



AGENDA

Ordinary Council Meeting
15 October 2024





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 October Ordinary Council Meeting has been convened for:

Date: Tuesday 15 October 2024

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

10 October 2024

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	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

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 17 September 2024

Attachment 7.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – 7.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 17 September 2024, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1 Audit and Risk Committee Meeting 17 September 2024 Attachment 8.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Audit and Risk Committee Meeting held on Tuesday 17 September 2024, as presented, be received.

8.2 RoeROC Ordinary Meeting 19 September 2024 Attachment 8.2A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.2

That the minutes of the RoeROC Ordinary Meeting held on Thursday 19 September 2024, as presented, be received.

8.3 Local Emergency Management Committee Meeting 26 September 2024 Attachment 8.3A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.3

That the minutes of the LEMC Meeting held on Thursday 26 September 2024, as presented, be received.

8.4 Bushfire Advisory Committee Meeting 27 September 2024 Attachment 8.4A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.4

That the minutes of the Bushfire Advisory Committee Meeting held on Friday 27 September 2024, as presented, be received.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit and Risk Committee Meeting 17 September 2024, Item 6.3 Attachment 8.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.1

That Council endorse the recommendation of the Audit and Risk Committee to adopt the Risk Management Framework.

9.2 Bushfire Advisory Committee Meeting 27 September 2024, Item 5.1 – 5.3 Attachment 8.4A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.2

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Office Bearers for the 2024/2025 fire season.

Chairperson	Murray Dixon
Captain	Brendon Parsons
Lieutenant	Peter Cowan

9.3 Bushfire Advisory Committee Meeting 27 September 2024, Item 6.1 – 6.4 Attachment 8.4A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.3

That Council endorse the recommendation of the Bushfire Advisory Committee that the following persons be appointed as Fire Control Officers for the 2024/2025 fire season.

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

**9.4 Bushfire Advisory Committee Meeting 27 September 2024, Item 9.1
Attachment 8.4A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 9.4

That Council endorse the recommendation of the Bushfire Advisory Committee to accept the Fire Break Order 2024/2025.

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Sport and Recreation Facilities Plan 2021-2031 - Review

Date:	2 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE PLANNING / Sport and Recreation Facilities Plan
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Sport and Recreation Facilities Plan 2021-2031 Review

Purpose of Report

Executive Decision Legislative Requirement

Summary

This report presents the revised Sport and Recreation Facilities Plan 2021-31, developed in consultation with local sporting clubs.

Background

The Sport and Recreation Facilities Plan review was initiated to assess the current state of sporting infrastructure and identify opportunities for improvement. Over the past six months, we engaged with various sporting clubs to gather feedback on their needs and aspirations. This collaborative approach has led to a comprehensive review that highlights key projects necessary for the future development of our facilities.

Comment

The reviewed plan includes prioritised projects that align with community needs and aspirations, ensuring that our facilities remain relevant and accessible.

Endorsement of this plan will enable the Shire to pursue funding opportunities and partnerships to realise these projects, ultimately fostering a vibrant and active community.

Consultation

Consultant – 150Square
Discussion Forum
Recreation Working Group
Sporting Club - Workshop – 19 February 2024
Sport Clubs – Review Update – 15 May 2024 and 11 September 2024

Statutory Implications

Nil

Policy Implications

Community Engagement Plan

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

The projects outlined in the revised Sport and Recreation Facilities Plan 2021-2031 will need to be incorporated into the Asset Management Plan once they are implemented and completed.

Long Term Financial Plan

The projects outlined in the revised Sport and Recreation Facilities Plan 2021-2031 have been included in the Long-Term Financial Plan.

Risk Implications

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

Financial Implications

Nil.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.1

That Council adopts the revised Sport and Recreation Facilities Plan 2021-203, as attached.

11.2 Multipurpose Sport Facility Feasibility

Date:	2 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	RECREATION & CULTURAL SERVICES / Multipurpose Sports Facility Feasibility
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Multipurpose Sports Facility Feasibility

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to table the Multipurpose Sports Facility Feasibility.

Background

The Shire of Narembeen commissioned a feasibility study to explore options for upgrading the multi-purpose sports courts at Narembeen sports precinct, as identified in the Sport and Recreation Facilities Plan 2021-2031. The objectives of the study include assessing the needs of the community, analysing current infrastructure, and determining the most suitable design and configuration for each option.

