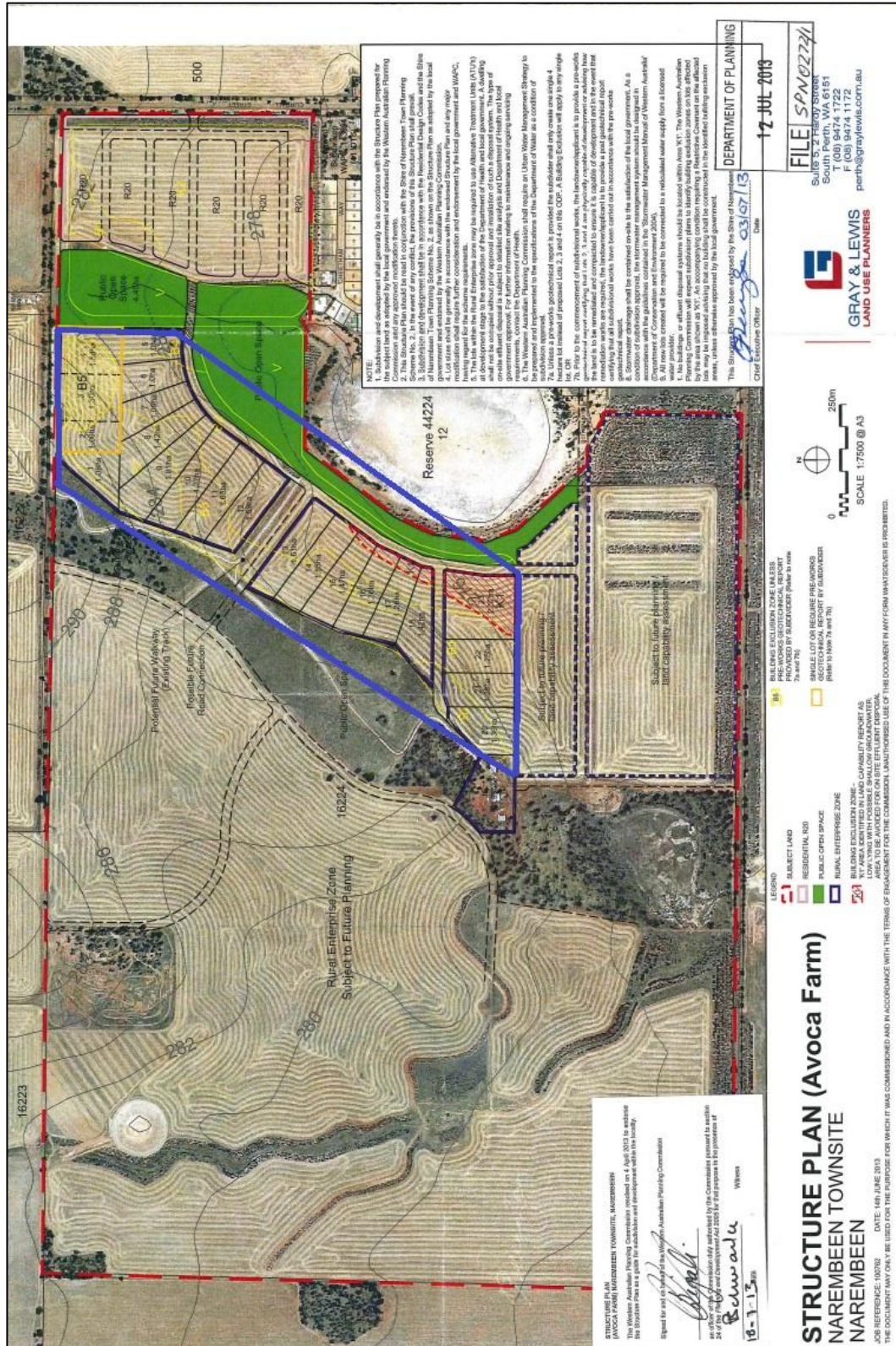
Vacant land is identified within the Town Planning Scheme for future residential development.

Residential Design Codes: R12.5 and R30 (corner lots only)



Avoca Farm – Lifestyle Subdivision

Approved structural plan for the purpose of future residential development.



Appendix Three - CEACA Stage 2

Address	Requested Units	Shire Contribution (5%)
Lot 104 Currall Street	4	\$91,819

CEACA Stage 2	
Number of Units	54
Average Total Cost Per ILU	\$554,630
HIGH LEVEL BUDGET	\$29,950,000

FUNDING	
Housing Australia - Grant	\$4,000,000
Housing Australia – Concessional Loan	\$6,000,000
Department of Communities	\$17,000,000
CEACA	\$1,501,000
CEACA Local Government Members	\$1,251,000
TOTAL FUNDING	\$29,950,000

Member Council	Requested Units	Existing Units
Bruce Rock	7	8
Dowerin	4	0
Kellerberrin	12	13
Merredin	0	27
Mt Marshall	6	3
Mukinbudin	6	4
Westonia	4	2
Wyalkatchem	4	4
Yilgarn	3	2
Former Members	0	8

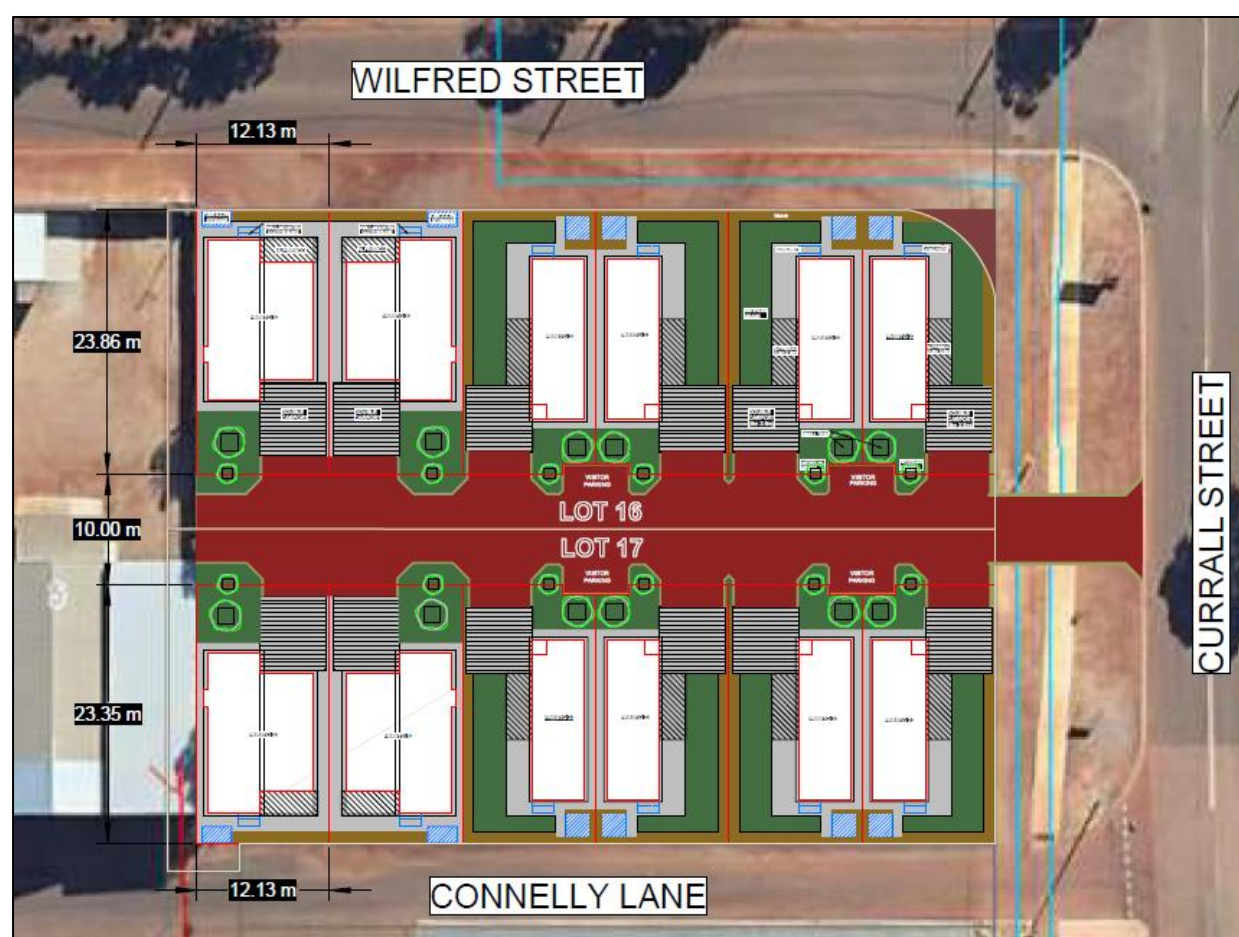
Appendix Four – RoeROC Key Worker Housing Project

Address	Requested Dwellings	Shire Contribution
Lots 16 & 17 Currall Street	Four 3x2 – Eight 2x2 (Total 12)	\$1,100,000

BUDGET	
High Level Budget – Narembeen	\$5,500,000
High Level Budget - RoeROC	\$16,000,000

FUNDING	
Regional Housing Support Fund	\$4,400,000
Treasury Loan	\$1,100,000

Member Council	Requested Dwellings
Corrigin	6
Kondinin	9
Kulin	5
Narembeen	12
TOTAL DWELLINGS	32



Appendix Five – Working Financial Forecast to 2033/34

Project	Description	Address	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
CEACA ILU Dwellings	Four 2x2	Lot 104 Currall			50,000	50,000						
RoeROC Key Worker Accommodation	Four 3x2 Eight 2x2	Lot 16 & 17 Currall	12,800	21,300	15,000	550,000	550,000					
Cheetham Way Subdivision	2 Lots	Lot 61 Cheetham	20,000	65,000								
Dwelling - Design & Construct	3x2	61 Cheetham (Lot 2)		520,000								
Dwelling - Design & Construct	3x2	61 Cheetham (Lot 1)							570,000			
Dwelling – Design & Construct	4x2	New Subdivision										
Disposal of Residential Land	CEACA - ILUs	Lot 104 Currall		40,000								
Disposal of Land	Land Assembly	Avoca Farm (portion)										
CEACA Units – Design & Construct	Four 2x2	Lot 104 Currall			45,909	45,909						

ATTACHMENT 13.5A
Risk Dashboard Quarterly Report – August
2026

Shire of Narembeen Risk Dashboard Report - August 2026

<u>Misconduct</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Code of Conduct(s)	Jul-27	CEO	
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS	
Conduct Annual Review of Delegation Framework	May-27	CEO	
Conduct FMR Review & Regulation 17	Mar-27	CEO / EMCS	
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS	

<u>Inadequate Environmental Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Identify Strategy to Remove Illegal Dumped Material (near workers camp)	Dec-26	EHO	
#REF!	#REF!	#REF!	
Implement Townsite Drainage and Water Harvesting Plan	Ongoing	CEO / EMIS	

<u>External Theft & Fraud (inc. Cyber Crime)</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Improve network security protocols and overall design	Jun-26	EMCS	
Increase user restrictions and implement authorisation measures (i.e. 2FA)	Apr-26	EMCS	
Assess Microsoft Essential 8 level of compliance and draft plan for procedural adoption to be included in budget/work flow considerations.	May-26	EMCS	

<u>Failure to Fulfil Statutory, Regulatory or Compliance Requirements</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Conduct Financial Management Review	Mar-27	EMCS	
Conduct CEO Regulation 17 Review	Mar-27	EMCS	
Document Governance Framework	Jun-26	CEO	
Documenting Human Resource Management	Jun-26	CEO	

<u>Business & Community Disruption</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Business Continuity Plan - Conduct Annual Review	Jun-26	EMCS	
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS	
Review Emergency Recovery Plans	As Required	CEO	
Emergency Management & Training - Conduct Review	Apr-26	CEO	

<u>Errors, Omissions & Delays</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Conduct Staff Inductions	As Required	Senior Management	
Develop Annual Training Plan 2026-2027	Jun-27	Senior Management	
Document Procedures and Checklists	Ongoing	Senior Management	
Conduct Annual Performance Reviews	Apr-27	Senior Management	
Staff Onboarding Manual Reviewed	Completed	CEO / EA	

<u>Failure of IT &/or Communication Systems and Infrastructure</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS	
Review ICT Replacement Program (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS	
ICT Disaster Recovery Plan Review	Apr-27	EMCS	

<u>Inadequate Safety and Security Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Conduct Security Access for Shire Buildings Audit	Jun-26	EMIS	
Conduct WHS Framework Review	Dec-26	CEO	
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS	
Emergency in Facilities Procedures and Evacuation	Jun-26	CEO	

Shire of Narembeen Risk Dashboard Report - August 2026

<u>Providing Inaccurate Advice / Information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement 2026-2027 Staff Training Plan	Jun-25	Senior Management	
Review Complaints Handling Process	Apr-26	CEO	
Review Complaints Register	Apr-26	CEO	

<u>Inadequate Document Management Processes</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Document Governance Framework	Jun-26	CEO	

