



AGENDA

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

Date: Tuesday 16 July 2024

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

Commencing: 1.00pm

Rebecca McCall
Chief Executive Officer

11 July 2024

DISCLAIMER

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembreen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembreen. The Shire of Narembreen warns that anyone who has an application lodged with the Shire of Narembreen 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 Narembreen in respect of the application.

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

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:

James McGovern	Guest (WALGA)
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Apologies:

Cr AM Hardham	Approved leave of Absence
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3. Public Question Time

4. Disclosure of Interest

5. Application for Leave of Absence

6. Deputations/ Petitions/ Presentations/ Submissions

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 18 June 2024

Attachment 7.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 18 June 2024, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1 CEACA 13 May 2024 Attachment 8.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the CEACA Management Committee Meeting held on Monday 13 May 2024, as presented, be received.

8.2 Great Eastern Country Zone 13 June 2024 Attachment 8.2A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.2

That the minutes of the GECZ Meeting held on Thursday 13 June 2024, as presented, be received.

8.3 RoeROC 20 June 2024 Attachment 8.3A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.3

That the minutes of the RoeROC Meeting held on Friday 20 June 2024, as presented, be received.

8.4 Plant and Works 2 July 2024 Confidential Attachment 8.4A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.4

That the minutes of the Plant and Works Committee Meeting held on Tuesday 2 July 2024, as presented, be received.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Plant and Works 2 July 2024 (recommendation Item 5.1)

Council endorses the Plant and Works Committee recommendation, as detailed in Confidential Attachment 8.4A, Item 5.1.

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – June 2024

Date:	8 July 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CP/Planning/Corporate Business Plan/Progress Reports
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A IPR Quarterly Progress Report – June 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for June 2024 to Council for consideration and, if satisfactory, receive.

Background

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

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

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;

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

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

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

Comment

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

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

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for June 2024 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 DA of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – June 2024 as presented in Attachment 11.1A.

11.2 Club Night Light Program July 2024 Small Grants Application

Date:	8 July 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GS/Applications/2024 - CSRFF
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.2A Draft Sporting Lighting Plan 2024-2026 11.2B Sport and Recreation Facilities Plan 2021-2031

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item seeks Council approval to move forward with its application for the Club Night Light program (CNLP) July Small Grants for the upgrade to new poles, to include two additional poles, with LED lights at the Narembeen Hockey field (pitch 1).

Background

The Shire of Narembeen's Sport and Recreation Facilities Plan 2021-2031 includes lighting projects for the Narembeen Hockey Club, Narembeen Football Club, Narembeen Tennis Club and Mt Walker Tennis Club. The Sports Lighting Plan 2024-2026 (**Attachment 11.2A**) should be read in conjunction with the strategic facilities plan to provide context, justification, and priority.

To progress upgrades to sports light infrastructure, this project plan outlines the planned approach and requirements to undertake such a project. A Lighting Project Working Group was established in late 2023 and included:

- Rebecca McCall, CEO, Shire of Narembeen
- Trevor Sprigg, President, Narembeen Hockey Club
- Mitch Miolini, President, Narembeen Football Club
- Paul Wanless, President, Narembeen Tennis Club
- Courtney Bormolini, Secretary, Mt Walker Tennis Club
- Caroline Robinson, consultant, 150Square Pty Ltd

The working group met with the Wheatbelt Manager from the Department of Local Government, Sport and Cultural Industries in late December 2023 to discuss the lighting needs of each club and funding options. Following this, site visits were conducted by lighting consultants and quotes were received which has informed this project plan. This project plan works within the Australian Sports Lighting Standards. None of the current lighting infrastructure for each of the four clubs in the Working Group meets Australian Sports Lighting Standards.

The objectives of this plan are to:

- identify the current lighting standards and gaps for Narembeen tennis, Mt Walker tennis, Narembeen hockey and Narembeen football,
- determine club priorities and contributions for lighting infrastructure,
- maximise external funding opportunities for the Shire of Narembeen and clubs, and
- coordinate grant applications and club fundraising activities to upgrade lighting infrastructure.