Comment

The findings align with the Shire's strategic priorities to provide safe and inclusive recreational spaces and highlight the importance of quality facilities in promoting community engagement and active lifestyles.

Consultation is ongoing, with the intent to gauge interest and test the market for Option 2, which encompasses a roof or shade structure over the courts and upgrades to the aquatic facilities. This preferred option is designed to be flexible and adaptable, accommodating identified alterations and ensuring it meets the diverse needs of both sports.

Consultation

Consultant – Otium Planning Group Pty Ltd
Discussion Forum
Recreation Working Group
Sporting Club - Workshop – 19 February 2024
Sport Clubs – Review Update – 15 May 2024 and 11 September 2024

Statutory Implications

Nil

Policy Implications

Council Policy – Asset Management

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

The project will need to be incorporated into the Asset Management Plan once implemented and completed.

Long Term Financial Plan

The project is included in the Long-Term Financial Plan.

Risk Implications

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

Financial Implications

Nil.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.2

That Council tables the Multipurpose Sports Facility Feasibility, as attached.

11.3 Youth Plan 2024-2025

Date:	3 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE PLANNING / Youth Plan
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A Youth Plan 2024-2025

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to adopt the Youth Plan 2024-2028.

Background

In line with the Shire of Narembeen's commitment to fostering community engagement and providing opportunities for youth development, a comprehensive youth consultation process has been undertaken. This process began with a workshop involving the leadership students from Narembeen District High School (NDHS), followed by a student-led survey. The aim was to gather insights into the aspirations, needs, and concerns of the youth within the community.

This consultation led to the formation of a Draft Youth Plan, which was presented to Council at the August Discussion Forum. The feedback received was incorporated, ensuring the Plan is reflective of the community's youth and their expectations.

The Youth Plan outlines key priorities and initiatives that will guide the Shire's support for young people over the next four years. These include areas such as enhancing recreational opportunities, improving mental health and wellbeing deliverables, and fostering youth leadership and participation in community events.

Comment

The Youth Plan is a strategic document that aligns with the Shire's broader objectives to promote inclusivity, community wellbeing, and future development. Through its adoption, the Shire of Narembeen will formalise its commitment to providing resources and opportunities for young people to thrive within the community.

The plan identifies clear, actionable steps to address youth-specific needs and incorporates measurable outcomes to assess the success of the initiatives outlined. It is designed to be a dynamic document, with periodic reviews and updates to ensure it remains relevant and effective.

Council's adoption of the Youth Plan will signify the Shire's dedication to investing in the future of its younger population and will help build partnerships with schools, local clubs, and external

stakeholders. The Youth Plan also provides an important foundation for seeking funding and support from regional and state bodies.

Consultation

Youth Leadership Consultation Session – 1 May 2024
 Youth Led Survey
 Youth Presentation to Council – 16 July 2024
 Discussion Forum – August 2024

Statutory Implications

Nil

Policy Implications

Community Engagement Framework

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Approved infrastructure development and/or upgrades will be incorporated into the Asset Management Plan once implemented and completed.

Long Term Financial Plan

Approved capital projects will be incorporated into the Long-Term Financial Plan once project planning is finalised.

Risk Implications

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

Financial Implications

The Youth Plan includes proposals for various capital projects. Once the project planning is finalised, each proposal will be presented to Council for consideration. Upon approval, the necessary budget allocations will be made to facilitate implementation.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 11.3

That Council adopts the Youth Plan 2024-2028, as attached.

11.4 Local Government Elections – Review of WALGA Advocacy Positions

Date:	4 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNMENT RELATIONS / WALGA
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.4A WALGA Advocacy Positions Paper

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This report presents a review of the Western Australian Local Government Association's (WALGA) current and proposed Local Government Election Advocacy Positions. The purpose is to seek Council's recommendation for WALGA's upcoming State Council meeting in December 2024, following significant electoral reforms introduced by the Local Government Amendment Act 2023. The Council's decision will contribute to shaping WALGA's advocacy on key electoral matters, including voting methods, participation, and the election of Mayors and Presidents.