<u>Inadequate Engagement Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Conduct Community Satisfaction Survey	Next Due Mar 2028	CEO	
Review Complaints Handling Process	Apr-26	CEO	
Review Complaints Register	Apr-26	CEO	
Review Draft Communication and Engagement Plan (Internal)	Jun-26	CEO	

<u>Inadequate Asset Sustainability Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Asset Management Plan - Annual Desktop Review	Oct-26	EMIS	
Implement 2026/27 Building Maintenance Program	Jun-27	EMIS	
Implement 2026/27 Construction and Road Maintenance Program	Jun-27	EMIS	
Review Fleet and Plant Replacement Program (10 Year)	Apr-27	EMIS	
Develop Reserve Management Plan	Dec-26	EMIS	

<u>Ineffective Employment Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Update Training Register	Ongoing	CEO	
Develop 2025-2026 Staff Training Plan	Jun-27	45870	
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS	
2027 Performance Reviews Conducted	Apr-27	Senior Management	
Staff Inductions and Refreshers Conducted	Jun-26	Senior Management	
Workforce Plan - Conduct Desktop Review	Jun-26	CEO	

<u>Inadequate Project / Change Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Document Project Management Methodolgy and Framework	Jun-26	Senior Management	
Communication and Engagement Framework - Conduct Review	Aug-26	CEO	
Document procedure manuals for positions together with relevant controls	Apr-26	EMCS	

<u>Inadequate Supplier / Contract Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Standardised Contracts	Jun-25	CEO/EMCS	
Develop Centralised Contract Management System	Completed	CEO	

<u>Ineffective Management of Facilities / Venues / Events</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Finalise Event Management Framework	Jun-26	CEO	
Document Facilities Booking Framework	Apr-26	EMCS	
Asset Management Plan - Conduct Desktop Review	Oct-26	EMIS	
Implement 2026/27 Building Maintenance Program	Jun-27	EMIS	
Develop Reserve Management Plan	Dec-26	EMIS	
Conduct Key Audit (staff access)	Dec-26	EMIS	

Business & Community Disruption			Aug-26
Risk Context			
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes; · Lack of (or inadequate) emergency response / business continuity plans. · Lack of training to specific individuals or availability of appropriate emergency response. · Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. · Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".			
Potential Causes			
Cyclone / Storm Surge / Fire / Earthquake	Extended Communication &/or Power Outage		
Terrorism / Sabotage / Criminal Behaviour	Economic Factors		
Epidemic / Pandemic	Loss of Key Staff		
Key Controls	Type	Date	Rating
Business Continuity Plan	Preventative	Jun-25	Adequate
Emergency Management & Training	Preventative	Jun-25	Adequate
LEM Exercises	Detective	Mar-25	Adequate
LEMA	Recovery	Nov-24	Adequate
Emergency Recovery Plans	Recovery	Sep-25	Adequate
ICT Disaster Recovery Plan 2024	Preventative	Aug-24	Adequate
Asset Management Plan	Preventative	Aug-24	Adequate
Long Term Financial Plan	Preventative	Jun-25	Adequate
Overall Control Rating			Adequate
		Risk Ratings	Rating
		Consequence:	Catastrophic
		Likelihood:	Rare
		Overall Risk Rating	Moderate
Key Indicators	Tolerance	Latest Result	Comment
BCP Training Exercises Undertaken	1 per annum	1	Desktop exercise in April 2025
Business Continuity Plan Reviewed	Annually	1	Jun-25
LEMC Training Exercises Undertaken	1 per annum	1	Power outage drill February 2026
LEMC Meetings Convened	4 per annum	4	4 meetings convened for EY2025
ICT Health Checks Performed	Monthly	12	Routine checks performed on schedule
Emergency Evacuation Drills	Annually	1	Drill in June 2025
Comments			
Actions / Current Issues / Treatments		Due Date	Responsible Manager
Business Continuity Plan - Conduct Annual Review		Jun-26	EMCS
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)		Apr-26	EMCS
Review Emergency Recovery Plans		As Required	CEO
Emergency Management & Training - Conduct Review		Apr-26	CEO

Failure of IT &/or Communication Systems and Infrastructure

Aug-26

Risk Context

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential Causes

Weather Impacts	Communications & Power Failure
Power outage at service provider	Infrastructure breakdown such as landlines, radio communications.
Out dated / inefficient hardware	Lack of training
Incompatibility between operating system and Microsoft	Software vulnerability (eg. MS Access)

Key Controls	Type	Date	Rating
Data Back-Up Systems	Recovery	Daily	Adequate
UPS	Preventative / Recovery	Dec-25	Adequate
ICT Management Service Agreement	Preventative	Mar-23	Adequate
ICT Disaster Recovery Plan 2024	Preventative	Aug-24	Adequate
ICT Replacement Program	Preventative	Dec-23	Adequate
VOIP System	Preventative	Nov-25	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Latest Result	Comment
ICT Health Checks Performed	Monthly	12	Routine checks performed
ICT Disaster Recovery Test Performed	Annually	Not Rated	Planned testing to take place in 2026
Number of Cyber Breaches	Nil	1	Login details found on darkweb

Comments

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Actions / Current Issues / Treatments	Due Date	Responsible Manager
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS
Review ICT Replacement Program (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS
ICT Disaster Recovery Plan Review	Apr-27	EMCS

External Theft & Fraud (inc. Cyber Crime)

Aug-26

Risk Context

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations

Potential Causes

Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	

Key Controls	Type	Date	Rating
Security Access for Shire Buildings	Preventative	Nov-18	Adequate
ICT Disaster Recovery Plan 2024	Preventative	Aug-24	Adequate
Financial Management Framework	Preventative	Dec-25	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Unlikely
Overall Risk Rating	Moderate

Key Indicators	Tolerance	Latest Result	Comment
Number of Thefts or Fraud	Nil	Nil	No theft or fraud
Detected Non Compliant Procurement Processes	< 5	Nil	None
Cash Handling Processes	Documented	Not Rated	Documented
Bank Reconciliations	No detected variances	Nil	No cash variances

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Improve network security protocols and overall design	Jun-26	EMCS
Increase user restrictions and implement authorisation measures (i.e. 2FA)	Apr-26	EMCS
Assess Microsoft Essential 8 level of compliance and draft plan for procedural adoption to be included in budget/work flow considerations.	May-26	EMCS

Inadequate Safety and Security Practices

Aug-26

Risk Context

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential Causes

Lack of appropriate PPE / Equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained staff	Storage and use of Dangerous Goods
Rubbish / Litter Control	Ineffective / inadequate testing, sampling (similar) health based req'
Inadequate security arrangements	Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Rating
Security Access for Shire Buildings	Preventative	Unknown	Adequate
WHS Management Framework	Preventative	Reviewing	Adequate
Human Resource Management Framework	Preventative	Documenting	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Major
Likelihood:	Unlikely

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Latest Result	Comment
Lost Time Injuries Per Quarter	Nil	Nil	None this reporting period
Near Misses Per Quarter	Nil	Nil	None this reporting period
Workers Compensation Claims	Nil	Nil	2 current claims
Security Access for Shire Buildings Audit	Completed	Not Rated	To commence 2027
WHS Policy Reviewed & Signed Annually	Completed	Dec-25	Next due Dec 2026
WHS Procedures Reviewed	Every 2 Years	Not Rated	Progressing
WHS SWMS Reviewed	Annually	Not Rated	Progressing
3 Steps to Safety Report 2024	70%	77%	Next audit due 2027
Workplace Evacuation Drills Conducted	Annually	Jun-25	Next due Jun 2026
Conduct WHS Framework Review	Completed	Not Rated	Progressing

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Conduct Security Access for Shire Buildings Audit	Jun-26	EMIS
Conduct WHS Framework Review	Dec-26	CEO
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS
Emergency in Facilities Procedures and Evacuation Plans Reviewed	Jun-26	CEO

Misconduct

Aug-26

Risk Context

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

Potential Causes

Lack of Induction and Training	Lack of Clarity of Role
Changing of Job Titles and Responsibilities	Poor Internal Controls and Systems
Delegated Authority Process Inadequately Implemented	Password Sharing
Covering Up Poor Work Performance and/or Non-Compliance	Beaching of Code of Conduct
Disgruntled Employees	Poor Enforcement of Policies and Procedures

Key Controls	Type	Date	Rating
Delegation Framework	Detective	May-25	Adequate
ICT Disaster Recovery Plan 2024	Preventative	Aug-24	Adequate
Employee Code of Conduct	Preventative	Jul-26	Adequate
Elected Member Code of Conduct	Preventative	Jul-26	Adequate
Financial Management Framework	Preventative	Documenting	Adequate
Human Resource Management Framework	Preventative	Documenting	Adequate
External Audit	Detective	Oct-25	Effective
Regulatory Declarations	Detective	Ongoing	Effective

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Major
Likelihood:	Unlikely
Overall Risk Rating	Moderate

Key Indicators	Tolerance	Latest Result	Comment
External Audit Findings (Misconduct Related)	Nil	Nil	None
Detected Non Compliant Procurement Processes	< 5	Nil	No findings in 2025 annual audit
Breaches of Code of Conduct	Nil	Nil	None
Proven Internal & External Complaints (Major or Minor)	Nil	Nil	None

Comments

Codes of conduct to be reviewed every 3 years.

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Review Code of Conduct(s)	Jul-27	CEO
ICT Plan - Conduct Annual Desktop Review (to be done in consultation with new IT contractor, part of contracted deliverables)	Apr-26	EMCS
Conduct Annual Review of Delegation Framework	May-27	CEO
Conduct FMR Review & Regulation 17	Mar-27	CEO / EMCS
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS

Inadequate Project / Change Management

Aug-26

Risk Context

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Potential Causes

Lack of communication and consultation	Shire growth (too many projects)
Lack of investment	Inadequate monitoring and review
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Rating
Project Management Methodology and Framework	Preventative	Not Documented	Adequate
Communication and Engagement Framework	Preventative	Aug-24	Adequate
Risk Management Framework	Detective	Sep-24	Adequate
Financial Management Framework	Preventative	Documenting	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible
Overall Risk Rating	Moderate

Key Indicators	Tolerance	Latest Result	Comment
Undocumented project variations	Nil	Nil	Nil for quarter
Failure to achieve Project Milestones	Nil	Nil	Nil for quarter
Project management framework to be documented	To be completed	Nil	Deferred to Aug 26
Documenting procedure manuals for positions together with relevant controls	To be completed	Nil	Near completed

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Document Project Management Methodology and Framework	Jun-26	Senior Management
Communication and Engagement Framework - Conduct Review	Aug-26	CEO
Document procedure manuals for positions together with relevant controls	Apr-26	EMCS

Errors, Omissions & Delays

Aug-26

Risk Context	
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of; • Human errors, incorrect or incomplete processing • Inaccurate recording, maintenance, testing and / or reconciliation of data. • Errors or inadequacies in model methodology, design, calculation or implementation of models. This may result in incomplete or inaccurate information. Consequences include; • Inaccurate data being used for management decision making and reporting. • Delays in service to customers • Inaccurate data provided to customers This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".	
Potential Causes	
Human Error	Incorrect information
Inadequate procedures or training	Miscommunication
Lack of Staff (or trained staff)	

Key Controls	Type	Date	Rating
Documented Procedures and Checklists	Preventative	Documenting	Adequate
Complaints Handling Register	Preventative	Reviewing	Adequate
Complaints Process	Recovery	Reviewing	Adequate
Customer Service Charter	Preventative	Aug-24	Adequate
Segregation of Duties (Financial Control)	Preventative	Documented	Adequate
Staff Inductions	Preventative	Ongoing	Adequate
Staff Training Plan	Preventative	Documenting	Adequate
Performance Management	Preventative	Apr-26	Adequate
Qualified Building, Health and Planning Officers	Preventative	Current MOU's	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Date	Result
Staff Inducted	100%	Aug-26	3 outstanding
2026-2027 Staff Training Plan Implemented	100%	Jun-27	Implementing
Annual Performance Reviews Conducted	100%	Apr-27	2026 reviews completed
Customer Service Charter	Adopted	Aug-24	Adopted Aug-24

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Conduct Staff Inductions	As Required	Senior Management
Develop Annual Training Plan 2026-2027	Jun-27	Senior Management
Document Procedures and Checklists	Ongoing	Senior Management
Conduct Annual Performance Reviews	Apr-27	Senior Management
Staff Onboarding Manual Reviewed	Completed	CEO / EA

Inadequate Document Management Processes

Aug-26

Risk Context

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential Causes

Spreadsheet/Database/Document corruption or loss	Outdated record keeping practices / incompatible systems
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Incomplete authorisation trails

Key Controls	Type	Date	Rating
Record Keeping Plan (2025)		Oct-25	Adequate
Governance Framework		Documenting	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Date	Result
Information Management Framework	Reviewed	Completed	Review completed Oct 2025
Record Keeping Plan	Lodged	Completed	Amended and lodged to SRO for approval Oct 2025