The following approach has been agreed to by clubs party to this Lighting Plan (subject to the Shire of Narembeen's tender process and external funding application outcomes):

Lighting Plans			
Sport	Australian Standard	LUX	Inclusions
Mt Walker Tennis Lights	Club competition and commercial	Average PPA 350 lux, Uniformity Min/Ave > 0.60,	Mobilisation and light fittings only
Narembeen Tennis Lights	Club competition and commercial	Uniformity Min/Max > 0.40 Average PPA 250 lux, Uniformity Min/Ave > 0.30, Uniformity Min/Max > 0.20 Glare Rating < 50	Mobilisation, lights and poles
Narembeen Hockey Lights	CLASS II (staged)	Average 300 lux, Uniformity Min/Ave > 0.7, Uniformity Min/Max > 0.5, Uniformity Gradient > 1.54, Glare Rating <50	Mobilisation, lights and poles. Main switchboard upgrade.
Narembeen Football Lights	Amateur	Average 100 lux, Uniformity Min/Ave > 0.50, Uniformity Min/Max > 0.30 Uniformity Gradient < 2, Glare Rating < 50	Mobilisation, lights and poles Main switchboard upgrade.

Funding Arrangements						
Club	Total Project Cost ex GST	15% contingency	Total project cost, contingency and GST	Club Cash Contribution	External Funding	Application Year
Mt Walker Tennis Club	\$27,790	\$22,138	\$186,700	\$10,000	Club Night Lights Program and National Court Rebate Scheme	March 2024
Narembeen Tennis Club	\$119,800			\$50,000		
Narembeen Hockey Club – Stage One	\$279,600	\$41,490	\$318,090	\$100,000 (up to)	Club Night Lights Program or CSRFF Small Grants Round 2	Aug 2024
Narembeen Football Club	\$336,000	\$50,000	\$424,600	\$130,000	Club Night Lights Program or	March 2025

					CSRFF Small Grants	
Shire of Narembeen	Switchboard upgrade \$40,000		\$44,000		To be included in football and hockey applications	Sept 2024

The Shire of Narembeen has agreed in principle to access its Recreation Reserve account as follows:

	Shire of Narembeen Cash contribution	Year (subject to external funding approvals)
OPENING RESERVE BALANCE (1 July 2024)	\$758,939	
Mt Walker and Narembeen Tennis Club Lights	\$59,000	2024/2025
Hockey Lights	\$79,522	2024/2025
Football Oval Lights	\$128,300	2025/2026
Switchboard (50% contribution)	\$20,000	2024/2025

The CSRFF exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State. The purpose of the program is to provide financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainability, good quality, well-designed and well-utilised facilities.

The CSRFF is administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI). Priority considerations for CSRFF include:

- projects that will directly lead to an increase in physical activity or participation;
- projects that lead to facility sharing between clubs, or rationalisation of existing facilities to increase sustainability;
- projects to upgrade facilities to make them more accessible for female participants; and
- projects in a location within a significant Aboriginal population that will increase participation or physical activity.

Local Authorities are required to assess and prioritise support for applications prior to submission to the DLGSCI.

Comment

The Narembeen Hockey Club plays in the Eastern Districts Hockey Association and includes a women's A and B grade, men's and juniors' team. Minky is also facilitated by the Club to teach younger children foundational hockey skills and encourage a passion for the sport. The hockey season runs from March to September during the shortest daylight hours of the year.

There are two grass hockey fields located at the Narembeen Recreation Centre on the north end of the football oval. The Narembeen Hockey Club play and train on only one of the grass hockey fields and occasionally use the second field for association competitions. The principal field is currently lit by three lighting poles in a straight-line configuration, located at the northern most end of the field. The southern end of the field is lit by a flood light at the Recreation Centre complex, which is insufficient to enable safe use of the entire field. The existing illumination is far below the Australian Sports lighting standards for hockey at even the lowest level of play (ball and physical training).

All Narembeen hockey teams typically play on a Saturday in the same location. When the teams are all playing at home, junior games are played first and are followed by the women's A and B teams. Men's games do not commence until 3.30pm. The sun generally sets around 5.00pm in the winter and because of the low light levels at the latter end of the men's games, they are often shortened due to concerns over player safety and umpire visibility.

This project will involve the installation of new high-performance LED floodlights, strategically positioned around the pitch to ensure even distribution of light and achieve an average illumination of 300 LUX. The LED light fixtures are designed to reduce glare and provide a clear view of the playing surface which will enable training and matches to be played safely in low light or dark hours.

In addition to the existing luminaries being well below Australian standards for hockey field lighting, the metal halide lamps currently in use are showing their age and generating increased operating and maintenance costs for the Narembeen Hockey Club. Hockey Australia's, "lighting for hockey fields" guide notes that LED lights offer benefits over other light fixtures as they are more energy efficient and have a longer life expectancy. By replacing the existing metal halide lamps at the Narembeen hockey field, this project will result in more effective use of money spent on capital and ongoing operating costs by reducing energy expenses and maintenance/ replacement costs.