Background

The Local Government Amendment Act 2023 introduced several reforms, effective before the 2023 Local Government elections. These reforms included:

- Optional Preferential Voting (OPV)
- Extended election periods due to postal service delays
- New candidate information publication rules
- Provisions for backfilling extraordinary vacancies
- Public election of Mayors or Presidents for larger Local Governments
- Abolishing wards for smaller Local Governments
- Alignment of council sizes with population sizes.

Following the 2023 elections, WALGA conducted an analysis of five election cycles, focusing on postal elections run by the WA Electoral Commission (WAEC). The report highlighted rising costs and a reduction in service quality. In response, WALGA has requested Council's review and provide feedback on its current advocacy positions to guide its State Council deliberations.

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

Comment

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions. WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

To inform an item for the December meeting of State Council, Council decisions are requested by Monday, 28 October 2024.

Local Governments will also be able to provide feedback through the November round of Zone meetings.

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement: The Local Government sector supports:

1. Four-year terms with a two year spill;
2. Greater participation in Local Government elections;
3. The option to hold elections through:
 - Online voting;
 - Postal voting; and
 - In-person voting.
4. Voting at Local Government elections to be voluntary; and
5. The first past the post method of counting votes.

The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

Background:

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolutions:

- February 2022 – 312.1/2022;
- December 2020 – 142.6/2020;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- October 2008 – 427.5/2008.

Supporting Documents:

[Advocacy Positions for a New Local Government Act](#)

[WALGA submission: Local Government Reform Proposal \(February 2022\)](#)

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement: Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolutions:

- February 2022 – 312.1/2022;
- March 2019 – 06.3/2019; and
- December 2017 – 121.6/2017.

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement: The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background:

Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolutions

- May 2023 – 452.2/2023;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- March 2012 – 24.2/2012.

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

(c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

Consultation

WALGA has conducted comprehensive consultations with its Zones and member Councils, leading to the development of the proposed revisions to their Election Advocacy Positions. Councils are encouraged to consider these positions and provide formal feedback.

Statutory Implications

The Local Government Act 1995 and Local Government Amendment Act 2023 governs the conduct of local government elections, including the introduction of OPV, changes to election periods, and other provisions that affect local electoral processes. WALGA's advocacy positions aim to influence future legislative amendments that could affect these statutory requirements.

Policy Implications

The review and feedback on WALGA's advocacy positions may influence future policy directions concerning election processes in local governments, including voting methods, terms of office, and the method of electing Mayors or Presidents.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil.

Long Term Financial Plan

Nil.

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Compliance
Consequence Description	Short term non-compliance but significant regulatory requirements imposed
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls in Place	Communication Engagement Plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no immediate financial implications for the Council resulting from this review. However, changes to WALGA's advocacy positions, particularly regarding postal and electronic voting methods, may affect future election costs.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 11.4

That the Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. Participation: Council supports voluntary voting at Local Government elections.
2. Terms of Office: Council supports four-year terms with a two-year spill.
3. Voting Methods: Council supports Optional Preferential Voting for general local government elections.
4. Internal Elections: Council supports First Past the Post for internal elections.
5. Voting Accessibility: Council supports the option for elections to be held through electronic, postal, or in-person voting.
6. Method of Election of Mayor/President: Council supports returning to the previous provisions where all Local Governments decide by absolute majority decision.

11.5 Plant and Works Committee Terms of Reference

Date:	7 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.5A Plant and Works Committee Terms of Reference

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Plant and Works Committee Terms of Reference to Council for adoption.

Background

The Terms of Reference (TOR) for the Committee outlines the framework and guidelines for the establishment and functioning of this Committee within the Shire of Narembeen. By setting out objectives, authority, membership, role, responsibilities, and operational procedures, the TOR ensures clarity and transparency in the Committee's functions.

The purpose of the TOR is to provide a structured approach to maintain liaison between stakeholder, consider policies associated with plant, assets, roadworks and oversee development and maintenance of the road networks within the municipality.

