



AGENDA

Ordinary Council Meeting
18 February 2025





NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

Date: Tuesday 18 February 2025

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

13 February 2025

DISCLAIMER

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

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

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

Members of Public:

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 17 December 2025

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 December 2024, as presented, be confirmed as a true and correct record of proceedings, subject to the removal of Cr Bald as a voting member in Confidential Item 19.2. Cr Bald had declared a Proximity Interest and was not present for the vote.

8. Minutes of Committee Meetings to be Received

8.1 Great Eastern Country Zone Meeting 14 November 2024 Attachment 8.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.1

That the minutes of the Great Eastern Country Zone Meeting held on Thursday 14 November 2024, as presented, be received.

8.2 Annual Electors Meeting 10 February 2025 Attachment 8.2A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation – 8.2

That the minutes of the Annual Electors Meeting held on Monday 10 February 2025, as presented, be received.

9. Recommendations from Committee Meetings for Council Consideration

10. Announcements by Presiding Member without Discussion

11. Officers Reports - Office of the Chief Executive Officer

11.1 Integrated Reporting and Planning Framework

Date:	9 February 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT\PLANNING\IPR Framework
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Integrated Reporting and Planning Framework

Purpose of Report

Executive Decision Legislative Requirement

Summary

The draft Integrated Planning and Reporting (IPR) Framework has been developed to ensure the Shire aligns its strategic direction with community priorities, operational capabilities, and legislative requirements. The framework outlines key documents, monitoring mechanisms, and the planning cycle, providing a structured approach for long-term sustainability and continuous improvement.

Background

The IPR Framework is a key component of local government operations in Western Australia, ensuring a strategic, integrated, and transparent approach to planning and reporting. It includes the Strategic Community Plan (SCP), Corporate Business Plan (CBP), Long-Term Financial Plan (LTFP), Asset Management Plan (AMP), and Workforce Plan (WFP). These documents guide decision-making and resource allocation over short, medium, and long-term planning horizons.

The framework also defines monitoring and reporting mechanisms, including quarterly dashboard reporting and annual reporting, ensuring transparency and accountability in achieving strategic objectives. Additionally, the framework integrates informing strategies such as the Housing Strategy, Sport and Recreation Facilities Plan, and Youth Plan to provide context, alignment, and data-driven decision-making.

Comment

The IPR Framework establishes a clear planning cycle, with minor reviews every two years and major reviews every four years, aligning with the electoral cycle. This ensures adaptability and responsiveness to changing community needs and emerging challenges.

Council's feedback is sought on the draft framework to confirm alignment with strategic priorities and operational processes. Endorsement of the framework will formalise the Shire's commitment to strategic planning, financial sustainability, and community engagement.

Consultation

Executive Manager Corporate Services
Council – December 2024 Discussion Forum

Statutory Implications

The framework is developed in accordance with the following legislation and regulations:

Local Government Act 1995 (WA)

- Section 5.56(1) – requires local governments to plan for the future of the district.

Local Government (Administration) Regulations 1996

- Regulation 19C – requires the adoption of a Strategic Community Plan.
- Regulation 19DA – requires the adoption of a Corporate Business Plan.

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, IPR Framework
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 Integrated Planning and Reporting Framework, as attached.

11.2 Corporate Business Plan – Quarterly Monitoring Report – December 2024

Date:	10 February 2025
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:	11.2A IPR Quarterly Progress Report – December 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for December 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 December 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 recognise 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 11.2

That Council receives the Corporate Business Plan Quarterly Monitoring Report – December 2024, as presented in Attachment 11.2A.

11.3 RoeROC Host Council – Nomination of Prescribing Person

Date:	10 February 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT\PLANNING\IPR Framework
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

The Council is required to appoint a Presiding Member for Roe Regional Organisation of Councils (RoeROC) in accordance with the revised legislative requirements under the Reform Tranche 2. This appointment must be made by absolute majority.

