



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

28 September 2022

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed:

Date: 29 September 2022

These minutes were confirmed at the Ordinary Council Meeting held on 26 October 2022

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT

Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

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Please note that meetings may be recorded for minute taking purposes.

CONTENTS

| Agenda Item | Page |
|----------------------------------------------------------------------------------------------------------------|------|
| 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS | 6 |
| 2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE | 6 |
| 3. DECLARATIONS OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA | 7 |
| 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 7 |
| 5. PUBLIC QUESTION TIME | 7 |
| 6. APPLICATIONS FOR LEAVE OF ABSENCE | 8 |
| 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 9 |
| 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION | 9 |
| 9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS | 9 |
| 10. MATTERS WHICH REQUIRE DECISIONS | 10 |
| 10.1 DEVELOPMENT AND REGULATORY SERVICES | 10 |
| 10.2 TECHNICAL AND RURAL SERVICES | 11 |
| 10.2.1 2022 – 2023 ROAD SEAL FUNDING | 11 |
| 10.3 CORPORATE AND COMMUNITY SERVICES | 16 |
| 10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2022 | 16 |
| 10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2022 | 58 |
| 10.3.3 APPLICATION FOR LEASE RENEWAL – WESTPAC BANKING CORPORATION | 78 |
| 10.3.4 2022/23 BUDGET AMENDMENT – REVIEW OF ADMINISTRATIVE ALLOCATIONS | 82 |
| 10.3.5 APPLICATION FOR RATES EXEMPTION – DIVINE YOU INCORPORATED | 87 |
| 10.3.6 APPLICATION FOR RATES EXEMPTION – ACCESSABILITY WA INCORPORATED | 136 |
| 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER | 180 |
| 10.4.1 COMMUNITY CHEST GRANT APPLICATIONS | 180 |
| 10.4.2 ARTS NARROGIN INCORPORATED LEASE FOR PORTION OF LOT 1679, FEDERAL STREET, NARROGIN | 299 |
| 11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 356 |
| 12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING | 356 |
| 13. CLOSURE OF MEETING | 356 |

ORDINARY COUNCIL MEETING 28 SEPTEMBER 2022

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:06 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr R McNab

Cr M Fisher

Cr B Seale

Cr J Pomykala

Cr T Wiese

Cr T Alexander

Cr J Early

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr M Furr – Executive Manager Corporate & Community Services

Ms V Ward – Executive Assistant

Leave of Absence

Nil

Apologies

Nil

Absent

Nil

Visitors

3 members of the public

3. DECLARATIONS OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

| Name | Item No | Interest | Nature |
|-------------|---------|--------------|------------------------------------------------------------------------|
| Cr Wiese | 10.2.1 | Proximity | |
| Cr McNab | 10.3.5 | Impartiality | Committee Member of Divine You |
| Cr McNab | 10.4.1 | Impartiality | Committee Member of Divine You |
| Cr Pomykala | 10.4.1 | Impartiality | Secretary of Narrogin Repertory Club |
| Cr Early | 10.4.1 | Impartiality | Committee Member of Narrogin Repertory Club/Dryandra Equestrian Centre |
| Cr Broad | 10.4.1 | Impartiality | Board Member of Narrogin Cottage Homes |

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

5.1 Susan Guy

Question: What is the Council's role in advocating for the community in regards Bank trading hours as I have noted that another Bank in the townsite is now reducing its operating hours?

Response: The Shire President advised that Council can advocate for longer hours however he was unsure of how successful this would be.

The Shire President also questioned if the community would be interested in establishing a community bank, however this must be driven from the community as it shouldn't, in his opinion be driven by Council.

5.2 Raylene Storey

Question 1: What is the progress of cleaning up Gnarojin Creek?

Response: The Executive Manager Technical and Rural Services advised that a clearing permit has been submitted to the Department of Water and Environmental Regulations and the Shire is now awaiting of that approval. The Chief Executive Officer advised that 2 types of weeds had been identified however both require permission for clearing.

Question 2: Does the Shire know what the intentions of Revheads are? This event should be relocated to Speedway due to the current area being Noongar cultural significance as there have been births and deaths in this area.

Response: The Shire President advised that at this stage the Revheads were not planning on relocating and the event is being planned on being held at Thomas Hogg Oval as previous years.