The Narembeen Hockey Club resolution (General Meeting 29 February 2024):

The agreed priority of the Narembeen Hockey Club is to upgrade current lights to CLASS II lights, in a staged approach (subject to discussions with football and cricket) to improve safety at training. The Narembeen Hockey Club commits \$100,000 cash towards the project. The Narembeen Hockey Club supports the application for hockey lights by the Shire of Narembeen. Narembeen Hockey Club will continue to contribute to its infrastructure and maintenance fund.

Moved: N Browning Seconded: W Taylor CARRIED

Lighting Requirements

Facility	Condition / Issues	Project Justification
Two grass fields, running north south orientation.	There are four flood lights that are not to Australian Lighting Standards.	The current lights create an unsafe training environment.
Only one field is marked and used for Minky, Junior, Women's, Men's and B grade training on a Thursday afternoon and evening.	They are of exceptional poor quality and old and have been deemed unsafe. The lights only light the northern end of the grass field.	Lights will provide a safe training space.
Game days are Saturday on one field.	The other end of the grass field uses the floodlight from the Recreation Centre which is minimal.	The Hockey Club can install Class II lights with an avg 350lux in a staged approach. West and north poles in stage 1, south and east poles in stage 2 (subject to cricket wicket relocation).
Narembeen Cricket Wicket (turf) is in the middle of two hockey fields.	The men's game during the one-day sports competition is occasionally shortened due to poor sunlight.	
	Narembeen Cricket Wicket location limits light pole placement for all 6 poles.	

Project Task	Proposed Timeline
Preparation of tender/quotes for the major works contract	September 2024
Issuing of tender for major works	November 2024

Signing of major works contract	December 2024
Site works commence	1 February 2025
Construction of project starts	1 March 2025
Project 50% complete	Mid-March 2025
Project Completed	31 March 2025
Project hand over and acquittal	1 – 31 April 2025

<p>Budget</p> <p>Two WA businesses were engaged to quote against the Shire of Narembeen's scope of works. A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licenses were included in the quotes.</p> <p>Civil scope of works:</p> <ul style="list-style-type: none"> • To auger and install 6 x ragbolt cage footings 600mm wide x 2400mm deep. • To supply and install new electrical cabling and conduits to the 6 x pole locations. • To supply and install 6 x 12m fixed tapered light poles, assemble, and erect into position with LED lights and cabling installed. • To and supply and install activation switch at an advised location. • To upgrade of power box. • To commission and carry out night audit and adjustments to the new lighting design. • Mobile, accommodation freight, machinery hire, crane, and EWP hire. <p>\$318,090 plus GST</p>

Membership	2019	2022	2023	2024
Financial members	40	44	35	36
Juniors	22	26	31	35
Minky	15	19	25	22

It is recommended that the Shire of Narembeen move forward with its application for the Club Night Light Program July 2024 Small Grants funding round for the upgrade to new poles, to include two additional poles, with LED lights at the Narembeen Hockey field (pitch 1).

Consultation

Executive Manager Corporate Services
 Council Discussion Forum 21 November 2023
 Council Discussion Forum 20 February 2024
 Council and CEO Meeting 6 March 2024
 Samantha Cornthwaite, DLGSCI

Lighting Project Working Group:

- Courtney Bormolini, Secretary - Mt Walker Tennis Club
- Mitch Miolini, President - Narembeen Football Club
- Trevor Sprigg, President - Narembeen Hockey Club
- Paul Wanless, Secretary - Narembeen Tennis Club
- Caroline Robison, Consultant - 150Square Pty Ltd

Statutory Implications

Local Government Act 1995.

Policy Implications

Policy 4.1.21 Asset Management
Shire of Narembeen's Sport and Recreation Facilities Plan

Strategic Implications

Strategic Community Plan

Strategic Priority: 1. Community
Objective: Happy, safe, healthy, and inclusive community
Strategy: 1.3 Recreation, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

Asset Management Plan

The Asset Management Plan will require adjustments to accommodate the upgrading of lighting and the installation of new lighting at the Narembeen Hockey field.

Long Term Financial Plan

The current version of the Long-Term Financial Plan accommodates the upgrading of lighting and the installation of new lighting at the Narembeen Hockey field.