Background

RoeROC operates under a Memorandum of Understanding (MOU) between its member councils: Shire of Narembeen, Shire of Kulin, Shire of Kondinin, and Shire of Corrigin. The MOU outlines the appointment and tenure of members, the election process for Chairperson and Deputy Chairperson, and the rotational hosting responsibilities of each council. Key provisions of the RoeROC MOU include:

- The President and Chief Executive Officer of each Member Council are automatic members of RoeROC.
- Each Member Council may appoint an elected member and an officer as deputies.
- Tenure of members continues until they cease their role as a Councillor or CEO or are removed by their respective Council.
- The Chairperson and Deputy Chairperson are elected on a rotational basis by members following local government elections.
- The host council rotates biannually, with the Shire of Narembeen scheduled to host from March 2025 to March 2027.

Under the recent legislative reforms (Reform Tranche 2), a new requirement mandates that the Council must appoint the Presiding Member for RoeROC by absolute majority, rather than allowing the committee members to elect the person presiding. This change ensures greater transparency and accountability in governance structures.

Comment

The revised requirement under Schedule 9.3 Division 7 Clause 67(2) necessitates that the Shire of Narembeen appoint a Presiding Member for RoeROC. Given that the Shire of Narembeen is set to

host RoeROC from March 2025, it is appropriate to consider this appointment in advance to ensure compliance and continuity in leadership.

The current delegates for the Shire of Narembeen for RoeROC are the Shire President and Deputy Shire President. Council may wish to appoint the Shire President or another elected member as the Presiding Member, with the Deputy Shire President serving as a deputy.

Consultation

Cr Scott Stirrat, Shire President
 Cr Holly Cusack, Deputy Shire President
 Darren Mollenoyux, RoeROC Executive Officer

Statutory Implications

Local Government Act 1995, Schedule 9.3 Division 7 Clause 67(2) requires that a prescribing person must be appointed by Council to committees.

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	Legislation, RoeROC MOU, Governance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 11.3

That Council:

1. Appoints _____ as the Presiding Member for RoeROC, in accordance with Schedule 9.3 Division 7 Clause 67(2) of the Local Government Act 1995.
2. Appoints _____ as the Deputy Presiding Member for RoeROC.
3. Advises RoeROC member councils of the Shire of Narembeen's appointments.
4. Notes that the appointment is effective from 7 March 2025 and will be reviewed following the next bi-annual local government elections.

11.4 Combined Local Planning Strategy for RoeROC Members Proposal

Date:	11 February 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	LAND USE & PLANNING/PLANNING/Local Planning Strategy
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

The Roe Regional Organisation of Councils (RoeROC), comprising the Shires of Corrigin, Kondinin, Kulin, and Narembeen, is considering the feasibility and benefits of developing a joint Local Planning Strategy (LPS). Currently, none of the member Shires have an LPS in place. The Shires of Kondinin and Narembeen have initiated the process, with the Department of Planning, Lands and Heritage (DPLH) preparing the Reports of Review in accordance with Regulation 66 of the Planning and Development (Local Planning Schemes) Regulations 2015.

This agenda item seeks Council's support for a coordinated approach to the Reports of Review, aiming to progress towards a joint Local Planning Strategy.

Background

Local governments must review their Local Planning Schemes every five years to ensure they remain relevant and responsive to both local and regional needs. The Reports of Review are a critical component of this process, guiding the development of an updated Local Planning Strategy.

The Shire of Narembeen has commenced its review, and discussions within RoeROC have highlighted an opportunity for a collaborative approach to a regional LPS. A joint strategy could streamline planning processes, align regional development objectives, and create cost efficiencies for the participating Shires.

To advance this initiative, the following steps are proposed:

- Establish a broad agreement among RoeROC members to undertake Reports of Review with a shared strategic outcome.
- Progress the Reports of Review with input from individual Shires to ensure localised concerns are addressed.
- Engage with DPLH to facilitate and coordinate the review process across all four Shires.
- Initiate a joint Local Planning Strategy process once the Reports of Review are finalised.