Question 3: What is the status of the sale of the Kooraminning Centre? Ms Storey advised that a caveat had been lodged to prevent the sale of this property and that under the South West Native Title Settlement instructions Local Authorities were to work with Aboriginal Organisations.

Response: The Chief Executive Officer advised that the Shire has been advised by the Bailiff that the Kooraminning Entity has been deregistered and instructions have been issued to Lawyers to commence the process to sell the land.

Question 4: Can you please advise the status of the project to attach lids and do bin repairs to the various Rubbish bins in local parks?

Response: The Executive Manager Development and Regulatory Services advised that a bin audit had been undertaken and consultation is now occurring with the contractor to make the necessary repairs or replacements.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 26 October 2022.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 280922.001

Moved: Cr Broad

Seconded: Cr Seale

That the minutes of the Ordinary Council Meeting held on 24 August 2022 be confirmed as an accurate record of the proceedings.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

There are no reports requiring a Council decision for the current month.

10.2 TECHNICAL AND RURAL SERVICES

7.20pm – Cr Wiese declared a Proximity Interest and left the meeting.

10.2.1 2022 – 2023 ROAD SEAL FUNDING

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| File Reference | 28.1.1 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Nil |
| Previous Item Numbers | Item 10.2.1, 24 August 2022 Resolution 240822.5 |
| Date | 12 September 2022 |
| Author | Torre Evans – Executive Manager Technical & Rural Services |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | Nil |

Summary

Council is requested to consider amending the 2022/23 Budget by reallocating identified savings to the Municipal fund, from the recent Road Seal Request for Quotation.

Background

At the Ordinary Council Meeting held on 24 August 2022, Item 10.2.1 Awarding Request for Quote 22/23-01 Annual Road Seal Various Locations, was presented to Council for resolution. As part of Resolution 240822.5, Council resolved at point 3 as follows:

“Request the Chief Executive Officer to provide a report to Council, by no later than the end of October 2022, on whether the outside works crew have the potential capacity to undertake additional capital works on Leake St, Chipper St, and/or Narrogin Valley Road, as road projects cut from the final Budget, to utilise the seal savings for potential all or part re-inclusion in the Shire’s 2022/23 Capital Works Road Program.”

This report addresses the above resolution, for Council’s consideration.

Consultation

Consultation regarding the expenditure of road seal funding has occurred between the:

- Chief Executive Officer; and
- Manager of Operations.

Statutory Environment

The Council, if it were to agree to the officer’s recommendation of a Budget amendment, needs to resolve to do so by an absolute majority, pursuant to Section 6.8 of the Local Government Act 1995.

Policy Implications

There are no current or pending Council Policies that relate.

Financial Implications

As a result of the annual road seal request for quote for 2022/23, some of the successful seal pricing submitted for some components of road work categories came in under the estimated amount as contained in the Budget to the value of \$207,987.

A funding amount of \$79,229 was identified in road grant funding Regional Road Group (RRG), Black Spot and Regional Airport Projects (RAP). Funding for these projects is tied to these projects and funding cannot be reallocated. This funding will be used to improve the value of these projects and cover any contingency required.

The balance remaining of \$128,758, is identified as surplus funds now available to be redistributed through Roads to Recovery (RTR) grant funding.

It is Administration's recommendation, to utilise these savings to reduce the proposed (budget) transfer from the Road Construction Reserve to partially fund the 2km of bitumen seal on Narrogin Valley Road. This would result in only requiring a draw of \$71,242, from the Road Construction Reserve, hence saving Council \$128,758 of its own source expenditure.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|-----------------------------------------------------------------------------------------|
| Objective: | 1. | Economic Objective (Support growth and progress, locally and regionally) |
| Outcome: | 1.3 | An effective well maintained transport network |
| Strategy: | 1.3.1 | Maintain and improve road network in line with resource capacity |
| Objective: | 3. | Environment Objective (Conserve, protect and enhance our natural and built environment) |
| Outcome: | 3.4 | A well maintained built environment |
| Strategy: | 3.4.1 | Improve and maintain built environment |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|--------------|-------------------------|---------------------------------------------------|
| Council resolves to direct the money to projects other than Roads to Recovery, without due consideration of managing the Shire's obligations with respect to RTR. | Unlikely (2) | Major (4) | Medium (5-9) | Compliance Requirements | Accept Officer Recommendation |
| Council resolves to direct the money to projects that require resources, that the Administration has advised that are not available in-house. | Unlikely (2) | Major (4) | Medium (5-9) | Asset Sustainability | Accept Officer Recommendation |