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Document Governance Framework	Jun-26	CEO

Inadequate Supplier / Contract Management

Aug-26

Risk Context
This Risk Theme is defined as: Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes: • Concentration issues • Vendor sustainability

Potential Causes	
Funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Inadequate tendering process	Lack of planning and clarity of requirements
Geographical remoteness	Historical contracts remaining

Key Controls	Type	Date	Rating
Budget Review	Preventative	Feb-26	Adequate
Financial Management Framework	Preventative	Documenting	Adequate
Access to Independent Advice (Legal / WALGA) & Peer Review	Preventative	Ongoing	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
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Draft Key Indicators	Tolerance	Date	Result
Contract management framework and control procedures documented and implemented	100%	Jun-26	Progressing
Detected Non Compliant Tender Processes	Nil	Aug-25	None
Employment contracts reviewed within 6 months of expiry	100%	Ongoing	Nil
Supplier contracts reviewed prior to expiry	100%	Ongoing	No non-compliance

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Develop Standardised Contracts	Jun-25	CEO/EMCS
Develop Centralised Contract Management System	Completed	CEO

Providing Inaccurate Advice / Information

Aug-26

Risk Context			
Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct. Examples include; - incorrect planning, development or building advice, - incorrect health or environmental advice - inconsistent messages or responses from Customer Service Staff - any advice that is not consistent with legislative requirements or local laws.			
Potential Causes			
Lack of qualified staff	Lack of appropriate technical knowlegde relevant to the context		
Long lead times for responses	Poor working relationships between internal staff/departments		
Increasing workloads			
Key Controls	Type	Date	Rating
Staff Training Plan	Preventative	Ongoing	Adequate
Peer Review Process - Building / Health / Planning Advice	Preventative	Ongoing	Adequate
Complaints Handling Process	Preventative	Unknown	Adequate
Complaints Register	Detective	Unknown	Adequate
Customer Service Charter	Preventative	Aug-25	Adequate
Communication and Engagement Plan (External)	Preventative	Aug-24	Adequate
Communication and Engagement Plan (Internal)	Preventative	Sep-25	Adequate
Overall Control Rating			Adequate
Risk Ratings			Rating
Consequence:			Minor
Likelihood:			Possible
Overall Risk Rating			Moderate
Key Indicators	Tolerance	Date	Result
2026-2027 Staff Training Plan Implemented	100%	Jun-27	Implementing
Number of Complaints Registered (within service area)	<5		KI yet to be rated
Number of Complaints not Responded to (within a service area)	<5 days		KI yet to be rated
Comments			
Actions / Current Issues / Treatments	Due Date	Responsible Manager	
Implement 2026-2027 Staff Training Plan	Jun-25	Senior Management	
Review Complaints Handling Process	Apr-26	CEO	
Review Complaints Register	Apr-26	CEO	

Ineffective Employment Practices

Aug-26

Risk Context
Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are; • Breaching employee regulations (excluding OH&S). • Discrimination, Harassment & Bullying in the workplace. • Poor employee wellbeing (causing stress) • Key person dependencies without effective succession planning in place. • Induction issues. • Terminations (including any tribunal issues). • Industrial activity. Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential Causes	
Leadership failures	Ineffective performance management programs or procedures.
Available staff / volunteers are generally highly transient.	Ineffective training programs or procedures.
Single Person Dependencies	Limited staff availability - mining / private sectors (pay & conditions).
Poor internal communications / relationships	Inadequate Induction practices.

Key Controls	Type	Date	Rating
Human Resource Management Framework	Preventative	Documenting	Adequate
Staff Training Plan and Register	Preventative	Reviewing	Adequate
Workforce Plan (Succession Planning Component)	Preventative	Aug-24	Adequate
Staff Inductions (Code of Conduct Component)	Preventative	May-24	Adequate
Performance Review Process	Detective	Jan-25	Adequate
Communication and Engagement Framework (Internal)	Preventative	Sep-25	Adequate

Overall Control Rating	Adequate
------------------------	----------

Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
---------------------	----------

Key Indicators	Tolerance	Date	Result
Training Register Current	100%	Jun-27	Progressing
2026-2027 Staff Training Plan Implemented	100%	Jun-27	Implementing
2027 Performance Reviews Conducted	100%	Apr-27	Conducted
Staff Inductions and Refreshers Conducted	100%		Progressing
Procedure Manuals and Legacy Planning	To be completed	Jun-25	Progressing

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Update Training Register	Ongoing	CEO
Develop 2025-2026 Staff Training Plan	Jun-27	Aug-25
Documenting Human Resource Management Framework	Jun-26	CEO / EMCS
2027 Performance Reviews Conducted	Apr-27	Senior Management
Staff Inductions and Refreshers Conducted	Jun-26	Senior Management
Workforce Plan - Conduct Desktop Review	Jun-26	CEO

Failure to Fulfil Statutory, Regulatory or Compliance Requirements

Aug-26

Risk Context
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes. This <u>does not</u> include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices") It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential Causes	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff Turnover	Councillor Turnover
Inadequate record keeping	Breakdowns in Tender process
Ineffective processes	Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Rating
Governance Framework	Preventative	Documenting	Adequate
Information Management Framework	Preventative	Oct-25	Adequate
Human Resource Management Framework	Preventative	Documenting	Adequate
Access to Legislation and Regulations	Preventative	Ongoing	Effective
Access to Independent Advice (DLGSC / Legal / WALGA)	Preventative	Ongoing	Effective

Overall Control Rating	Adequate
------------------------	----------

Risk Ratings	Rating
Consequence:	Major
Likelihood:	Unlikely

Overall Risk Rating	Moderate
---------------------	----------

Key Indicators	Tolerance	Date	Result
Compliance Annual Return (CAR)	As Per Legislation	Sep-26	Submitted
Financial Management Review (Every 3 Years)	As Per Legislation	Apr-24	Completed March 2024
CEO Regulation 17 Review (Every 3 Years)	As Per Legislation	Apr-24	Completed March 2024
Financial and Performance Audit Qualification (Annual)	Unqualified Audit	Nov-25	Unqualified
Financial and Performance Audit EY2024 - Actioned Findings	4 Months	Mar-25	Completed

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Conduct Financial Management Review	Mar-27	EMCS
Conduct CEO Regulation 17 Review	Mar-27	EMCS
Document Governance Framework	Jun-26	CEO
Documenting Human Resource Management Framework	Jun-26	CEO

Inadequate Asset Sustainability Practices

Aug-26

Risk Context
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are; • Inadequate design (not fit for purpose) • Ineffective usage (down time) • Outputs not meeting expectations • Inadequate maintenance activities. • Inadequate financial management and planning. It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential Causes	
Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of formal or appropriate scheduling (maintenance / inspections)
Outdated equipment	Unexpected breakdowns

Key Controls	Type	Date	Rating
Asset Management System	Preventative		Adequate
Asset Management Plan	Preventative	Aug-24	Adequate
Building Maintenance Program (Annual)	Preventative	Documenting	Adequate
Road Construction and Maintenance Program (Annual)	Preventative	Jun-26	Adequate
Fleet and Plant Replacement Program (10 Year)	Preventative	Jun-26	Adequate
Road Asset Management System (RAMMS)	Preventative	Jun-24	Adequate
Stock Control Systems (Fuel and Materials)	Preventative		Adequate
Road Strategy	Preventative	May-05	Adequate
Transport Service Level & Road Hierarchy Plan	Preventative	Feb-26	Adequate
Overall Control Rating			Adequate

Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Date	Result
Asset Management Plan Reviewed	Annually	Oct-24	Adopted
Annual Road Program Uploaded (ThinkProject)	Annually	Jul-25	Outstanding
Long Term Financial Plan Reviewed	Annually	Jul-26	Annual review conducted
Plant rendered unusable due to preventable circumstances	Nil	Ongoing	None
Comments			

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Asset Management Plan - Annual Desktop Review	Oct-26	EMIS
Implement 2026/27 Building Maintenance Program	Jun-27	EMIS
Implement 2026/27 Construction and Road Maintenance Program	Jun-27	EMIS
Review Fleet and Plant Replacement Program (10 Year)	Apr-27	EMIS
Develop Reserve Management Plan	Dec-26	EMIS

Inadequate Engagement Practices

Aug-26

Risk Context

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential Causes

Budget / funding issues	Short lead times
Media attention	Miscommunication / Poor communication
Inadequate documentation or procedures	Relationship breakdowns with community groups

Key Controls	Type	Date	Rating
Communication and Engagement Framework (External)	Preventative	Aug-24	Adequate
Communication and Engagement Framework (Internal)	Preventative	Sep-25	Adequate
Complaint Handling Process	Preventative	Reviewing	Adequate
Complaints Register	Detective	Reviewing	Adequate
Customer Service Charter	Preventative	Aug-24	Adequate
Community Satisfaction Survey	Detective	Mar-26	Adequate

Overall Control Rating	Adequate
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Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Unlikely

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Date	Result
Number of Complaints Registered (within service area)	<5		KI yet to be rated
Number of Complaints not Responded to (within a service area)	<5 days		KI yet to be rated

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Conduct Community Satisfaction Survey	Next Due Mar 2028	CEO
Review Complaints Handling Process	Apr-26	CEO
Review Complaints Register	Apr-26	CEO
Review Draft Communication and Engagement Plan (Internal)	Jun-26	CEO

Ineffective Management of Facilities / Venues / Events

Aug-26

Risk Context
This Risk Theme is defined as: Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; • Inadequate procedures in place to manage the quality or availability. • Ineffective signage • Booking issues • Financial interactions with hirers / users • Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential Causes	
Double bookings	Animal contamination.
Illegal alcohol consumption	Failed chemical / health requirements.
Managing bond payments	Access to facilities / venues.

Key Controls	Type	Date	Rating
Event Management Framework	Preventative	In Draft	Adequate
Facilities Booking Framework	Preventative	Unknown	Adequate
Asset Management Plan	Detective	1/08/2024	Adequate
Building Maintenance Program (Annual)	Preventative	Documented	Adequate
Statutory Public Building Compliance Requirements	Preventative	Ongoing	Adequate

Overall Control Rating	Adequate
------------------------	----------

Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Possible
Overall Risk Rating	Moderate

Draft Key Indicators	Tolerance	Date	Result
Equipment Tested and Tagged	As Per Legislation		Not Rated
Public Building Inspections Conducted	As Per Legislation		Not Rated
Event Management Framework	Documented	Nov-25	In Draft - internal consultation to be

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Finalise Event Management Framework	Jun-26	CEO
Document Facilities Booking Framework	Apr-26	EMCS
Asset Management Plan - Conduct Desktop Review	Oct-26	EMIS
Implement 2026/27 Building Maintenance Program	Jun-27	EMIS
Develop Reserve Management Plan	Dec-26	EMIS
Conduct Key Audit (staff access)	Dec-26	EMIS
Develop Motocross Track Inspection Procedure	May-26	CEO

Inadequate Environmental Management

Aug-26

Risk Context

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of salinity issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential Causes

Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	

Key Controls	Type	Date	Rating
Transfer Station Operational Management	Detective		Adequate
Bendering Landfill Operational Plan	Preventative	Jan-25	Adequate
Bendering Landfill Management Plan	Preventative	Feb-25	Adequate
Support Environmental Groups and Program	Preventative		Adequate
Re-Use Waste Water Management Plan	Preventative		Not Rated
Re-Use Waste Water Monitoring	Detective		Adequate
Swimming Pool Water Monitoring	Detective		Adequate
Asbestos Register	Detective	Jul-25	Adequate

Overall Control Rating	Adequate
------------------------	----------

Risk Ratings	Rating
Consequence:	Moderate
Likelihood:	Unlikely

Overall Risk Rating	Moderate
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Key Indicators	Tolerance	Date	Result
Annual Waste and Recycling Data Report Submitted	As Per Legislation	Oct-26	
Re-Use Waste Water Monitored	As Per Legislation		Compliant
Asbestos Register Maintained	Annually	Ongoing	Maintained

Comments

Actions / Current Issues / Treatments	Due Date	Responsible Manager
Identify Strategy to Remove Illegal Dumped Material (near workers camp)	Dec-26	EHO
Implement Townsite Drainage and Water Harvesting Plan	Ongoing	CEO / EMIS

Risk Register - Updated August 2026

Theme	Overall Control Rating	Consequence	Likelihood	Overall Risk Rating
Nil				

Measure of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant 1	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor 2	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate 3	Medical type injuries <5	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major 4	Lost time injury >5	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic 5	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood

Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Management / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	1. Processes (Controls) operating as intended and aligned to Policies / Procedures. 2. Subject to ongoing monitoring. 3. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	1. Processes (Controls) generally operating as intended, however inadequacies exist. 2. Nil or limited monitoring. 3. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	1. Processes (Controls) not operating as intended. 2. Processes (Controls) do not exist, or are not being complied with. 3. Have not been reviewed or tested for some time.