Risk Implications

Risk Profiling Theme	Inadequate Project/Change Management
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	Community and Engagement Framework, Financial Management Framework, Project Management Framework and Risk Management Framework.
Action / Treatment	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring and review.
Risk Rating After Treatment	Adequate

Financial Implications

The financial implications upon the success of the CSRFF application the financial breakdown includes:

Club	Total Project Cost ex GST	15% contingency	Total project cost, contingency and GST	Club Cash Contribution (up to)	Shire Cash Contribution
Narembeen Hockey Club	\$276,600	\$41,490	\$318,090	\$100,000	\$79,522

The Shire of Narembeen would access the Recreation reserve.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 11.2

That Council supports and application for the Club Night Light Program Small Grants seeking financial support of \$159,045 for the upgrade of lights to new poles, to include two additional poles, with LED lights at the Narembeen Hockey field (pitch 1).

11.3 Council Policy Review

Date:	21 June 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A Annual WA Local Government Convention 11.3B Scheduling Ordinary Meetings of Council 11.3C Reports on Meetings or Seminars

Purpose of Report

- Executive Decision Legislative Requirement

Summary

To review several Council policies of an administrative nature

Background

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

Comment

The following comment is provided relative to each policy.

Annual WA Local Government Convention

Recommended to repeal this policy as it is covered by the Council Member Professional Development Policy reviewed and adopted in June 2024 (OCM Ref 7808/24).

Scheduling Ordinary Meetings of Council

Updated terminology and included details of Discussion Forum.

Reports on Meetings or Seminars

General update of terminology, with no change to the intent of the policy.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors – June Discussion Forum

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

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

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

Section 5.41 Functions of CEO

The CEO's functions are to —

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

Policy Implications

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

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, 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 11.3

That council adopt the policies, as attached.

12. Officers Reports - Development and Regulatory Services

Nil

13. Officers Reports - Corporate Services

13.1 Adoption of the Budget for the Year Ended 30 June 2025

Date:	2 July 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FM\Budgets
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Annual budget for the year ended 30 June 2025

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 2025 and endorse the following:

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

Background

The 2025 budget has been prepared after extensive consultation with Councillors and staff, including budgeting workshops to contextualise the 2025 budget in Council's long-term financial plan to 2034.

The budget has been prepared in accordance with the principles of Council's Strategic Community Plan, Corporate Business Plan and Sport and Recreation Facilities Plan and Plant Replacement Plans, which have been presented to and endorsed by Council (where applicable).

In accordance with the Corporate Business Plan and Council's 10-year financial plan deliberations, the budget contains a 5% increase to all rate categories (including minimum amounts).

Comment

The 2025 annual budget has been prepared alongside an extensive and ongoing review of the chart of accounts in the Shire's financial records, in addition to that of a newly developed draft long-term financial plan to 2034.

As such, the current budget has been designed to give Council scope to undertake significant planned capital works over the next 3-5 years to address immediate areas of operational and community interest concerns, whilst retaining sufficient surplus funds to undertake newly identified projects, pending timing of the projects.

As per the Rate Setting Statement, the Shire has budgeted for net rates (after budgeted discount) of \$2,161,325 to fund the Shire's 2025 budget deficit, including ex-gratia rates of \$29,888.00.

Further, as per Note 2(a): Rates and Service Charges (page 11), the estimated rate revenue based on each assessment category is:

Category	2025 budgeted rate in the dollar	2025 budgeted minimum rate	Budgeted rate income
Townsite (GRV)	\$0.09108	\$535.00	\$274,767.00
Rural and mining (UV)	\$0.00918	\$535.00	\$1,886,558.00
Budgeted gross rate revenue			\$2,161,325.00

The closing surplus for the year ended 30 June 2025 is an estimate which relies on several assumptions and contingencies, each with varying amounts of information available as at the time of preparation.

The actual surplus as at 30 June 2025 is likely to be different from the budgeted amount due to:

- The reconciliation of the accounts as at 30 June 2024 in preparation of the annual report
- Income being more or less than estimated
- Income not being received when estimated
- Unforeseen costs that arise throughout the year.

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

Nil

Strategic Implications

Strategic Community Plan

- Strategic Priority: 1. Happy, safe, healthy and inclusive community.
- Objectives: 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles.