Risk Matrix

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of eight (8) has been determined for the two (2) risks identified. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

In addressing point 3 of Resolution 240822.5, consultation was entered into with the Manager Operations who advised, that due to an already fully allocated works schedule for capital and maintenance projects and activities, additional works would not be possible unless other projects or maintenance tasks were omitted. Based on this, the outside works crew do not have the capacity to undertake additional capital works on Leake Street, Chipper Street, and/or Narrogin Valley Road.

It is worth noting that the funding referred to in this report is for the road seal component within allocated projects which is separate to inhouse labour and plant costs.

It is noted that the savings in road seal pricing within the RTR listed projects were recognised, after the successful contractor conducted compliant bitumen seal designs on all listed road projects where some roads originally listed for a two coat seal would only require a one coat seal hence the ability to add Narrogin Valley Road into the RTR grant funding projects and save \$128,758 on municipal funding.

It is therefore recommended that Council partially fund the new 2km sealing of Narrogin Valley Road with RTR funding of \$128,758 and \$71,242 drawn from the Road Construction Reserve, hence realising a municipal saving to the Road Construction Reserve of \$128,758.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.002

Moved: Cr Fisher

Seconded: Cr Pomykala

That with respect to the identified surplus road seal expenditure, Council amend the 2022/23 Budget as follows:

1. Amend the description of NGN Valley Road Construction (2km) from Job Number IR339 to R2R339;
2. Reduce the budgeted transfer from the Road Construction Reserve GL 5120150 by \$128,758 to \$71,242;
3. Amend the budgeted expenditure with a net reduction of \$128,758 on the following Roads to Recovery jobs:
 - a. R2R337 Bottle Creek Place reduce from \$11,088 by \$1,288 to \$9,800;
 - b. R2R338 George Street reduce from \$23,166 by \$8,666 to \$14,500;
 - c. R2R216 Highbury West Road increase from \$15,715 by \$286 to \$16,000;
 - d. R2R339 Katta Road reduce from \$95,953 by \$70,853 to \$25,100;
 - e. R2R340 McCormick Way reduce from \$8,415 by \$2,315 to \$6,100;
 - f. R2R341 Newman Street reduce from \$5,940 by \$1,340 to \$4,600;
 - g. R2R342 Pitt Street reduce from \$6,600 by \$2,000 to \$4,600;
 - h. R2R343 Range Road reduce from \$51,071 by \$5,971 to \$45,100;
 - i. R2R344 Stewart Place increase from \$6,270 by \$1,671 to \$7,941;
 - j. R2R345 Stewart Road increase from \$22,572 by \$2,428 to \$25,000;
 - k. R2R346 Tanner Street increase from \$4,950 by \$1,050 to \$6,000;

- I. R2R347 Wiese Road (Town) reduce from \$23,760 by \$9,760 to \$14,000; and
- m. R2R213 Chomley Road reduce from \$77,000 by \$32,000 to \$45,000.

CARRIED 8/0
BY ABSOLUTE MAJORITY

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Alexander, Cr Early.

Against: Nil

7.22pm Cr Wiese re-entered the meeting

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2022

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| File Reference | 12.1.1 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure. |
| Applicant | Nil |
| Previous Item Numbers | Nil |
| Date | 07 August 2022 |
| Author | Breanna Dorrington – Customer Service Officer |
| Authorising Officer | Mark Furr – Executive Manager Corporate & Community Services |
| Attachments | 1. Schedule of Accounts Paid – August 2022 |

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – August 2022.

Background

Pursuant to Local Government Act 1995, Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported at the next Ordinary Meeting of Council.

Consultation

Consultation has been undertaken with Manager Corporate Services and Executive Manager Corporate and Community Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b).

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council resolution.