Comment

The development of a joint LPS presents several potential benefits, including:

- **Consistency in Planning Policy:**
A shared strategy ensures regional alignment in land use planning, economic development, and environmental management.
- **Resource Efficiency:**
Combining efforts reduces duplication of work and associated costs.
- **Stronger Advocacy:**
A unified planning vision strengthens the region's position in seeking support and funding from State Government agencies.

The following key actions have been identified to progress this initiative:

- **Reports of Review:**
 - Kondinin to provide feedback to DPLH on the current draft.
 - DPLH to finalise the draft for Narembeen.
 - DPLH to commence Reports of Review for Corrigin and Kulin.
 - Draft Reports of Review to be completed by March/April 2025.
- **Joint Strategy Process:**
Commence a joint Local Planning Strategy process following the completion of the Reports of Review, in consultation with DPLH.

Consultation

ROEROC CEO's
Darren Mollenoyux, RoeROC Executive Officer
Tim Reed, Planning Manager – Department of Planning, Lands and Heritage

Statutory Implications

Regulation 66 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Policy Implications

Shire of Narembeen Town Planning Scheme.

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	Town Planning Scheme
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

DPLH can commit to allocating resources to carry out the Reports of Review. A nominal budget is required for Council consultation, agenda items, and mapping; however, these costs can be covered within the existing operational budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.4

That Council:

1. Endorses the concept of a joint Local Planning Strategy in collaboration with the RoeROC member Shires and the Department of Planning, Lands and Heritage.
2. Supports the coordinated preparation of Reports of Review as outlined in this report.
3. Authorises the Chief Executive Officer to liaise with RoeROC member Shires and DPLH to facilitate the process.

12. Officers Reports - Development and Regulatory Services

Nil

13. Officers Reports - Corporate Services

13.1 Budget Review

Date:	7 February 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\BUDGETS\Review\2025
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembeen – Budget review for the period ended 31 January 2025

Purpose of Report

Executive Decision

Legislative Requirement

Summary

Council to review, consider and adopt the attached budget review for the period ended 31 January 2025.

Background

Local governments are required to conduct a review of their budget against the year-to-date actual accounts. This review is typically done as of the end of a chosen month and must be presented to and endorsed by Council between 1 January and 31 March each year. The budget review is to consider where the estimates included in the annual budget were either overstated or understated and include further estimates for developments and events since the adoption of the annual budget that either have, or are likely to have, a financial impact in the current financial year.

After being endorsed by Council, a copy of the budget review is to be provided to the Department of Local Government, Sport and Cultural Industries.

Comment

Council's annual budget, like any budget, is based on estimates using the best and most accurate information available at the time. Further, it is good practice in determining a 'balanced budget' to build in a margin of error, particularly for capital projects, to ensure that costs can be managed across the organisation to aim for the predetermined overall expenditure target.

The attached budget review for the year-to-date period ended 31 January 2025 includes several proposed budget amendments. Council should note that the proposed budget amendments for increased operational costs are (slightly) more than offset by the proposed amendments to capital expenses. These amendments, combined with the brought forward surplus from the end of financial year reconciliations for 30 June 2024, have brought the reviewed budget estimates to a materially balanced figure for 30 June 2025.

Council's cash position is still looking good, and it is unlikely that any unplanned drawings from reserves would be required. Notably, there is a proposed budget amendment for additional reserve contributions to match heavy vehicle road improvement charge (HVRIC) income received in excess of original estimate.

In Note 4 of the attached report, proposed budget amendments are tagged as being either "P" (permanent) or "T" (timing) changes, where 'timing' amendments refer to changes that will likely be realised in future years as opposed to the current year.

Further, staff have identified an oversight for recoverable costs from the current fees and charges. The proposed fee is included in the officer's recommendation and would be effective from 10 March 2025 following the necessary local public notice period.

Consultation

Chief Executive Officer
Executive Manager Infrastructure Services

Statutory Implications

Local Government (Financial Management) Regulations 1996

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4.]