Comment

The objectives of the Committee are to enhance cooperation between the Shire of Narembeen and road network stakeholders, providing a structured forum for discussing roadwork issues and offering recommendations for future developments and maintenance. It aims to review and align the Shire's Asset Management Plan (AMP), Long-Term Financial Plan (LTFP), and assets and works budget with Council goals. The Committee also focuses on managing plant and light fleet assets by developing policies for their acquisition, use, and disposal, ensuring cost-effective service delivery. Additionally, it supports long-term budget planning through plant replacement programs and maintenance cost evaluations, advising the Council on significant plant and light fleet acquisitions, disposals, and major maintenance expenditures.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors – Discussion Forum September 2024

Statutory Implications

Section 2.7(2)(a) and 5.12 of the *Local Government Act 1995*.

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	Terms of Reference – Plant and Works Committee
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.5

That Council endorses the Plant and Works Committee Terms of Reference as presented in Attachment 11.5A.

11.6 Bushfire Advisory Committee Terms of Reference

Date:	7 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.6A Bushfire Advisory Committee Terms of Reference

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Bushfire Advisory Committee Terms of Reference to Council for adoption.

Background

The Terms of Reference (TOR) for the Committee outlines the framework and guidelines for the establishment and functioning of this Committee within the Shire of Narembeen. By setting out objectives, authority, membership, role, responsibilities, and operational procedures, the TOR ensures clarity and transparency in the Committee's functions.

The purpose of the TOR is to provide a structured approach to governance and oversight, specifically in areas related to maintaining liaison with stakeholders, consider matters associated with bushfire control, prevention and management within the municipality.

Comment

The objectives of the Committee are to advise the Council on bushfire control, prevention, and management, including recommendations for firebreak requirements, the purchase of capital equipment, reviews of firefighting and prevention practices, training in firefighting methods, and managing the bushfire risk within the Shire of Narembeen.

Consultation

Executive Manager Corporate Services
Councillors – Discussion Forum September 2024
Bushfire Advisory Committee – Committee Meeting 27 September 2024

Statutory Implications

Section 2.7(2)(a) and 5.12 of the *Local Government Act 1995*.

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	Terms of Reference – Bushfire Advisory Committee
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.6

That Council endorses the Bushfire Advisory Committee Terms of Reference as presented in Attachment 11.6A.

12. Officers Reports - Development and Regulatory Services

12.1 Proposed subdivision – Lot 300 Merredin-Narembeen Road, Narembeen (WAPC Reference: 200768)

Date:	3 October 2024
Location:	Lot 300 Narembeen Road, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	LAND USE & PLANNING / SUBDIVISION
Previous Meeting Reference	MIN 7464/22 - MIN7673/23
Disclosure of Interest:	Nil
Attachments:	12.1A Applicant letter

Purpose of Report

- Executive Decision Legislative Requirement

Council is to consider a subdivision application and is to make a recommendation on the application to the Western Australian Planning Commission (WAPC).

Summary

A subdivision application has been lodged to the Western Australian Planning Commission (WAPC). The WAPC is the determining authority however has referred the application to the Shire for comment.

Background

- **CBH Narembeen**

There is an existing CBH receival facility on Lot 304 adjacent to Latham Street.

- ***Temporary Works Delegation***

At the Ordinary Meeting held on the 19 July 2022, Council resolved to grant delegated authority to the Chief Executive Officer to deal with requests seeking an exemption from the need for planning approval for temporary works (Item 8.1.4).

The delegation was put in place for 12 months between the 19 July 2022 to the 19 July 2023.

- ***Exemption for Temporary Bulkheads on Lot 300***

On the 22 July 2022, the Chief Executive Officer granted an exemption for emergency bulkheads to be placed on Lot 300 for a maximum period of twelve months.