Strategic Implications

| | | |
|------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------|
| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
| Objective | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |

Comment/Conclusion

The Schedule of Accounts Paid – August 2022 is presented to Council for notation. A total of four hundred and nineteen (419), invoices were paid in August, an increased output of 51% compared to July 2022. Below is a summary of activity.

| <i>August 2022 Payments</i> | | |
|-----------------------------|---------------------|---------------|
| <i>Payment Type</i> | <i>\$</i> | <i>%</i> |
| Cheque | 5,990.85 | 0.39 |
| EFT (incl Payroll) | 1,362,583.40 | 87.41 |
| Direct Debit | 189,136.00 | 12.13 |
| Credit Card | 1,145.19 | 0.07 |
| Trust | 0.00 | 0.00 |
| Total Payments | 1,558,855.44 | 100.00 |

| <i>Local Spending</i> | <i>\$</i> | <i>%</i> |
|-----------------------|-------------------|--------------|
| Local Suppliers | 354,856.59 | 22.76 |
| Payroll | 441,827.15 | 28.34 |
| Total | 796,683.74 | 51.10 |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|-------------------------|---------------------------------------------------|
| Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit. | Rare (1) | Minor (2) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation |

Risk Matrix

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to

the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 9 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.003

Moved: Cr Alexander

Seconded: Cr McNab

That with respect to the Schedule of Accounts Paid for August 2022, Council note the Report as presented.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

Cheque Payments

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|------------------------|------------------|------------|--------------------------------------|-----------------------------------------------------------|-----------------|---------------|------|---------|
| 1 | 711 | 05/08/2022 | Elgas | | | 5,615.85 | | |
| 2 | INV 0360812244 | 08/07/2022 | Elgas | NRLC - UTILITY - GAS - Gas Supplied 4.400.0L | 5,615.85 | | | |
| 3 | 713 | 08/08/2022 | Shire Of Narrogin - Petty Cash-admin | | | 375.00 | | |
| 4 | INV CATS JULY 22 | 02/08/2022 | Shire Of Narrogin - Petty Cash-admin | AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup July 22 | 195.00 | | | |
| 5 | INV CATS MAY 22 | 02/08/2022 | Shire Of Narrogin - Petty Cash-admin | AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup May 22 | 105.00 | | | |
| 6 | INV CATS JUNE 22 | 02/08/2022 | Shire Of Narrogin - Petty Cash-admin | AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup June 22 | 75.00 | | | |
| Cheque Total \$ | | | | | 5,990.85 | | | |