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	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls in Place	Risk management framework, management engagement and procurement controls
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Council's endorsement of the officer's recommendation will result in **total discretionary** changes to the estimated closing surplus as at 30 June 2025 of \$27,929. Noting the variance to the opening surplus from the annual budget and the budget amendments already endorsed to date gives a predicted closing surplus as follows:

Annual budget surplus/(deficit) estimated	\$0.00
Add: increase from end of financial year reconciliations	\$130,049
Add: net increase from budget review amendments	\$27,929
Less: budget amendments endorsed to date	(\$85,000)
Net estimated surplus from budget review	\$72,978

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.1

That Council, by absolute majority:

1. Endorse the Budget Review for the period ended 31 January 2025, as attached.
2. Adopt the budget amendments as itemised from #1 to #135 in Note 4 of the attached budget review.
3. Endorse the following new fee and charge, to be effective from 10 March 2025

Account code	Description	Proposed fee (inc-GST)
4222000	Handling fee to return customer belongings via post	Cost + 20%

13.2 Write-off Request – Impound Fees

Date:	30 January 2025
Location:	Nil
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:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and consider a request received for the write-off of animal impound fees.

Background

Management, in conjunction with Council's external rangers have made a concerted effort to increase patrols of the townsite in response to an increase in wandering dog complaints from the community.

During a scheduled late afternoon patrol, the ranger picked up a wandering dog that did not have a collar, registration tag or microchip. Due to the lack of information, the owner was unable to be identified or contacted and the dog was taken to a holding facility in Merredin.

The owner was later identified, and notified that their dog was in Merredin, and was required to pay maintenance fees, impound fees and penalties as per Council's endorsed fees and charges.

Owing to past administrative errors, the dog was registered with the Shire of Narembeen, even though it wasn't microchipped. As part of the dog being released to the owner, it was required that the owner bring the dog to the Shire's administration office for the ranger to chip the dog.

Comment

A request was received from the owner that the cost of the fine be waived, on compassionate grounds.

The penalties and fees raised are summarised as follows:

Sustenance Fee	\$22.00
Impound Fees	\$181.50
Fine - dog in a public place	\$200.00
Total	\$403.50

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995

Section 6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Dog Act 1967

21. Microchipping of dogs other than dangerous dogs

- (1) On and after 1 November 2013, the owner of a dog must ensure that the dog is microchipped if —
 - (a) the dog has reached 3 months of age; and
 - (b) the dog was not registered under this Act or the law of another State or a Territory so that its registration was in effect on 31 October 2013.

Penalty: a fine of \$5 000.

- (2) On and after 1 November 2015, the owner of a dog that has reached 3 months of age must ensure that the dog is microchipped. Penalty: a fine of \$5 000.
- (3) Neither subsection (1) nor (2) requires a dog to be microchipped if, under subsection (4) it is exempt from microchipping.
- (4) A dog is exempt from microchipping if a certificate given by a veterinarian stating that the implantation of a microchip in the dog may adversely affect the health and welfare of the dog applies in respect of the dog.
- (5) A certificate referred to in subsection (4) cannot apply in respect of a dog that is under 3 months of age.

30. Dogs to wear collars, registration tags etc.

- (1) A dog must not be in a public place unless it is wearing a collar to which is securely attached a registration tag that complies with section 18.
- (2) If a dog is at any time in a public place in contravention of subsection (1), every person liable for the control of the dog at that time commits an offence unless the person establishes a defence under section 33B.

Penalty for this subsection: a fine of \$5 000.

31. Control of dogs in certain public places

- (1) A dog shall not be in a public place unless it is —
 (a) held by a person who is capable of controlling the dog; or
 (b) securely tethered for a temporary purpose,

by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.

Policy Implications

There are no Council policies directly related to the outcome of this resolution.

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

Should Council resolve to waive any of the fees and/or fines, then Council will forgo the equivalent revenues.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – Item 13.2

That Council denies the request to write-off the penalties and fees.

13.3 Policy Review

Date:	4 November 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:	13.3A Asset Management Policy, Legal Representation Policy, Tree Management Policy

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 reviewed or created to align with Councils Strategic and Corporate vision.