Strategy: Considered and measured allocation of resources to infrastructure and amenities that benefit the community

Strategic Priority: 4. Well governed and efficiently managed Local Government

Objectives: 4.1 Forward planning and implementation of plans to achieve strategic priorities
4.2 Compliance and resourced Local Government

Strategy: Budget prepared in conjunction with long-term financial plan to ensure that decisions are sustainable and affordable.

Asset Management Plan

The budget contains significant capital expenditure for asset renewal and improvement in accordance with general asset management principals.

Long Term Financial Plan

The budget has been prepared as a component of the long-term financial plan, which has been developed to ensure sustainability, delivery of services and continual improvement of Shire infrastructure.

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.
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 2025 have been budgeted for in conjunction with the development of a long-term financial plan that demonstrates a sufficient level of sustainability and flexibility.
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

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

As detailed in the Rate Setting Statement in the attached report, the proposed budget is balanced (achieves \$0.00 surplus) by utilising the entire brought forward surplus for projects and operating losses after the imposition of rates.

It should be noted that there are several large capital projects in the budget that either address areas of immediate concern to Shire operations and the community (such as housing) and which are required for proposed future projects (such as building renovations and sporting infrastructure improvements).

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – 13.1

That Council endorse the following:

1. The Shire of Narembeen annual budget for the year ended 30 June 2025, as attached, as per s.6.2(1) of the Local Government Act 1995.
2. Levying a Rate in the Dollar of \$0.09108 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 \$0.00918 for all UV-based rural and mining assessments.
4. Levying a minimum rate of \$535.00 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	30 August 2024
Option B – Four Instalment Options	30 August 2024 1 November 2024 3 January 2025 7 March 2025

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, as 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 8.00% for all rates and Emergency Services Levies that are overdue by 30 August 2024 (including partially) unless otherwise on the endorsed

instalment plan as per s6.51(1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996.

10. An early payment discount of 2% for all assessments paid in full on or before 30 August 2024 as per s6.46 of the Local Government Act 1995.
11. The Schedule of Fees and Charges for the year ended 30 June 2024, as included in the attached budget report, as 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.

13.2 Monthly Financial Statements for the Month Ended 30 June 2024

Date:	11 June 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:	13.2A Shire of Narembeen - Financial Statements for Month Ended 30 June 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 30 June 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 June 2024 is \$4,027,807 with cash on hand of \$10,247,690 including \$5,360,192 of restricted reserves and \$6,316,136 of deposited funds.

Consultation

Chief Executive Officer

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 13.2

That Council receive the monthly financial statements for the month ended 30 June 2024.

13.3 Schedule of Accounts Paid for Month Ended 30 June 2024

Date:	9 July 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Schedule of Accounts paid for the month ended 30 June 2024 13.3B Credit Card payment list – June 2024

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 June 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 June 2024 total \$998,010.76 including \$6,516.89 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 13.3

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

14. Officers Reports - Officer's Reports – Community Services

Nil

15. Officers Reports - Infrastructure Services

15.1 Policy - Bitumen Frontage - Rural Residences

Date:	10 July 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	CS/Policy
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	15.1A Draft Policy - Bitumen Frontage - Rural Residences

Purpose of Report

Executive Decision Legislative Requirement

Summary

This draft policy addresses requests for bitumen seal on unsealed rural roads adjacent to rural residences.

Background

It has been identified that there is a need to introduce a policy to address requests for sealing of sections of unsealed road adjacent to rural residences in order to provide guidance and consistency.

Depending the road's condition and location, the cost of sealing a 400 meter section at 8 meters wide is estimated to be between \$40,000 and \$60,000. To control the number of properties that could potentially request a sealed frontage, the following conditions and triggers have been included in the draft policy:

- the rural residential property is to be situated no more than 100 metres from the road.
- traffic volumes and consistency (traffic counter to be installed to gauge traffic type, volume, and frequency).
- the seal width is to be 8 metres and no more than 400 metres long.
- the property owner to be approached to supply gravel for the section of road free of charge to the Shire of Narembeen and if the landowner has no suitable gravel available, they contribute a monetary amount equal to the value of the gravel required.

Comment

Considering requests for bitumen frontage to rural residential properties may take considerable time, depending on when the request is received, the need for traffic data collection, and budgetary and

time constraints. Consequently, the construction of the seal may need to be considered during deliberations with Council's annual road program.

At the time of writing this report, the actual number of rural residences that could be impacted by this policy is unknown.