ATTACHMENT 13.7A
GECZ MOU for Mutual Aid 2026

Great Eastern Country Zone Memorandum of Understanding - Mutual Aid in Emergencies and Post- Incident Recovery

Renewed 2026

Purpose

The purpose of this Memorandum of Understanding (MOU) is to:

1. Facilitate and encourage the provision mutual aid between member Local Governments of the Great Eastern Country Zone during emergencies and post incident recovery.
2. Strengthen the capacity of communities within the Zone to prepare for, respond to and recover from emergencies.
3. Demonstrate the capacity and willingness to work cooperatively and share resources within the region where capacity permits.

Parties to this MOU

This MOU is intended to apply across the member Local Governments of the Great Eastern Country Zone, as listed at **Schedule A**. Zone members may also wish to offer similar support to other nearby Local Governments.

Definitions

Terms used in this MOU have the same meaning as set out in the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, unless the context otherwise requires.

Guiding Principles

The member Local Governments acknowledge that:

- Cooperation between Local Governments can strengthen community resilience during emergencies and recovery.
- Assistance provided under this MOU is voluntary.
- Assistance will be offered where it does not unreasonably affect the assisting Local Government's own operational requirements.
- Decisions regarding the provision of assistance remain at the discretion of the Chief Executive Officer of the assisting Local Government.

This MOU is intended to support cooperation and communication between member Local Governments during emergencies and recovery activities.

Provision of Assistance

Member Local Governments will consider all requests for assistance, recognising that:

- The allocation of personnel, plant and equipment is an operational and administrative decision of the Chief Executive Officer of the assisting Local Government.
- Provision of assistance is at the discretion of the Chief Executive Officer and supported in principle by the elected members of each participating Council.

Where mutual aid is provided under this MOU:

- Assistance is generally intended to support short-term response and early recovery activities. Ongoing or protracted assistance may be subject to further agreement between the affected parties.
- Requests for assistance should, where practicable, be coordinated through the Incident Controller, in consultation with the Local Emergency Coordinator and the Local Recovery Coordinator.
- Each Local Government remains responsible for its own statutory obligations – including any employer obligations, workers compensation, responsibilities for volunteers, and other coverage arrangements for its own personnel.
- Unless otherwise agreed in writing in advance, each Local Government is to bear its own costs associated with providing assistance.
- Where State or Commonwealth disaster assistance is available, claims will be made in accordance with relevant policies and funding arrangements.
- Nothing in this MOU is intended to (or would) modify the operation of emergency services legislation or vary the chain of command during the response to any incident.

Duration and Endorsement

- This MOU is to be renewed annually by a resolution of the Zone.
- The Council and Administration of member Local Governments are encouraged to consider and renew in-principal commitment to the MOU annually, ideally just before to the commencement of the usual high threat season.
- The MOU remains in effect unless amended or withdrawn by the Zone.
- To support ongoing awareness and readiness, the Zone may note or reaffirm the operation of this MOU annually, preferably prior to the high-threat season.

Withdrawal

This MOU is an in-principal agreement and does not require members to take any actions. However, any member Local Government may withdraw from this MOU by providing written evidence of a resolution of the Local Government's Council to the Zone's Executive Officer and Zone Chair.

Notices

Notices relating to this MOU should be directed to the relevant Local Government, or to the Zone at:

Executive Officer
Great Eastern Country Zone
Western Australian Local Government Association

Schedule A:

Member Local Governments of the Great Eastern Country Zone

1. Shire of Bruce Rock
2. Shire of Cunderdin
3. Shire of Dowerin
4. Shire of Kellerberrin
5. Shire of Kondinin
6. Shire of Koorda
7. Shire of Merredin
8. Shire of Mount Marshall
9. Shire of Mukinbudin
10. Shire of Narembeen
11. Shire of Nungarin
12. Shire of Tammin
13. Shire of Trayning
14. Shire of Westonia
15. Shire of Wyalkatchem
16. Shire of Yilgarn

ATTACHMENT 14.2A
Monthly Financial Statements for Month
Ended 31 July 2026

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENTS

JULY 2026



SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the period ended 30 June 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

Note	Annual Budget Estimates (a) \$	Amended Budget Estimates (a) \$	Amended YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Grants, subsidies and contributions	0	0	0	40,496	40,496	0%	
Fees and charges	0	0	0	43,023	43,023	0%	
Interest revenue	0	0	0	7,429	7,429	0%	
Other revenue	0	0	0	2,012	2,012	0%	
Profit on asset disposals	0	0	0	19,958	19,958	0%	
	0	0	0	112,916	112,916	0.00%	
Expenditure from operating activities							
Employee costs	0	0	0	(316,927)	(316,927)	0.00%	
Materials and contracts	0	0	0	(130,554)	(130,554)	0.00%	
Utility charges	0	0	0	(5,694)	(5,694)	0.00%	
Insurance	0	0	0	(167,780)	(167,780)	0.00%	
Other expenditure	0	0	0	(6,192)	(6,192)	0.00%	
Loss on asset disposals	0	0	0	(54,308)	(54,308)	0.00%	
	0	0	0	(681,455)	(681,455)	0.00%	
Non cash amounts excluded from operating activities	2(c)	0	0	34,350	34,350	0.00%	
Amount attributable to operating activities		0	0	(534,189)	(534,189)	0.00%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	0	0	0	411,452	411,452	0.00%	
Proceeds from disposal of assets	0	0	0	89,650	89,650	0.00%	
	0	0	0	501,102	501,102	0.00%	
Outflows from investing activities							
Acquisition of property, plant and equipment	0	0	0	(242,347)	(242,347)	0.00%	
Acquisition of infrastructure	0	0	0	(32,798)	(32,798)	0.00%	
	0	0	0	(275,145)	(275,145)	0.00%	
Amount attributable to investing activities		0	0	225,957	225,957	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	0	0	3,747,954	3,747,954	0.00%	
Amount attributable to operating activities		0	0	(534,189)	(534,189)	0.00%	
Amount attributable to investing activities		0	0	225,957	225,957	0.00%	
Amount attributable to financing activities		0	0	0	0	0.00%	
Surplus or deficit after imposition of general rates		0	0	3,439,722	3,439,722	0.00%	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2026

	Actual 30 June 2026	Actual as at 31 July 2026
	\$	
CURRENT ASSETS		
Cash and cash equivalents	9,397,661	8,894,298
Trade and other receivables	380,224	659,864
Other financial assets	2,325	2,325
Inventories	58,553	58,553
Other assets	27,044	0
TOTAL CURRENT ASSETS	9,865,806	9,615,039
NON-CURRENT ASSETS		
Other financial assets	200,948	200,948
Inventories	62,252	62,252
Investment in associate	41,553	41,553
Property, plant and equipment	24,572,031	24,898,179
Infrastructure	148,172,595	147,997,593
TOTAL NON-CURRENT ASSETS	173,049,380	173,200,525
TOTAL ASSETS	182,915,186	182,815,564
CURRENT LIABILITIES		
Trade and other payables	229,431	257,032
Borrowings	990	990
Employee related provisions	370,363	370,363
Other provisions	107,436	107,436
DOT licensing funds on hand	2,706	32,569
TOTAL CURRENT LIABILITIES	710,926	768,391
NON-CURRENT LIABILITIES		
Borrowings	497,839	497,839
Employee related provisions	59,880	59,880
TOTAL NON-CURRENT LIABILITIES	557,718	557,718
TOTAL LIABILITIES	1,268,644	1,326,109
NET ASSETS	181,646,542	181,489,455
EQUITY		
Retained surplus	59,301,405	59,144,318
Reserve accounts	5,405,592	5,405,592
Revaluation surplus	116,939,546	116,939,546
TOTAL EQUITY	181,646,542	181,489,455

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026 \$	Budget Review Opening 1 July 2026 \$	Year to date Actual as at 30 June 2026 \$	Actual as at 31 July 2026 \$
Current assets					
Cash and cash equivalents		0	0	9,397,661	8,894,298
Trade and other receivables		0	0	380,224	659,864
Other financial assets		0	0	2,325	2,325
Inventories		0	0	58,553	58,553
Other assets		0	0	27,044	0
		0	0	9,865,806	9,615,039
Less: current liabilities					
Trade and other payables		0	0	(229,431)	(257,032)
Borrowings		0	0	(990)	(990)
Employee related provisions		0	0	(370,363)	(370,363)
Other provisions		0	0	(107,436)	(107,436)
Contract liabilities		0	0	0	0
DOT funds on hand		0	0	(2,706)	(32,569)
		0	0	(710,926)	(768,391)
Net current assets		0	0	9,154,880	8,846,649
Less: Total adjustments to net current assets	2(b)	0	0	(5,406,927)	(5,406,927)
Closing funding surplus / (deficit)		0	0	3,747,954	3,439,722

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets					
Less: Reserve accounts		0	0	(5,405,592)	(5,405,592)
Less: Financial assets at amortised cost - self supporting loans		0	0	(2,325)	(2,325)
Add: Current liabilities not expected to be cleared at the end of the year					
- Current portion of borrowings		0	0	990	990
Total adjustments to net current assets	2(a)	0	0	(5,406,927)	(5,406,927)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027 \$	Current Budget Estimates 30 June 2027 \$	YTD Budget Estimates 31 July 2026 \$	YTD Actual 31 July 2026 \$
Adjustments to operating activities				
Less: Profit on asset disposals	0	0	0	(19,958)
Add: Loss on asset disposals	0	0	0	54,308
Total non-cash amounts excluded from operating activities	0	0	0	34,350

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2026-27 year is \$25,000 and 10.00% whichever is the greater.

All variances to budget in the Statement of Financial Activity are due to the budget not yet being adopted for 2026/27.

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

4 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash and floats	Cash and cash equivalents	741	0	741	n/a	n/a	
Municipal funds	Cash and cash equivalents	3,487,965	0	3,487,965	CBA	0.01%	
Short-term deposits	Cash and cash equivalents	0	5,405,592	5,405,592	CBA	4.64%	15/09/2026
Total		3,488,706	5,405,592	8,894,298			
Comprising							
Cash and cash equivalents		3,488,706	5,405,592	8,894,298			
		3,488,706	5,405,592	8,894,298			

KEY INFORMATION

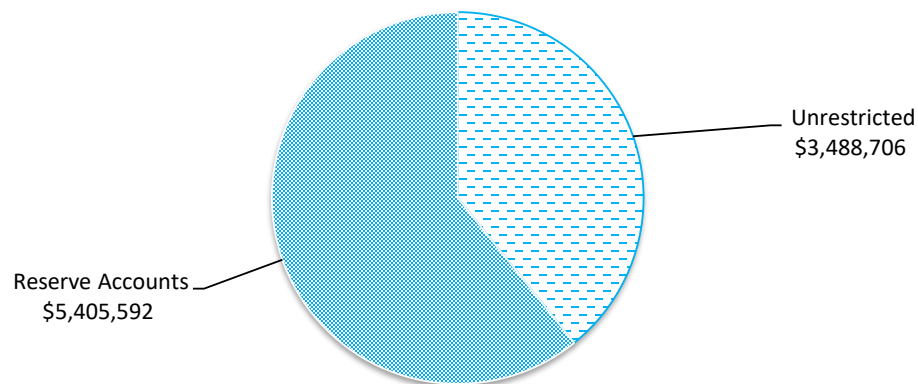
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 9 - Other assets.



SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

5 RESERVE ACCOUNTS

Reserve account name	Annual Budget				Budget Review				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation												
Leave reserve	0	0	0	0	0	0	0	0	338,025	0	0	338,025
Plant reserve	0	0	0	0	0	0	0	0	352,938	0	0	352,938
Infrastructure reserve	0	0	0	0	0	0	0	0	772,235	0	0	772,235
HVRIC reserve	0	0	0	0	0	0	0	0	2,376,628	0	0	2,376,628
Land Development reserve	0	0	0	0	0	0	0	0	374,591	0	0	374,591
Avoca Farm reserve	0	0	0	0	0	0	0	0	92,069	0	0	92,069
Recreation reserve	0	0	0	0	0	0	0	0	715,134	0	0	715,134
Housing reserve	0	0	0	0	0	0	0	0	16,336	0	0	16,336
Heritage reserve	0	0	0	0	0	0	0	0	23,793	0	0	23,793
Medical reserve	0	0	0	0	0	0	0	0	108,001	0	0	108,001
Server reserve	0	0	0	0	0	0	0	0	15,646	0	0	15,646
ERP reserve	0	0	0	0	0	0	0	0	41,724	0	0	41,724
Bendering landfill reserve	0	0	0	0	0	0	0	0	168,041	0	0	168,041
Bendering rehabilitation reserve	0	0	0	0	0	0	0	0	5,215	0	0	5,215
RoeROC reserve	0	0	0	0	0	0	0	0	5,215	0	0	5,215
	0	0	0	0	0	0	0	0	5,405,592	0	0	5,405,592

6 CAPITAL ACQUISITIONS

Capital acquisitions	Annual Budget \$	Reviewed Budget \$	YTD Reviewed Budget \$	YTD Actual \$	YTD Variance \$
Property, plant and equipment	0	0	0	242,347	242,347
Infrastructure	0	0	0	32,798	32,798
Total capital acquisitions	0	0	0	275,145	275,145
Capital Acquisitions Funded By:					
Capital grants and contributions	0	0	0	411,452	411,452
Other (disposals & C/Fwd)	0	0	0	89,650	89,650
Contribution - operations	0	0	0	(225,957)	(225,957)
Capital funding total	0	0	0	275,145	275,145

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 31/07/2026

Capital Expenditure Project	Job Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
Land and Buildings										
Depot, Pound Improvements	2182	0	0	115	(115)		0	115	(115)	
Staff housing development, Cr Cheetham Way & Brown St	2179	0	0	240,296	(240,296)		0	240,296	(240,296)	
Lions Recycling Area, improvements	2323	0	0	1,935	(1,935)		0	1,935	(1,935)	
Total Land and Buildings		-	-	242,347	(242,347)		-	242,347	(242,347)	
Total Property, Plant and Equipment		-	-	242,347	(242,347)		-	242,347	(242,347)	
Infrastructure - Roads, Footpaths and Drainage										
R2R - Anderson Rock Road, Gravel resheeting (SLK 10.56 - 16.20)	2325	0	0	20,114	(20,114)		0	20,114	(20,114)	
R2R - Calzoni Road, gravel resheeting (SLK 26.82 - 31.07)	2385	0	0	9,012	(9,012)		0	9,012	(9,012)	
Total Roads, Footpaths and Drainage		-	-	29,126	(29,126)		-	29,126	(29,126)	
Other Infrastructure										
Stormwater Harvesting (Irrigation Pipeline) for townsite	2348	0	0	297	(297)		0	297	(297)	
Basketball / Netball Undercover Area and Court Resurfacing	2380	0	0	3,375	(3,375)		0	3,375	(3,375)	
Total Other Infrastructure		-	-	3,672	(3,672)		-	3,672	(3,672)	
Total Infrastructure		-	-	32,798	(32,798)		-	32,798	(32,798)	
Total 2027 capital expenditure to date		0	0	275,145	(275,145)		0	275,145	(275,145)	

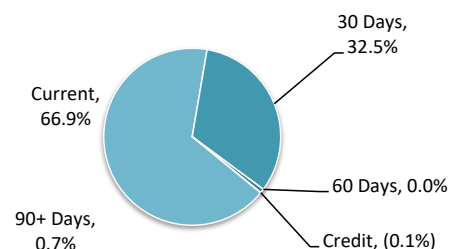
7 DISPOSAL OF ASSETS

Asset description	Annual budget				Amended budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment												
2007 Bruce Rock engineering Semi Trailer	0	0	0	0	0	0	0	0	25,000	44,958	19,958	0
Caterpillar CS74 Roller - Vibratory Compactor	0	0	0	0	0	0	0	0	99,000	44,692	0	(54,308)
	0	0	0	0	0	0	0	0	124,000	89,650	19,958	(54,308)

8 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	9,094	(25,053)
Levied this year	2,465,071	0
Less - collections to date	(2,499,219)	(6,528)
Gross rates collectable	(25,053)	(31,581)
Allowance for impairment of rates receivable	0	0
Net rates collectable	(25,053)	(31,581)
% Collected	101.0%	(26.1%)

Accounts Receivable (non-rates)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(758)	471,807	229,530	0	5,063	705,641
Percentage	(0.1%)	66.9%	32.5%	0.0%	0.7%	
Balance per trial balance						
Trade receivables						705,641
Pensioner rates and ESL rebates receivable						(31)
Receiving suspense						851
Total receivables general outstanding						620,552

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

9 PAYABLES

Payables - general	Debit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	19,499	0	0	0	19,499
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						19,499
Accrued salaries and wages						139,399
ATO liabilities						0
Prepaid rates						70,893
Bonds and deposits held						30,807
Trust funds						(3,566)
Total payables general outstanding						257,032
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Loan No.	\$	\$	\$	\$	\$	\$	\$	\$	\$
Swimming Pool	125	32,071	0	0	0	0	32,071	32,071	0	0
Recreation Centre	128	420,940	0	0	0	0	420,940	420,940	0	0
		453,011	0	0	0	0	453,011	453,011	0	0
Self supporting loans										
Aged Homes	127	4,846	0	0	0	0	4,846	4,846	398	0
Narembeen Bowling Club	131	40,972	0	0	0	0	40,972	40,972	457	0
		45,818	0	0	0	0	45,818	45,818	855	0
Total		498,829	0	0	0	0	498,829	498,829	855	0
Current borrowings		0					989			
Non-current borrowings		498,829					497,840			
		498,829					498,829			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	YTD Budget	Revised annual Budget	YTD Revenue Actual
	\$	\$	\$
Grants and subsidies - Operating			
Law, Order and Public Safety			
Bush Fire Brigade Operating Grant	0	0	3,500
Housing			
Other housing, reimbursements received	0	0	614
Community Amenities			
CRC, Annual operating grants	0	0	32,382
CRC, Event grant funding	0	0	4,000
Transport			
Main Roads Direct Grant	0	0	0
Total operating grants and subsidies	0	0	40,496
Grants and subsidies - Non-operating			
Transport			
Regional Road Group (RRG) Grant Funding	0	0	262,525
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	0	0	148,927
Total non-operating grants, contributions and subsidies	0	0	411,452
GRAND TOTAL	0	0	451,948

ATTACHMENT 14.3A
Monthly Financial Statements for Month
Ended 31 August 2026

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENTS
AUGUST 2026

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the period ended August 31 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	Annual Budget Estimates (a) \$	Amended Budget Estimates (a) \$	Amended YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note							
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	2,388,310	2,388,310	2,388,310	2,461,462	73,152	3%	
Rates excluding general rates	43,504	43,504	35,588	(414)	(36,002)	(101%)	▼
Grants, subsidies and contributions	789,815	789,815	436,334	499,012	62,678	14%	▲
Fees and charges	511,810	511,810	187,508	206,798	19,290	10%	
Interest revenue	323,949	323,949	18,409	19,860	1,451	8%	
Other revenue	186,200	186,200	84,614	37,428	(47,186)	(56%)	▼
Profit on asset disposals	77,209	77,209	0	19,958	19,958	0%	
	4,320,797	4,320,797	3,150,763	3,244,104	93,341	2.96%	
Expenditure from operating activities							
Employee costs	(2,305,795)	(2,305,795)	(477,849)	(512,502)	(34,653)	(7.25%)	
Materials and contracts	(2,070,946)	(2,070,946)	(454,824)	(202,890)	251,934	55.39%	▲
Utility charges	(274,000)	(274,000)	(45,628)	(42,005)	3,623	7.94%	
Depreciation	(3,235,234)	(3,235,234)	(539,144)	(545,657)	(6,513)	(1.21%)	
Finance costs	(76,572)	(76,572)	(28,815)	(200)	28,615	99.31%	▲
Insurance	(306,837)	(306,837)	(153,386)	(170,249)	(16,863)	(10.99%)	
Other expenditure	(312,123)	(312,123)	(29,712)	(27,500)	2,212	7.45%	
Loss on asset disposals	(214,808)	(214,808)	(35,800)	(62,469)	(26,669)	(74.49%)	▼
	(8,796,315)	(8,796,315)	(1,765,158)	(1,563,471)	201,687	11.43%	
Non cash amounts excluded from operating activities	2(c) 3,372,833	3,372,833	574,944	588,168	13,224	2.30%	
Amount attributable to operating activities	(1,102,685)	(1,102,685)	1,960,549	2,268,801	308,252	15.72%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	2,590,626	2,590,626	715,481	1,053,070	337,589	47.18%	▲
Proceeds from disposal of assets	283,902	283,902	146,902	143,741	(3,161)	(2.15%)	
Proceeds from financial assets at amortised cost - self supporting loans	18,004	18,004	0	0	0	0.00%	
	2,892,532	2,892,532	862,383	1,196,811	334,428	38.78%	
Outflows from investing activities							
Acquisition of property, plant and equipment	(2,333,020)	(2,333,020)	(428,060)	(244,102)	183,958	42.97%	▲
Acquisition of infrastructure	(5,013,569)	(5,013,569)	(655,581)	(172,244)	483,337	73.73%	▲
Payments for financial assets at amortised cost - self supporting loans	(66,000)	(66,000)	0	0	0	0.00%	
	(7,412,589)	(7,412,589)	(1,083,641)	(416,346)	667,295	61.58%	
Amount attributable to investing activities	(4,520,057)	(4,520,057)	(221,258)	780,466	1,001,724	452.74%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	1,066,000	1,066,000	0	0	0	0.00%	
Transfer from reserves	1,538,064	1,538,064	0	0	0	0.00%	
	2,604,064	2,604,064	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	(122,874)	(122,874)	(4,008)	(4,008)	0	0.00%	
Transfer to reserves	(464,903)	(464,903)	0	0	0	0.00%	
	(587,777)	(587,777)	(4,008)	(4,008)	0	0.00%	
Amount attributable to financing activities	2,016,287	2,016,287	(4,008)	(4,008)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 3,606,456	3,606,456	3,606,456	3,750,088	143,632	3.98%	
Amount attributable to operating activities	(1,102,685)	(1,102,685)	1,960,549	2,268,801	308,252	15.72%	▲
Amount attributable to investing activities	(4,520,057)	(4,520,057)	(221,258)	780,466	1,001,724	452.74%	▲
Amount attributable to financing activities	2,016,287	2,016,287	(4,008)	(4,008)	0	0.00%	
Surplus or deficit after imposition of general rates	0	0	5,341,739	6,795,346	1,453,607	27.21%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	\$	
CURRENT ASSETS		
Cash and cash equivalents	9,397,319	9,789,504
Trade and other receivables	382,699	2,914,289
Other financial assets	48	48
Inventories	58,553	134,097
Other assets	27,044	0
TOTAL CURRENT ASSETS	9,865,664	12,837,938
NON-CURRENT ASSETS		
Other financial assets	200,948	200,948
Inventories	62,252	0
Investment in associate	41,553	41,553
Property, plant and equipment	24,572,031	24,704,649
Infrastructure	148,172,595	147,786,667
TOTAL NON-CURRENT ASSETS	173,049,380	172,733,817
TOTAL ASSETS	182,915,044	185,571,755
CURRENT LIABILITIES		
Trade and other payables	229,431	156,816
Borrowings	990	(3,018)
Employee related provisions	370,363	370,363
Other provisions	107,436	107,436
DOT licensing funds on hand	2,706	2,338
TOTAL CURRENT LIABILITIES	710,926	633,934
NON-CURRENT LIABILITIES		
Borrowings	497,839	497,839
Employee related provisions	59,880	59,880
TOTAL NON-CURRENT LIABILITIES	557,718	557,718
TOTAL LIABILITIES	1,268,644	1,191,652
NET ASSETS	181,646,400	184,380,103
EQUITY		
Retained surplus	59,301,262	62,034,965
Reserve accounts	5,405,592	5,405,592
Revaluation surplus	116,939,546	116,939,546
TOTAL EQUITY	181,646,400	184,380,103

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

2 NET CURRENT ASSETS INFORMATION

		Adopted Budget Opening 1 July 2026	Budget Review Opening 1 July 2026	Year to date Actual as at 30 June 2026	Actual as at 31 August 2026
(a) Net current assets used in the Statement of Financial Activity					
Current assets	Note	\$	\$	\$	\$
Cash and cash equivalents		9,333,342	9,333,342	9,397,319	9,789,504
Trade and other receivables		416,152	416,152	382,699	2,914,289
Other financial assets		18,004	18,004	48	48
Inventories		58,553	58,553	58,553	134,097
Other assets		0	0	27,044	0
		9,826,051	9,826,051	9,865,664	12,837,938
Less: current liabilities					
Trade and other payables		(315,495)	(315,495)	(229,431)	(156,816)
Borrowings		(122,874)	(122,874)	(990)	3,018
Employee related provisions		(370,363)	(370,363)	(370,363)	(370,363)
Other provisions		(107,436)	(107,436)	(107,436)	(107,436)
Contract liabilities		0	0	0	0
DOT funds on hand		(2,706)	(2,706)	(2,706)	(2,338)
		(918,874)	(918,874)	(710,926)	(633,934)
Net current assets		8,907,177	8,907,177	9,154,738	12,204,004
Less: Total adjustments to net current assets	2(b)	(5,300,721)	(5,300,721)	(5,404,650)	(5,408,658)
Closing funding surplus / (deficit)		3,606,456	3,606,456	3,750,088	6,795,346

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts		(5,405,591)	(5,405,591)	(5,405,592)	(5,405,592)
Less: Financial assets at amortised cost - self supporting loans		(18,004)	(18,004)	(48)	(48)
Add: Current liabilities not expected to be cleared at the end of the year					
- Current portion of borrowings		122,874	122,874	990	(3,018)
Total adjustments to net current assets	2(a)	(5,300,721)	(5,300,721)	(5,404,650)	(5,408,658)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals		(77,209)	(77,209)	0	(19,958)
Add: Loss on asset disposals		214,808	214,808	35,800	62,469
Add: Depreciation		3,235,234	3,235,234	539,144	545,657
Total non-cash amounts excluded from operating activities		3,372,833	3,372,833	574,944	588,168