Policy	Changes
Asset Management	Ensures that the principles of the policy are aligned with the details of Council's asset management plan.
Legal Representation	New policy based on the model provided by the Department of Local Government, Sport and Cultural Industry.
Tree Management	Amalgamation of two policies – 1.2.1 Street Tree Removal and 10.2.5 Street Tree Planting, providing a more comprehensive and holistic approach to the management of trees within the townsite.

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

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Council – December 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

Enacting the polices, if endorsed.

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 adopts the policies, as attached.

13.4 Council Policy Review (Repeal)

Date:	10 February 2025
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.4A Policies for repeal

Purpose of Report

- Executive Decision Legislative Requirement

Summary

To review several Council policies of an administrative nature.

Background

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

Comment

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

Policy	Reason for repeal
10.2.1 Street Tree Removal	Policies have been amalgamated into one new policy – Tree Management, which offers a more comprehensive and holistic approach.
10.2.5 Street Tree Planting	

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Councillors – December 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

Repeal the policies, if endorsed.

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 repeal the policies, as attached.

13.5 Financial Statements for the Month Ended 31 December 2024

Date:	11 February 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.5A Shire of Narembeen - Financial statements for month ended 31 December 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 December 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 31 December 2024 is \$5,128,665 with cash on hand of \$10,564,212 including \$5,488,034 of restricted reserves and \$978,744 of municipal funds invested for the 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 13.5

That Council receive the financial statements for the month ended 31 December 2024.

13.6 Schedule of Accounts for the Month Ended 31 December 2024

Date:	11 February 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.6A Schedule of Accounts paid for the month ended 31 December 2024 13.6B Shire of Narembeen - Credit card payment list, November 2024 (BW) 13.6C Shire of Narembeen - Credit card payment list, December 2024 (BW) 13.6D Shire of Narembeen - Credit card payment list, December 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 31 December 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 31 December 2024 total \$816,567.46 including \$14,631.64 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 13.6

That Council receive and endorse the schedule of accounts paid for the month ended 31 December 2024.

13.7 Financial Statements for the Month Ended 31 January 2025

Date:	11 February 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.7A Shire of Narembeen - Financial statements for month ended 31 January 2025

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 January 2025.

Background

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

Comment

Council's closing funding surplus as at 31 January 2025 is \$5,511,803 with cash on hand of \$10,117,856 including \$5,488,034 of restricted reserves and \$978,744 of municipal funds invested for the 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 13.7

That Council receive the financial statements for the month ended 31 January 2025.

13.8 Schedule of Accounts for the Month Ended 31 January 2025

Date:	11 February 2025
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.8A Schedule of Accounts paid for the month ended 31 January 2025 13.8B Shire of Narembeen - Credit card payment list, January 2025 (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 31 January 2025

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 31 January 2025 total \$816,567.46 including \$14,631.64 of expenditure on Council credit cards.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

2. 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.

4. 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 13.8

That Council receive and endorse the schedule of accounts paid for the month ended 31 January 2025.

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

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

Nil

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

19.1 Close the meeting to the Public

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 19.1

That Council close the meeting to the public in accordance with Section 5.23(2)(c) of the Local Government Act, to discuss a contract to be entered into, or which may be entered into, by the local government.

19.2 Lease of 24 Latham Road, Narembeen

Date:	9 February 2025
Location:	24 Latham Road, Narembeen, WA, 6369
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	COUNCIL PROPERTIES\PUBLIC FACILITIES
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	19.2A Department of Fire and Emergency Services, lease of 24 Latham Road

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to consider and endorse the proposal from the Department of Fire and Emergency Services (DFES) to extend the term of the lease agreement for 24 Latham Road, Narembeen from 2030 to 2035.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 19.2

That Council endorse the extension of the lease agreement to 2035 with the Department of Fire and Emergency Services for their currently occupied section of 24 Latham Road, Narembeen, and authorise the Chief Executive Officer to negotiate any further minor amendments to the lease that do not materially differ from the existing agreement.

19.3 Reopen the meeting to the Public

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 19.3

That Council re-open the meeting to the public.

20. Closure of Meeting

The next meeting will be held on Tuesday 18 March 2025 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at ___pm