Consultation

Council – June 2024 Discussion Forum
 Chief Executive Officer
 Executive Manager Corporate Services

Statutory Implications

Nil

Policy Implications

This item will create a new 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	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	Introduction of policy; annual road program; annual budget
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Between \$40,000 and \$60,000 per request.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 15.1

That Council adopt the draft policy for Bitumen Frontage - Rural Residences.

15.2 Wheatbelt South Regional Road Group – Five Year Program

Date:	10 July 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	R/Programs/Regional Road Group 2024
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	15.2A Regional Road Group Five Year Program

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

Endorsement of the five (5) year Wheatbelt South Regional Road Group program of works, for roads within the Shire of Narembeen that qualify for RRG funding is required when submitting Road project funding submissions each year.

Background

The current endorsed program is for the 2023/24 to 2029/29 financial years. The proposed works included the following:

2024/25	Cramphorne Rd, SLK 32.29 - 37.29 - second coat seal	Approved
2024/25	Cramphorne Rd, SLK 37.29 - 42.29 - reconstruction & primer seal to 8 meters	Approved
2025/26	Cramphorne Rd, SLK 37.29 - 42.29 - second coat seal	To be applied for
2025/26	Narembeen South Rd, SLK 5.17 - 10.77- reconstruction and seal to 8 meters	To be applied for
2026/27	Narembeen South Rd, SLK 5.17 - 10.77 - second coat seal	To be applied for
2026/27	Cramphorne Rd, SLK 28.51 - 32.29 - reconstruction and seal to 8 metres	To be applied for
2027/28	Cramphorne Rd, SLK 28.51 - 32.29 - second coat seal	To be applied for
2027/28	Cramphorne Rd, SLK 17.3 - 21.3 - reconstruction and seal to 8 metres	To be applied for
2028/29	Cramphorne Rd, SLK 17.3 - 21.30 - second coat seal	To be applied for
2028/29	Cramphorne Rd, SLK 21.3 - 25.04 - reconstruction and primer seal to 8 metres	To be applied for

As the next round of applications are being prepared for the 2025/26 financial year, it is a requirement to provide a five (5) year program which will need to include projects for the 2029/30 financial year.

Due to re-costing of current projects on the 5-year program, there has been a need to move projects to fit. The original costings for Narembeen South Road reconstruction and seal were estimated at \$620,000. New estimates take the project to \$1,020,000 and then a second coat seal of \$178,000. This now requires Narembeen South Road to be split over 3 years.

The following roads are also on the Roads of Regional Significance 2040 list for the Shire of Narembeen:

- Bruce Rock- Narembeen Road

- Longhurst Street
- Corrigin Narembeen Road
- Mt Walker Hyden Road
- Currall Street
- Latham Road
- Merredin Narembeen Road
- Kondinin Narembeen Road
- Coverley Road
- Fricker Road
- Soldiers Road
- Wadderin Graball Road
- Wogarl Muntadgin Road
- Mt Walker Road
- Sloss Road
- Anderson Rock Road
- Williamson Road
- Woolocutty Road

To provide submissions for any roads requires traffic count data that is less than three (3) years old. To ensure that the Shire has the relevant data available, identification of projects three to five years out enables management time to gather traffic data for locations throughout the Shire.

If Council wishes to submit more than one project for 2029/30 beyond those identified by management, the submissions need to be made by 9 August 2024, within the current application round.

Additionally, taken into consideration, that the reconstruction projects for Cramphorne Road, SLKs 17.30 – 21.3 and 21.30 – 25.04, will likely require vegetation cleaning application due to the proximity of several trees (0.7 to 1.4 meters from the edge of the proposed new seal). This requirement could potentially delay this process.

Comment

The five (5) year program is reviewed every year when making submissions so changes can be made every year, if it is endorsed by Council.

Consultation

Main Roads
Chief Executive Officer

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy: Retain and grow existing businesses, employment and attract new industry.
Objective: Safe and efficient transport network enables economic growth.
Strategy: Achievement of the 10-year road plan

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	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	Governance Calendar
Action / Treatment	Proposed implementation of Roads Strategy
Risk Rating After Treatment	Adequate

Financial Implications

As part of the RRG guidelines the Shire is required to contribute one third of the RRG Annual Program of works costs. The maximum amount of Main Roads funding per project is \$480,000. This would require a contribution of \$240,000 from Council.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 15.2

That Council endorse the Wheatbelt South Regional Road Group five (5) year program for submission with the 2025/26 applications.

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 20 August 2024 commencing at 5.00pm

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