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2026-27 year is \$25,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Rates excluding general rates	(36,002)	(101.16%)	▼
Variance due to timing of annual and interim rate revenue and associated adjustments with excess rates. The variance is expected to realign as rates processing is complete.		Timing	
Grants, subsidies and contributions	62,678	14.36%	▲
Primarily due to timing differences in Federal Financial Assistance grant funding received - no budget amendments for these amounts due to the uncertainty of the final trailing payment amounts		Timing	
Other revenue	(47,186)	(55.77%)	▼
Income for this category continues to be sooner than expected, even following from the recent budget review		Timing	
Expenditure from operating activities			
Materials and contracts	251,934	55.39%	▲
Predominantly due to delays in calls for contributions to CEACA for their housing project and RoeROC for their housing project, which total a YTD underspend of ~\$259k. This under-expenditure is offset by the balance of the category-wide over-expenditure totalling roughly \$140k. Some of this over-expenditure can be attributed to stand-alone purchase, such as the pool flooring, but generally costs incurred are just slightly higher than budgeted.		Timing	
Finance costs	28,615	99.31%	▲
Variance is reflected by the timing of loan interest and other financing charges, which are expected to be recognised later in the financial year.		Timing	
Loss on asset disposals	(26,669)	(74.49%)	▼
See detailed disposals note			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	337,589	47.18%	▲
See detailed note on grant income.		Timing	
Outflows from investing activities			
Acquisition of property, plant and equipment	183,958	42.97%	▲
See detailed note		Timing	
Acquisition of infrastructure	483,337	73.73%	▲
See detailed note		Timing	

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

4 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash and floats	Cash and cash equivalents	741	0	741	n/a	n/a	
Municipal funds	Cash and cash equivalents	4,412,722	0	4,412,722	CBA	0.01%	
Short-term deposits	Cash and cash equivalents	0	5,405,592	5,405,592	CBA	4.64%	15/09/2026
Total		4,413,463	5,405,592	9,819,054			
Comprising							
Cash and cash equivalents		4,413,463	5,405,592	9,819,054			
		4,413,463	5,405,592	9,819,054			

KEY INFORMATION

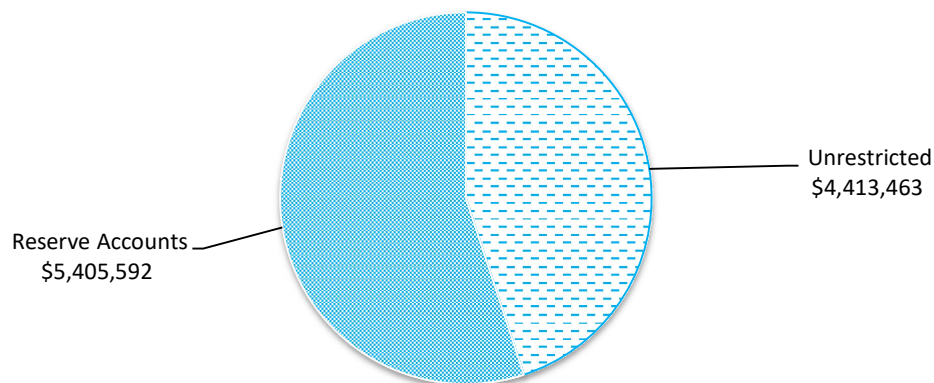
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 9 - Other assets.



SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

5 RESERVE ACCOUNTS

Reserve account name	Annual Budget				Budget Review				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation												
Leave reserve	338,025	13,183	0	351,208	338,025	13,183	0	351,208	338,025	0	0	338,025
Plant reserve	352,938	141,450	0	494,388	352,938	141,450	0	494,388	352,938	0	0	352,938
Infrastructure reserve	772,235	30,117	(94,000)	708,352	772,235	30,117	(94,000)	708,352	772,235	0	0	772,235
HVRIC reserve	2,376,628	92,688	(1,089,498)	1,379,818	2,376,628	92,688	(1,089,498)	1,379,818	2,376,628	0	0	2,376,628
Land Development reserve	374,591	14,609	0	389,200	374,591	14,609	0	389,200	374,591	0	0	374,591
Avoca Farm reserve	92,069	3,591	(94,566)	1,094	92,069	3,591	(94,566)	1,094	92,069	0	0	92,069
Recreation reserve	715,134	64,890	(260,000)	520,024	715,134	64,890	(260,000)	520,024	715,134	0	0	715,134
Housing reserve	16,336	70,038	0	86,374	16,336	70,038	0	86,374	16,336	0	0	16,336
Heritage reserve	23,793	928	0	24,721	23,793	928	0	24,721	23,793	0	0	23,793
Medical reserve	108,001	4,212	0	112,213	108,001	4,212	0	112,213	108,001	0	0	108,001
Server reserve	15,646	610	0	16,256	15,646	610	0	16,256	15,646	0	0	15,646
ERP reserve	41,724	1,627	0	43,351	41,724	1,627	0	43,351	41,724	0	0	41,724
Bendering landfill reserve	168,041	16,554	0	184,595	168,041	16,554	0	184,595	168,041	0	0	168,041
Bendering rehabilitation reserve	5,215	5,203	0	10,418	5,215	5,203	0	10,418	5,215	0	0	5,215
RoeROC reserve	5,215	5,203	0	10,418	5,215	5,203	0	10,418	5,215	0	0	5,215
	5,405,591	464,903	(1,538,064)	4,332,430	5,405,591	464,903	(1,538,064)	4,332,430	5,405,592	0	0	5,405,592

6 CAPITAL ACQUISITIONS

Capital acquisitions	Annual Budget \$	Reviewed Budget \$	YTD Reviewed Budget \$	YTD Actual \$	YTD Variance \$
Property, plant and equipment	2,333,020	2,333,020	428,060	244,102	(183,958)
Infrastructure	5,013,569	5,013,569	655,581	172,244	(483,337)
Total capital acquisitions	7,346,589	7,346,589	1,083,641	416,346	(667,295)
Capital Acquisitions Funded By:					
Capital grants and contributions	2,590,626	715,481	715,481	1,053,070	337,589
Borrowings	1,066,000	1,066,000	0	0	0
Other (disposals & C/Fwd)	283,902	283,902	146,902	143,741	(3,161)
Infrastructure reserve	94,000	94,000	0	0	0
HVRIC reserve	1,089,498	1,089,498	0	0	0
Avoca Farm reserve	94,566	94,566	0	0	0
Recreation reserve	260,000	260,000	0	0	0
Contribution - operations	1,867,997	3,743,142	221,258	(780,466)	(1,001,724)
Capital funding total	7,346,589	7,346,589	1,083,641	416,346	(667,295)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 31/08/2026

Capital Expenditure Project	Job Number	Full-year variance				% Var	Year-to-date variance			% Var
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Under/(over)	Budget review - YTD figures	YTD actuals	
Land and Buildings										
Staff housing development, Cr Cheetham Way & Brown St	2179	505,076	505,076	241,692	263,384	52%	0	241,692	(241,692)	
15 Northmore, reticulation works	2305	5,000	5,000	0	5,000	100%	2,500	0	2,500	100%
15 Northmore, landscaping	2306	15,000	15,000	0	15,000	100%	7,500	0	7,500	100%
16 Hilton, reticulation works	2309	5,000	5,000	0	5,000	100%	2,500	0	2,500	100%
21 Northmore, reticulation works	2311	5,000	5,000	0	5,000	100%	2,500	0	2,500	100%
21 Northmore, landscaping	2312	10,000	10,000	0	10,000	100%	5,000	0	5,000	100%
10 Hilton, floorcoverings, repaint internally and exterior repairs	2324	32,729	32,729	0	32,729	100%	16,364	0	16,364	100%
15 Northmore, interior blinds and carpets	3125	7,000	7,000	0	7,000	100%	3,500	0	3,500	100%
18 Hilton, instal split system air conditioners	3126	7,000	7,000	0	7,000	100%	3,500	0	3,500	100%
26 Hilton Way, storage,cabinetry, bathroom vanities, new side gate, aircon replacement	3127	35,000	35,000	0	35,000	100%	17,500	0	17,500	100%
39 Savage St, Electrical upgrades	3128	12,000	12,000	0	12,000	100%	0	0	0	
Road Board/History Museum, roof repairs and repainting	3131	40,000	40,000	0	40,000	100%	0	0	0	
St Pauls', seal gaps in external cladding	3132	9,000	9,000	0	9,000	100%	0	0	0	
Town Hall, external paint/varnish	3133	30,000	30,000	0	30,000	100%	0	0	0	
Town Hall, gutters and downpipes	3134	22,500	22,500	0	22,500	100%	0	0	0	
Town Hall, replace external entry staircases	3135	24,000	24,000	0	24,000	100%	0	0	0	
Town Hall, roof membrane	3136	45,000	45,000	0	45,000	100%	0	0	0	
Town Hall, roof tile repairs	3137	31,500	31,500	0	31,500	100%	0	0	0	
Gym, split system AC	2316	20,000	20,000	0	20,000	100%	10,000	0	10,000	100%
Depot, Pound Improvements	2182	0	0	115	(115)		0	115	(115)	
Depot, concrete flooring for sheds	2374	10,000	10,000	0	10,000	100%	0	0	0	
Lions Recycling Area, improvements	2323	5,038	5,038	1,935	3,103	62%	3,358	1,935	1,423	42%
New District Entrance Signs (x4)	2350	15,000	15,000	0	15,000	100%	0	0	0	
Aged Care units, Solar lighting	3129	21,000	21,000	0	21,000	100%	10,500	0	10,500	100%
Swimming Pool, ablution upgrades, add first aid room & storage	2229	60,000	60,000	360	59,640	99%	0	360	(360)	
1 Longhurst Street, renovations	2180	186,677	186,677	0	186,677	100%	93,338	0	93,338	100%
Depot, new buildings, renovations and improvements to amenity	2300	500,000	500,000	0	500,000	100%	250,000	0	250,000	100%
Total Land and Buildings		1,658,520	1,658,520	244,102	1,414,418		428,060	244,102	183,958	
Furniture and Equipment										
Chambers, additional honour boards	2359	5,000	5,000	0	5,000	100%	0	0	0	
Recreation Centre, furniture and fittings	3124	21,000	21,000	0	21,000	100%	0	0	0	
Total Furniture and Equipment		26,000	26,000	-	26,000		-	-	-	
Plant and Equipment										
6-wheeler 2-way tipper	3123	400,000	400,000	0	400,000	100%	0	0	0	
Replace - Ford Ranger - Single Cab Ute, NB206 (2019)	3138	55,000	55,000	0	55,000	100%	0	0	0	
Replace - Nissan RX - Dual Cab Ute, NB175 (2018)	3139	52,000	52,000	0	52,000	100%	0	0	0	
Replace - Nissan Navara - Dual Cab Ute, NB613 (2020)	3140	52,000	52,000	0	52,000	100%	0	0	0	
Trailer-mounted generator	3141	14,500	14,500	0	14,500	100%	0	0	0	
Replace - EMCS Vehicle, NB01 (2022)	2190	75,000	75,000	0	75,000	100%	0	0	0	
Total Plant and equipment		648,500	648,500	-	648,500		-	-	-	
Total Property, Plant and Equipment		2,333,020	2,333,020	244,102	2,088,918		428,060	244,102	183,958	
Infrastructure - Roads, Footpaths and Drainage										
Townsite kerb replacement	2157	50,000	50,000	0	50,000	100%	0	0	0	
Airfield, lighting upgrades	3210	381,500	381,500	0	381,500	100%	0	0	0	
R2R - Anderson Rock Road, Gravel resheeting (SLK 10.56 - 16.20)	2325	0	0	20,114	(20,114)		0	20,114	(20,114)	
Mt Arrowsmith Road, pavement repairs, culvert installation and reseal (SLK 3.25 - 15.53)	2346	969,498	969,498	0	969,498	100%	484,749	0	484,749	100%
Streets Alive, Currall Street slow zone	2377	98,291	98,291	0	98,291	100%	0	0	0	