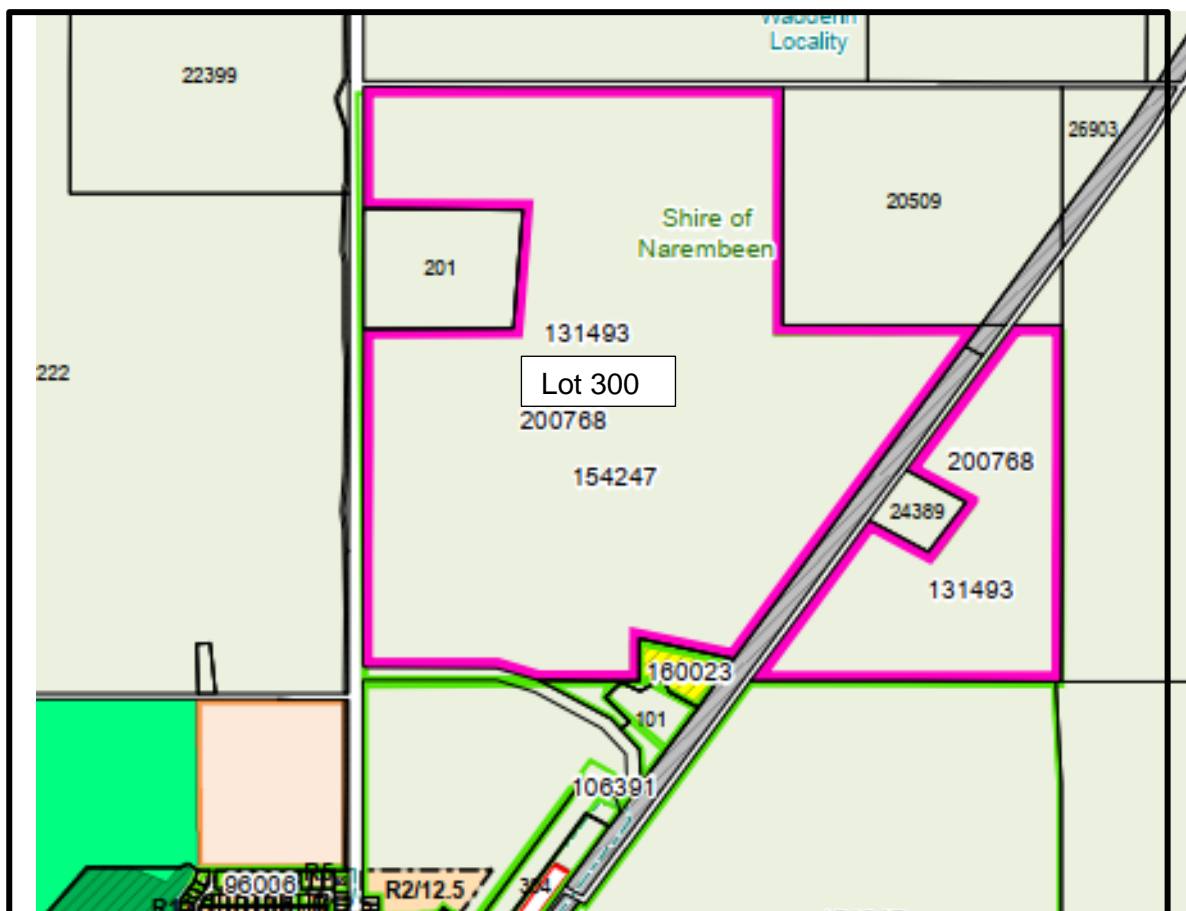
Construction of the bulkheads was completed on the 7 December 2022. Prior to commencement of operation CBH inspected and took photographs of Fricker Road. CBH has advised that they do not believe that any damage to the road has occurred since the new bulkhead development.

- **Planning Approval for Permanent Bulkheads on Lot 300**

Council resolved to conditionally approve an application for a Rural Industry (two bulkheads) on Lot 300 Merredin-Naremben Road/Fricker Road, Wadderin at the Ordinary Meeting held on the 24 October 2023.

Comment

Lot 300 is located on the corner of Merredin-Naremben Road and Fricker Road, to the north-east of Naremben townsite.



There are two existing bulkheads in the south west corner of Lot 300 which form part of a wider CBH infrastructure network.