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 31/08/2026

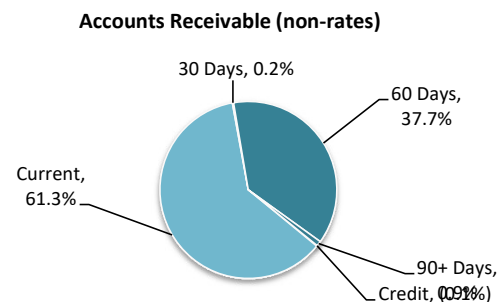
Capital Expenditure Project	Job Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
RRG-Bruce Rock-Naremben Road, repair failed sections and reseal (SLK 0.00 - 6.20)	2381	384,468	384,468	0	384,468	100%	0	0	0	
RRG-Bruce Rock-Naremben Road,LRM (SLK 0.00 - 6.20)	2382	20,400	20,400	0	20,400	100%	0	0	0	
RRG-Cramphorne Road, Reconstruction and primer seal to 8m (SLK 28.57 - 32.29)	2383	600,000	600,000	0	600,000	100%	0	0	0	
R2R - Mt Walker Road, Gravel resheeting (SLK 0.30 - 8.90)	2384	145,000	145,000	0	145,000	100%	0	0	0	
R2R - Calzoni Road, gravel resheeting (SLK 26.82 - 31.07)	2385	140,000	140,000	87,937	52,063	37%	93,332	87,937	5,395	6%
R2R - South Kuminin East Road, gravel resheeting (SLK 32.96 - 35.92)	2386	110,000	110,000	0	110,000	100%	0	0	0	
R2R - South Kuminin East Road, reconsturt and seal widening (SLK 46.00 - 49.74)	2387	550,000	550,000	0	550,000	100%	0	0	0	
R2R - Swartz Road, Gravel resheet (SLK 0.00 -4.27)	2388	60,000	60,000	0	60,000	100%	0	0	0	
R2R - Dayman Road, Gravel and stablise (SLK 0.00 -1.5)	2389	60,000	60,000	0	60,000	100%	0	0	0	
WSFN - Kondinin-Naremben Road, reconstruct Kuminin Road intersection	2390	398,912	398,912	0	398,912	100%	0	0	0	
Recreation Centre Carpark, reseal and line marking (SLK TBD)	2391	28,000	28,000	0	28,000	100%	0	0	0	
Emu Hill East Road, second coat seal (SLK T39.18 - 39.85)	2392	36,000	36,000	0	36,000	100%	0	0	0	
Soldiers Road, reseal (SLK 7.80 - 8.90)	2393	41,000	41,000	0	41,000	100%	0	0	0	
Dayman Road, gravel resheeting and stabilisation (SLK 0.00 - 1.50)	2394	56,000	56,000	0	56,000	100%	0	0	0	
Mt Walker Road, vegetation works (SLK 8.66 - 41.4)	2395	120,000	120,000	0	120,000	100%	0	0	0	
Townsite footpath, installation and replacement (SLK TBD)	2396	50,000	50,000	0	50,000	100%	0	0	0	
Stormwater Harvesting (Irrigation Pipeline) for townsite	2348	0	0	297	(297)		0	297	(297)	
		0	0	0	0		0	0	0	
Total Roads, Footpaths and Drainage		4,299,069	4,299,069	108,348	4,190,721		578,081	108,348	469,733	
Other Infrastructure										
Lions Entrance Garden improvements (West Town entrance)	2322	5,000	5,000	0	5,000	100%	0	0	0	
Town oval, irrigation improvements	2354	150,000	150,000	60,041	89,959	60%	75,000	60,041	14,959	20%
Motorcross Track, shelter and seating	3122	13,500	13,500	0	13,500	100%	0	0	0	
Basketball / Netball Undercover Area and Court Resurfacing	2380	0	0	3,375	(3,375)		0	3,375	(3,375)	
Naremben Oval Cricket Net Replacement	3121	61,000	61,000	0	61,000	100%	0	0	0	
Recreation centre, BBQ area improvements	3130	5,000	5,000	0	5,000	100%	2,500	0	2,500	100%
BMX track, survey and design	2162	420,000	420,000	480	419,520	100%	0	480	(480)	
Investment in associate (RoeROC)		0	0	0	0		0	0	0	
Caravan Park, drain, sewerage and electrical line rerouting and improvements	2215	25,000	25,000	0	25,000	100%	0	0	0	
Caravan Park, perimeter fencing and drainage	2347	25,000	25,000	0	25,000	100%	0	0	0	
Tourist trails development	2353	10,000	10,000	0	10,000	100%	0	0	0	
Total Other Infrastructure		714,500	714,500	63,896	650,613		77,500	63,896	13,605	
Total Infrastructure		5,013,569	5,013,569	172,244	4,841,334		655,581	172,244	483,338	
Total 2027 capital expenditure to date		7,346,589	7,346,589	416,346	6,930,252		1,083,641	416,346	667,296	

7 DISPOSAL OF ASSETS

Asset description	Annual budget				Amended budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land Held for Resale												
Cheetham Way (Lot 63)	16,800	20,000	3,200	0	16,800	20,000	3,200	0	16,800	16,375	0	(425)
43 Cheetham Way (Lot 64)	16,800	16,586	0	(214)	16,800	16,586	0	(214)	16,800	16,585	0	(215)
28 Cheetham Way (Lot 71)	28,652	21,131	0	(7,521)	28,652	21,131	0	(7,521)	28,652	21,131	0	(7,521)
Plant and equipment												
Toyota Kluger - EMCS Vehicle, NB01 (2022)	0	35,000	35,000	0	0	35,000	35,000	0	0	0	0	0
Volkswagon Tigun R - EMCS Vehicle, NB01 (2022)	60,108	38,000	0	(22,108)	60,108	38,000	0	(22,108)	0	0	0	0
2007 Bruce Rock engineering Semi Trailer	25,000	44,725	19,725	0	25,000	44,725	19,725	0	25,000	44,958	19,958	0
Caterpillar CS74 Roller - Vibratory Compactor	99,000	44,460	0	(54,540)	99,000	44,460	0	(54,540)	99,000	44,692	0	(54,308)
Ford Ranger - Single Cab Ute, NB206 (2019)	11,170	14,000	2,830	0	11,170	14,000	2,830	0	0	0	0	0
Toyota Hilux - Single Cab Ute, NB7900 (2016)	9,820	16,000	6,180	0	9,820	16,000	6,180	0	0	0	0	0
Nissan RX - Dual Cab Ute, NB175 (2018)	8,727	16,000	7,273	0	8,727	16,000	7,273	0	0	0	0	0
Nissan Navara - Dual Cab Ute, NB613 (2020)	15,000	18,000	3,000	0	15,000	18,000	3,000	0	0	0	0	0
Cat CW34 - Multi Tyre Roller (2016)	86,969	0	0	(86,969)	86,969	0	0	(86,969)	0	0	0	0
Mitsubishi Fuso - Dual Cab Truck, NB56 (2019)	43,457	0	0	(43,457)	43,457	0	0	(43,457)	0	0	0	0
	421,503	283,902	77,208	(214,809)	421,503	283,902	77,208	(214,809)	186,252	143,741	19,958	(62,469)

8 RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	\$	\$
Opening arrears previous year	9,094	(25,053)
Levied this year	2,465,071	2,593,457
Less - collections to date	(2,499,219)	(159,039)
Gross rates collectable	(25,053)	2,409,365
Allowance for impairment of rates receivable	0	0
Net rates collectable	(25,053)	2,409,365
% Collected	101.0%	6.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(758)	357,099	1,200	219,240	5,321	582,101
Percentage	(0.1%)	61.3%	0.2%	37.7%	0.9%	
Balance per trial balance						
Trade receivables						582,101
Pensioner rates and ESL rebates receivable						5,351
Receipting suspense						851
Total receivables general outstanding						490,066

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

9 PAYABLES

Payables - general	Debit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	36,204	9,226	0	0	45,430
Percentage	0.0%	79.7%	20.3%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						45,430
Accrued salaries and wages						72,755
ATO liabilities						0
Prepaid rates						46,831
Bonds and deposits held						27,807
Trust funds						(3,566)
Total payables general outstanding						189,258
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2026	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Swimming Pool	125	32,071	0	0	0	(31,129)	32,071	942	0	(1,568)
Recreation Centre	128	420,940	0	0	0	(43,565)	420,940	377,375	0	(21,576)
Staff Housing and Depot Admin Building	132	0	0	1,000,000	0	(30,176)	0	969,824	0	(49,497)
		453,011	0	1,000,000	0	(104,870)	453,011	1,348,141	0	(72,641)
Self supporting loans										
Aged Homes	127	4,846	0	0	0	(4,799)	4,846	47	0	(152)
Narembeen Bowling Club	131	40,972	0	0	(4,008)	(8,036)	36,964	32,936	(200)	(380)
Football Club Lighting	133	0	0	66,000	0	(5,169)	0	60,831	0	(3,399)
		45,818	0	66,000	(4,008)	(18,004)	41,810	93,814	(200)	(3,931)
Total		498,829	0	1,066,000	(4,008)	(122,874)	494,821	1,441,955	(200)	(76,572)
Current borrowings		990					(3,018)			
Non-current borrowings		497,839					497,839			
		498,829					494,821			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2026-27

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Staff Housing and Depot Admin Building	0	1,000,000	WATC	Debenture	10	0	5.00	0	1,000,000	0
Football Club Lighting	0	66,000	WATC	Debenture	20	0	5.25	0	66,000	0
	0	1,066,000				0		0	1,066,000	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	YTD Budget \$	Revised annual Budget \$	YTD Revenue Actual \$
Grants and subsidies - Operating			
General Purpose funding			
Financial Assistance Grant - General portion	43,695	174,782	77,405
Financial Assistance Grant - Roads portion	29,130	116,522	53,790
Law, Order and Public Safety			
Bush Fire Brigade Operating Grant	0	10,000	3,500
Bush Fire Brigade Operating Grant	0	0	
Housing			
Other housing, reimbursements received	12,000	12,000	614
Community Amenities			
CRC, Annual operating grants	20,000	120,000	33,192
CRC, Project grant funding	0	0	0
CRC, trainee grant funding	0	0	0
CRC, Event grant funding	3,332	20,000	4,000
LIBRARY - Grant funding received	1,666	10,000	0
Transport			
Main Roads Direct Grant	326,511	326,511	326,511
Total operating grants and subsidies	436,334	789,815	499,012
Grants and subsidies - Non-operating			
Law, Order & Public Safety			
Tampia Bore Generator Grant Funding	0	9,904	0
Recreation			
BMX/pump track grant funding	125,000	250,000	0
Netball/ Basketball Indoor Court - Federal/State Funding	8,935	17,871	0
Transport			
Power Resilience Project grant funding	0	0	0
Regional Road Group (RRG) Grant Funding	334,956	669,912	262,525
Roads to Recovery (R2R) Grant Funding	0	1,065,000	644,245
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	186,152	372,305	148,927
Airfield Lighting Improvements (RADS Grnat Funding	21,188	127,134	0
Contributions - Non-operating			
Reimbursements from sporting groups	39,250	78,500	0
Total non-operating grants, contributions and subsidies	715,481	2,590,626	1,053,070
GRAND TOTAL	1,151,815	3,380,441	1,552,082

ATTACHMENT 14.4A
Schedule of Accounts for Month Ended
31 August 2026



Shire of Narembeen
Schedule of Accounts Paid
For the Month Ended 31 August 2026

Chq/EFT	Date	Name	Description	Amount
EFT19948	04/08/2026	ATeam Printing	Flip book to go out with rates	875.00
EFT19949	04/08/2026	AFGRI Equipment Australia Pty Ltd	Bonnet struts for tractor	266.62
EFT19950	04/08/2026	Australia Post	Australia Post for the month of July 2026	268.15
EFT19951	04/08/2026	Avon Waste	Fuel levy from 10/03/2026 30/04/2026	1916.88
EFT19952	04/08/2026	Bob Waddell & Associates Pty Ltd	Assistance with Annual and Statutory Budget	3696.00
EFT19953	04/08/2026	Boc Gases	Workshop consumables	8.95
EFT19954	04/08/2026	Brian Cummins / TA B & K Fencing	Repair Community Precinct damaged fence a rear carpark	2090.00
EFT19955	04/08/2026	Brownleys Plumbing And Gas	Tradesman for various Council properties	3287.90
EFT19956	04/08/2026	City Of Kalamunda	Building services	2246.92
EFT19957	04/08/2026	Cutting Edges Equipment Parts Pty Limited	Grader balds and plough bolts n nuts	4779.94
EFT19958	04/08/2026	Department of the Premier and Cabinet	Gazette publishing of Shire of Narembeen Bush Fire Brigades Local Law 2026	3289.95
EFT19959	04/08/2026	Di Fulvio Holdings Pty Ltd T/A Neutech Auto Electrics	Wiring in of sprayer controls to ute's cabin	538.11
EFT19960	04/08/2026	Fleet Dynamics Pty Ltd	GPS Fleet, monthly access fee	84.70
EFT19961	04/08/2026	GSG WA Pty Ltd (Narembeen Roadhouse)	Purchases made from the Roadhouse May 2026	287.43
EFT19962	04/08/2026	Kennedy James Peter T/A Kennedy Civil WA	3/33 Currall Street, plumbing maintenance service	2300.48
EFT19963	04/08/2026	Kim McMenzieThornton T/A 'Narembeen Cafe Love That Food'	Catering traffic management/ 3 days	2060.00
EFT19964	04/08/2026	LGIS Contract WALGA Municipal Liability Scheme	Mid Term adjustments	6552.39
EFT19965	04/08/2026	Landgate	UV Interim Rural Areas Rural	99.60
EFT19966	04/08/2026	Linkwest Incorporated	Linkwest CRC Membership	437.00
EFT19967	04/08/2026	Livingston Medical Pty Ltd	Livingston Medical, general practice agreement August 2026	27044.25
EFT19968	04/08/2026	Local Government Professionals Australia WA	Contract Management Workshop 31/08/2026 01/09/2026	1195.00
EFT19969	04/08/2026	Local Government Works Association WA inc /Trading as LGSA	LGWA, Conference 2026	1243.00
EFT19970	04/08/2026	Lock, Stock & Farrell Locksmith Pty Ltd	8 Cheetham Way, supply and install new locks and cylinders	1756.00
EFT19971	04/08/2026	Market Creations Agency Pty Ltd T/A Integrated ICT	Security as a Service	1465.75
EFT19972	04/08/2026	Merredin Freightlines	Freight	183.76
EFT19973	04/08/2026	Officeworks	CRC Stationery	203.05
EFT19974	04/08/2026	P M Services Narembeen	Waste Transfer Station Management Fees	2842.00