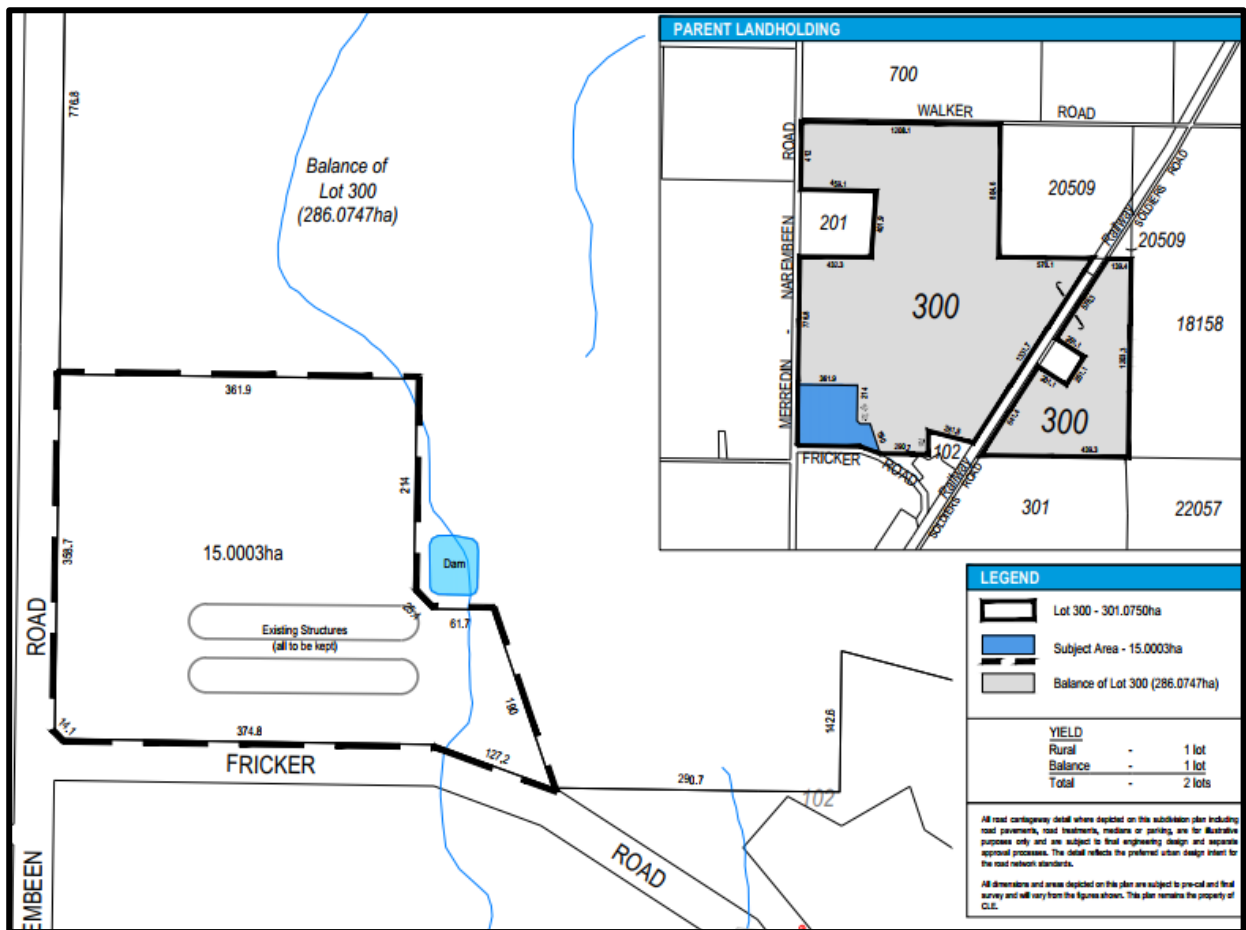
An application has been lodged to the WAPC seeking approval to subdivide Lot 300 into two lots.

The subdivision would create a 15 hectare lot centred around existing CBH infrastructure, and a balance lot with an area of 286.07 hectares.

The subdivision would essentially allow CBH to better protect it's existing bulkhead assets, and enable them to purchase the new 15 hectare lot.

The applicant has lodged a letter in support of the proposal – refer Attachment 1.

The subdivision plan is included over page.



The Western Australian Planning Commission has a Development Control Policy 3.4 that guides subdivision of Rural land. The Policy has provisions whereby the WAPC has discretion to approve lots for existing land uses.

Clause 6.2 of the WAPC Policy states that:

'New lots for existing or proposed land uses such as recreation facilities, public utilities, rehabilitation of degraded land, extractive industries, or uses necessary to the rural use of the land such as abattoirs and processing works (including buffers), may be created through subdivision. The WAPC may approve subdivision for these purposes if a development approval has been granted, or where development of the intended land use has substantially commenced. Where appropriate the WAPC may preclude sensitive land uses on the new lot(s).'

Given that that the subdivision is centred around existing approved development, TPI is of the view that the application is generally consistent with the intention of Development Control Policy 3.4.

It is recognised that it would be practical for CBH to be in a position whereby they can negotiate the purchase of land containing their existing assets.

Consultation

The WAPC has referred the application to the Water Corporation, the Department of Energy, Mines, Industry Regulation and Safety, the Public Transport Authority, Western Power and the Shire for comment.

Statutory Implications

Planning and Development Act 2005 - Section 164A gives the WAPC a greater ability to link subdivision conditions with development outcomes.

The effect of this is that if there is not an existing development approval in place, the subdivision application may not be able to be approved.

Under Clause 164A(3)(a):

'the Commission may, in order to achieve the necessary or desirable integration of subdivision and development approvals, refuse to determine an application for subdivision approval until other applications for subdivision or development approvals are made or are made and determined'.

The main purposes of integrating subdivision and development approvals under the *Planning and Development Act 2005* are —

- (a) to facilitate a cohesive approach to planning and development in circumstances where subdivision and development should only be undertaken in conjunction with each other; and
- (b) to ensure that, in those circumstances, appropriate conditions for both the subdivision and development of land are determined as early as is practicable.

In this case there is an existing planning approval for the existing bulkheads on Lot 300.

Section 138 outlines circumstances where the WAPC may approve a subdivision that conflicts with any local planning scheme, including where the Scheme is more than 5 years old and the approval is consistent with a State Planning Policy that deals with the same matter.

Shire of Narembeen Town Planning Scheme No 2 –

Lot 300 is zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 ('the Scheme').

The objectives of the Farming zone includes:

- to ensure the continuation of broad-hectare farming as the principal land use in the District and encourage where appropriate the retention and expansion of agricultural activities; and
- to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.

Clause 4.17.4 of the Scheme outlines circumstances under which the subdivision of farming land will be contemplated such as for farm adjustment or where there is physical division.

The application does not strictly fall under the circumstances outlined in Clause 4.17.4 of the Scheme.

Despite this, Clause 4.17.4(e) states that:

*'There is a general presumption against subdivision in the zone, **except that which is consistent with Commission Policy.** When making recommendations to the Commission on applications for subdivision, local government will have regard to potential impacts on rural uses on surrounding lots, and whether or not an adequate and sustainable water supply is available.'*

Policy Implications

There are no relevant local planning policies. As outlined in this report, subdivision is guided by state planning policies.

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.1 Support the diverse industry across the Shire

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 12.1

That Council recommend that the Western Australian Planning Commission unconditionally approve the application (200768) to subdivide Lot 300 Merredin-Narembeen Road, Narembeen into two lots

13. Officers Reports - Corporate Services

13.1 Policy Review

Date:	7 October 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Residential Property Management Framework 13.1B Conducting Electronic Meetings and Meeting Attendance by Electronic Means Policy 13.1C Management of Bushfire Brigade 13.1D Harvest and Movement Ban 13.1E Roadside Burning

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to review and endorse the attached policies.

Background

As part of an ongoing process to review, amend and close gaps in existing policies, several policies have been re-written or created to align with Councils Strategic and Corporate vision. The Residential Property Management Framework, Conducting Electronic Meetings and Meeting Attendance by Electronic Means Policy, Management of Bushfire Brigade and Harvest and Movement Ban are newly devised as previously discussed with Council, while the Roadside Burning Policy has been reviewed and updated.

Comment

The policies 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.

These policies will be accompanied by additional written procedures.

Consultation

Chief Executive Officer
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

Endorsement of this item will affect an amendment to Council's existing Roadside Buring policy and implement new policies to govern the holding of meetings electronically, electronic attendance at meetings, the management of residential properties and the Bushfire Brigade, and the instances of Harvest and Vehicle Movement Ban's.

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, Policy Manual, Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Expenditure of up to \$200 per Fire Control Office is included in the Management of Bushfire Brigade Policy, for use in the course of management or control of a bushfire, with this expense to be reported to DFES.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.1

That Council adopt the policies, as attached.

13.2 Council Policy Review (Repeal)

Date:	7 October 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Policies for repeal

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

To review several Council policies of an administrative matters.