Shire of Narembreen
Schedule of Accounts Paid
For the Month Ended 31 August 2026

Chq/EFT	Date	Name	Description	Amount
EFT19975	04/08/2026	Repco a division of GPC Asia Pacific Pty Ltd	Workshop consumables	315.01
EFT19976	04/08/2026	Sanokil	Council facilities, service of sanitary bins	645.42
EFT19977	04/08/2026	Team Global Express Pty Ltd	Freight	225.14
EFT19978	04/08/2026	Truck Centre (WA) Pty Ltd	Plant parts	976.43
EFT19979	04/08/2026	WA Contract Ranger Services	Ranger Services for the month	1075.25
EFT19980	04/08/2026	WA Distributors Pty Ltd	Caravan park cleaning supplies	126.85
EFT19981	04/08/2026	WALGA	WALGA Local Government Convention 2026	6042.30
EFT19982	04/08/2026	Wheatbelt Office and Business Machines	CRC, photocopier monthly readings	686.13
EFT19983	04/08/2026	Zone 50 Engineering Surveys Pty Ltd	Soldiers/Walker/Wadderin Intersection Aerial Survey and Concept Design	10928.50
EFT19984	20/08/2026	Australasian Performing Right Association	One Music annual subscription Councils Music Rural	402.37
EFT19985	20/08/2026	Australian Services Union	Payroll Deductions/Contributions	27.50
EFT19986	20/08/2026	Australian Taxation Office	Bas	11553.00
EFT19987	20/08/2026	Avon Waste	General Waste Services	16814.52
EFT19988	20/08/2026	Bob Waddell & Associates Pty Ltd	Provid assistance with Annual Budget and annual financial report	660.00
EFT19989	20/08/2026	Chris Bray Electrics Pty Ltd	Electrical works to Caravan Park	165.00
EFT19990	20/08/2026	Colestan Electrics	Electrical works to various Council properties	761.06
EFT19991	20/08/2026	Department of Treasury and Finance, Revenue WA	Refund debtor pension rebate and ESL rebate	602.55
EFT19992	20/08/2026	Eastern Hills Saws And Mowers	Supplies for Gardeners	668.70
EFT19993	20/08/2026	FS & S & M Lopez	Supply concrete for culverts	3300.00
EFT19994	20/08/2026	Haddeo Infrastructure Agriculture Pty Ltd	Project Management for July 2026	3850.00
EFT19995	20/08/2026	Industrial Automation Group Pty Ltd	Remote access to standpipes and cloud remote access	2293.50
EFT19996	20/08/2026	Kennedy James Peter T/A Kennedy Civil WA	Plumbing works	359.53
EFT19997	20/08/2026	LGIS Contract Walga Municipal Liability Scheme	EAP for 28 employees and 60 Bushfire volunteers from 01/07/2026 31/12/2026	2715.41
EFT19998	20/08/2026	Liberty Oil Rural Pty Ltd	Deliver 20,000litres diesel	46174.00
EFT19999	20/08/2026	Market Creations Agency Pty Ltd T/A Integrated ICT	Managed Services	3354.40
EFT20000	20/08/2026	McMullen Nolan Group Pty Ltd	Lot 61 Cheetham Way Subdivision	2336.40
EFT20001	20/08/2026	Merredin Freightlines	Freight	493.35



Shire of Narembreen
Schedule of Accounts Paid
For the Month Ended 31 August 2026

Chq/EFT	Date	Name	Description	Amount
EFT20002	20/08/2026	Narembreen Hardware And Ag Supplies Pty Ltd	Parks and Gardens, various supplies	5609.78
EFT20003	20/08/2026	Narembreen IGA	Admin, purchases from IGA	1585.91
EFT20004	20/08/2026	Newground Water Services Pty Ltd	Irrigation system upgrades RFQ 202612	66045.10
EFT20005	20/08/2026	Nutrient Ag Solutions	Chemicals	3374.58
EFT20006	20/08/2026	Officeworks	CRC Office Supplies	462.70
EFT20007	20/08/2026	P M Services Narembreen	Waste Transfer Management fees	2842.00
EFT20008	20/08/2026	Readytech User Group WA INC	User Group Membership Fees for 2026/2027	962.50
EFT20009	20/08/2026	Regional Early Education and Development Inc.	Replace kitchen tap at REED	69.00
EFT20010	20/08/2026	Repco a division of GPC Asia Pacific Pty Ltd	Plant parts and service	940.49
EFT20011	20/08/2026	Sally J Design	RoeROC branding and website	3047.00
EFT20012	20/08/2026	Shire Of Corrigin	Roe Regional Environmental Health services scheme July 2026	2655.40
EFT20013	20/08/2026	St John Ambulance Western Australia Ltd	Youth First Aid Workshop	850.00
EFT20014	20/08/2026	TOCOJEPA Pty Ltd T/A Tquip	Upper limit interlock switch for gang raising on reel mower	294.35
EFT20015	20/08/2026	Team Global Express Pty Ltd	Freight	408.84
EFT20016	20/08/2026	The Trustee for The Byrne McKenzie Trust T/A McKenzie Family Funerals + Merredin Monumental Works	Bronze Cast plaque	1025.20
EFT20017	20/08/2026	Trustee for J & S Baldwin Trust	Tyre repair	60.00
EFT20018	20/08/2026	WA Contract Ranger Services	Ranger Services	980.38
EFT20019	20/08/2026	WALGA	Understanding Financial Reports and Budgets Cr Luke Smoker	858.00
EFT20020	20/08/2026	Westrac Equipment Pty Ltd	Various service parts for Cat plant	5759.99
DD13525.1	03/08/2026	Western Australian Treasury Corporation	Loan 131	4207.75
DD13526.1	04/08/2026	Western Power	Electricity usage for Council properties	722.07
DD13527.1	06/08/2026	Western Power	Electricity usage for Council facilities	4096.08
DD13527.2	06/08/2026	Water Corporation	Water usage for Council properties and facilities	4694.51
DD13528.1	07/08/2026	Water Corporation	Water usage for Council properties and facilities	2517.30
DD13529.1	11/08/2026	Water Corporation	Water usage for Council properties and facilities	5382.71
DD13532.1	12/08/2026	Water Corporation	Water usage for Council properties and facilities	2923.76
DD13532.2	12/08/2026	Western Power	Electricity usage for Council properties and facilities	11039.12

Shire of Narembeen
Schedule of Accounts Paid
For the Month Ended 31 August 2026

Chq/EFT	Date	Name	Description	Amount
DD13534.1	13/08/2026	Western Power	Electricity usage for Council properties and facilities	1872.16
DD13537.1	14/08/2026	Western Power	Electricity usage for Council properties	622.74
DD13540.1	17/08/2026	Telstra	Telephone and internet services for Council properties and facilities	5640.10
DD13540.2	17/08/2026	Water Corporation	Water usage for Council properties and facilities	1426.13
DD13549.1	19/08/2026	Water Corporation	Water usage for Council facilities	21.08
DD13550.1	04/08/2026	Bond Administrator	Bond for 8 Cheetham Way	1600.00
DD13551.1	21/08/2026	Water Corporation	Water usage for Council facilities	61.09
DD13552.1	25/08/2026	Western Power	Electricity usage for 17 Street lights	319.17
DD13556.1	26/08/2026	Western Power	Electricity usage for 76 Street Lights	1334.78
DD13557.1	20/08/2026	Bond Administrator	Bond, 24 Cheetham Way	1600.00
DD13561.1	19/08/2026	Department of Creative Industries, Tourism and Sport	Return of Funds: GR-04-00001037, Installation of four new lighting poles CNLP February Small Grants Round 2025-26	2889.70
DD13562.1	31/08/2026	Commonwealth Bank	Corporate Credit Card purchases 25 July 2026 - 26 August 2026	4,569.77
	13/08/2026	Beam Precision Superannuation	Superannuation payrun #142	17789.53
	27/08/2026	Beam Precision Superannuation	Superannuation payrun #143	17731.72
	13/08/2026	Altus Payroll	Net Wage for pay run #142	68,761.49
	27/08/2026	Altus Payroll	Net Wage for pay run #143	71,517.12
Total payments for the month ended 31 July 2026				\$ 519,742.25

ATTACHMENT 14.4B
Credit Card Payment List – August 2026

SHIRE OF NAREMBEEN
PAYMENTS OF ACCOUNTS BY COMMONWEALTH MASTER CARD
FOR THE STATEMENT PERIOD: 25 JULY 2026 - 26 August 2026

DATE	PAYEE	DESCRIPTION	SON EXPENSE CODE	EXPENSE DESCRIPTION	TOTAL
1. CARD NUMBER XXXXXX - 6335					
25-Jul-26	Spotlight	Document Storage - Aged Care Documents	1052357	CRC - Postage, Printing and Stationery	\$120.00
25-Jul-26	Quest Innaloo	Staff Accommodation, Treils Training, M Nichols	4213200	ADMIN - Training and Development	\$1,272.99
25-Jul-26	Yeti Australia	Staff ERP Gifts	4211555	ADMIN - Employee Gifts (Recognition Program & Milestones)	\$678.00
29-Jul-26	Nespresso	Coffee Pods	1431401	ADMIN - Staff Amenities	\$130.00
02-Aug-26	StayCay	Staff Accommodation, Contract Management, Training, K Conopo	4213200	ADMIN - Training and Development	\$687.00
07-Aug-26	Livesign	AML Single Id document verification, R McCall	1411700	COUNCIL - Subscriptions and memberships	\$7.00
08-Aug-26	Siteminder	Caravan Park, management booking monthly fees	1321125	CARAVAN - Subscriptions and Memberships	\$207.90
23-Aug-26	ChatGPT	Admin, monthly subscription	1421240	ADMIN - Subscriptions and Memberships	\$28.15
23-Aug-26	ChatGPT	International Fee	1421240	ADMIN - Subscriptions and Memberships	\$0.70
CARD 1 PAYMENTS					\$3,131.74

REBECCA McCALL	<i>Rebecca McCall</i>	Holly Cusack
Cardholder Name	Cardholder Signed <i>wed</i> by Shire President	Reviewed By

2. CARD NUMBER XXXXXX - 9179					
05-Aug-26	Bound to Impress	Guillotine replacement cutter blade	1052357	CRC - Postage, Printing and Stationery	\$113.64
12-Aug-26	Dick Smith	Dual monitor for laptop	4211300	ADMIN - Computer Equipment	\$348.99
24-Aug-26	Landgate	Title search x 2	3119000	RATES - Title and Company Search Fees	\$67.80
CARD 2 PAYMENTS					\$530.43

RAJINDER SUNNER	<i>Rajinder S Sunner</i>	REBECCA McCALL	<i>Rebecca McCall</i>
Cardholder Name	Cardholder Signed	Reviewed by CEO	Reviewed By

3. CARD NUMBER XXXXXXXXXX-6301					
05-Aug-26	Mitti	WHS, IAuditor monthly subscription	114313030	WORKS - Work Health and Safety, Subscriptions and Memberships	\$127.60
15-Aug-26	Joondalup Resort Hotel	Accommodation LGWA Conference 05/08 - 07/08/2026 EMIS	114316260	WORKS - Conferences and Events	\$780.00
CARD 3 PAYMENTS					\$907.60

KENNETH MARKHAM	<i>Kenneth D Markham</i>	REBECCA McCALL	<i>Rebecca McCall</i>
Cardholder Name	Cardholder Signed	Reviewed by CEO	Authorised By

TOTAL COMMONWEALTH CARD PAYMENTS XXXXXXXX - 4241 **\$4,569.77**

Direct Debit Date **31-Aug-26**

I, **Liz Markham**, Administration Officer have reviewed the CBA master card payments and confirm that from the descriptions on the documentation provided that:

1. all transactions are expenses incurred by the Shire of Narembeen;
2. all purchases have been made in accordance with the Shire of Narembeen policies and procedures;
3. all purchases are in accordance with the Local Government Act 1995 and associated regulations;
4. no misuse of the corporate card is evident.

Liz Markham: *Markham* DATE: 27 / 08 / 2026