Background

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

Comment

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

Policy	Reason for repeal
5.1.2 Bush Fire Prosecutions	Provisions outlined in the Bush Fires Act 1954 Delegation 3.1.11
5.1.3 Bush Fire Control Officers - Eligibility	Included in new Management of Bush Fire Brigade Policy
5.1.4 Bush Fire Permits	Provisions outlined in the Bush Fires Act 1954
5.1.5 Annual Bush Fire Advisory Meeting	Included in proposed Management of Bush Fire Brigade Policy and Terms of Reference
5.1.6 Fire Control Officers	Included in proposed Management of Bush Fire Brigade Policy
5.1.7 Harvesting Ban Officers	Included in Fire Break Order (Section 33)
5.1.9 Extension of Burning Periods	Provisions outlined in the Bush Fires Act 1954 Delegation 3.1.4

5.1.10 Burning in Townsite	Recommended to repeal by the Bushfire Advisory Committee – will form part of Local Law or procedures
5.1.11 Burning on Sundays & Public Holidays	Recommended to repeal by the Bushfire Advisory Committee – will form part of Local Law or procedures
5.1.13 Reimbursement of Costs – Escaped Fire	Provisions outlined in the Bush Fires Act 1954 Delegation 3.1.10
5.1.14 Automatic Harvest Bans	Included in Fire Break Order (Section 33)
5.1.15 Restricted, prohibited and stubble burning periods	Recommended to repeal by the Bushfire Advisory Committee – will form part of Local Law or procedures

Consultation

Chief Executive Officer
 Executive Manager Corporate Services
 Councillors – September Discussion Forum
 Bushfire Advisory Committee – September 2024

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO’s functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and

- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 13.2

That Council repeal the policies, as attached.

13.3 Asset Management Plan 2024-34

Date:	8 October 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	CORPORATE MANAGEMENT\PLANNING\Asset management plan
Previous Meeting Reference	Discussion forum, September 2024
Disclosure of Interest:	Nil
Attachments:	13.3A Shire of Narembeen – Asset Management Plan 2024-34

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to review and endorse the asset management plan 2024-34 as attached.

Background

The asset management plan is a crucial document that forms part of Council's informing strategies to guide future capital expenditure and budget allocations.

Comment

Due to the state of Council's records the plan is less robust than would be preferred, however management intends for it to be another 'living document' in the suite of finance-related plans that will continue to evolve and improve as more higher quality inputs become available.

The inferences made by the plan in its current form mirror what is known about the overall deteriorated state of certain classes of assets.

Consultation

Chief Executive Officer
Executive Manager Infrastructure Services
Contractor – Asset Infrastructure Management

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.4 Retain and grow out local skills base

Asset Management Plan

This item will establish the new asset management plan.

Long Term Financial Plan

Adoption of the attached asset management plan will guide and influence future development to the long-term financial plan.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Service Interruption
Consequence Description	Medium terms temporary interruption - backlog cleared by additional resources <1 week
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls in Place	Asset management plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.3

That Council receive and adopt the asset management plan, as attached.

13.4 Monthly Financial Statements for August and September 2024

Date:	7 October 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.4A Shire of Narembeen - Financial statements for month ended 31 August 2024 13.4B Shire of Narembeen - Financial statements for month ended 30 September 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 August 2024 and 30 September 2024.

Background

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

Comment

Council's closing funding surplus as at 30 September 2024 is \$6,800,519 with cash on hand of \$11,988,894 including \$5,360,192 of restricted reserves and \$1,509,886 of funds invested short-term.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.4

That Council receive the monthly financial statements for the months ended 31 August 2024 and 30 September 2024.

13.5 Schedule of Accounts Paid for Month Ended 30 September 2024

Date:	4 October 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.5A Schedule of Accounts paid for the month ended 30 September 2024 13.5B Credit card payment list – September 2024 (BW) 13.5C Credit card payment list – September 2024 (CBA)

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 30 September 2024.

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 30 September 2024 total \$522,070.89 including \$17,697.51 of expenditure on Council credit cards.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.5

That Council receive and endorse the schedule of accounts paid for the month ended 30 September 2024, as attached.

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

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

17. Elected Member Motions Without Notice

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

19. Matters for which the Meeting may be Closed

20. Closure of Meeting

The next meeting will be held on Tuesday 19 November 2024 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at ___pm