EFT Payments

| | Chq/EFT | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|----------------|------------|-------------------------------------------------------|--------------------------------------------------------------------|----------------|---------------|------|---------|
| 7 | EFT19093 | 03/08/2022 | LGISWA | | | 218,000.82 | | |
| 8 | INV 100-147893 | 08/07/2022 | LGISWA | VARIOUS DEPARTMENTS Insurance Schedules 30/06/22 to 30/06/23 | 218,000.82 | | | |
| 9 | EFT19094 | 03/08/2022 | Department Of Human Services | | | 329.41 | | |
| 10 | INV DEDUCTION | 04/07/2022 | Department Of Human Services | Payroll deductions | 329.41 | | | |
| 11 | EFT19095 | 03/08/2022 | Australian Services Union Western Australian Branc | | | 25.90 | | |
| 12 | INV DEDUCTION | 04/07/2022 | Australian Services Union Western Australian Branc | Payroll deductions | 25.90 | | | |
| 13 | PAY 3 | 3/08/2022 | PAYROLL | Pay 3 | | 148,433.26 | | |
| 14 | EFT19096 | 05/08/2022 | Narrogin Packaging | | | 256.35 | L | F |
| 15 | INV 00073477 | 13/04/2022 | Narrogin Packaging | CHCP & CHSP - GENERAL OFFICE EXPENSES GEN - Containers & Lids | 107.50 | | | |
| 16 | INV 00073525 | 21/04/2022 | Narrogin Packaging | CHCP - GENERAL OFFICE EXPENSES GEN - Orange Detergent 5ltr | 19.90 | | | |
| 17 | INV 00074052 | 08/06/2022 | Narrogin Packaging | CHCP & CHSP - GENERAL OFFICE EXPENSES - Carton Vinyl Medium Gloves | 128.95 | | | |
| 18 | EFT19097 | 05/08/2022 | Narrogin Agricultural Repairs | | | 84.00 | L | |
| 19 | INV 265644 | 21/07/2022 | Narrogin Agricultural Repairs | SMALL PLANT - HOMECARE - 2x Honda Blade & Bolt Set | 84.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|----------------|------------|----------------------------------------------------|----------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 20 | EFT19098 | 05/08/2022 | Geoff Perkins Farm Machinery Centre | | | 33.81 | L | F |
| 21 | INV 105299 | 31/05/2022 | Geoff Perkins Farm Machinery Centre | CHSP HOME MAINTENANCE OTHER - Whipper Snipper Cord | 33.81 | | | |
| 22 | EFT19099 | 05/08/2022 | Air Response | | | 530.75 | L | F |
| 23 | INV 155194A | 18/05/2022 | Air Response | CHCP - CLIENT PURCHASES - Inspect & Repair Fault with Aircon | 110.00 | | | |
| 24 | INV 155244A | 28/06/2022 | Air Response | CHSP HOME MAINTENANCE OTHER - Inspect Faulty Air-conditioning System | 420.75 | | | |
| 25 | EFT19100 | 05/08/2022 | Signs Plus | | | 211.00 | | F |
| 26 | INV 00174176 | 03/05/2022 | Signs Plus | CHSP - Recruitment - 4x Staff Badges & Postage | 61.50 | | | |
| 27 | INV 00174432 | 10/05/2022 | Signs Plus | CHSP - RECRUITMENT - 11x Staff Badges & Postage | 149.50 | | | |
| 28 | EFT19101 | 05/08/2022 | Thing-a-me-bobs | | | 42.97 | L | F |
| 29 | INV 1138 | 14/07/2022 | Thing-a-me-bobs | CHCP & CHSP - GENERAL OFFICE EXPENSES GEN - Plastic Woven Baskets | 42.97 | | | |
| 30 | EFT19102 | 05/08/2022 | Narrogin Podiatry | | | 71.50 | L | F |
| 31 | INV 95902 | 26/07/2022 | Narrogin Podiatry | CHCP - CLIENT PUCHASES - Narrogin Podiatry Appointment | 71.50 | | | |
| 32 | EFT19103 | 05/08/2022 | Lite n' Easy Pty Ltd | | | 177.65 | | F |
| 33 | INV 6428669 | 19/07/2022 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite N Easy | 92.48 | | | |
| 34 | INV 6404947 | 19/07/2022 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite N Easy | 85.17 | | | |
| 35 | EFT19104 | 05/08/2022 | Department Of Human Services | | | 377.71 | | |
| 36 | INV DEDUCTION | 01/08/2022 | Department Of Human Services | Payroll deductions | 377.71 | | | |
| 37 | EFT19105 | 05/08/2022 | Australian Services Union Western Australian Branc | | | 25.90 | | |
| 38 | INV DEDUCTION | 01/08/2022 | Australian Services Union Western Australian Branc | Payroll deductions | 25.90 | | | |
| 39 | EFT19106 | 08/08/2022 | Synergy | | | 12,077.41 | | |
| 40 | INV 2033604562 | 01/08/2022 | Synergy | ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 25/06/22 - 24/07/22 | 12,077.41 | | | |
| 41 | EFT19107 | 08/08/2022 | Narrogin Packaging | | | 373.00 | L | |
| 42 | INV 00074739 | 27/07/2022 | Narrogin Packaging | CEMETERY MAINTENANCE/OPERATIONS - Retic | 373.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|------------------|------------|---------------------------------------------|------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 43 | EFT19108 | 08/08/2022 | Water Corporation | | | 10,527.42 | | |
| 44 | INV XX323 | 04/08/2022 | Water Corporation | NRLC - UTILITY - WATER - Water Usage 05/04/22 - 14/06/22 | 10,527.42 | | | |
| 45 | EFT19109 | 08/08/2022 | Parry's Narrogin | | | 285.60 | L | |
| 46 | INV 020100003613 | 22/07/2022 | Parry's Narrogin | PWO - WORKS - Protective Clothing - 3 x Blue Drill Pants & 3 x Highviz Work Shirts | 285.60 | | | |
| 47 | EFT19110 | 08/08/2022 | Australia's Golden Outback | | | 350.00 | | |
| 48 | INV 003949 | 01/07/2022 | Australia's Golden Outback | TOUR - PUBLIC RELATIONS & AREA PROMOTION - Gold Membership 01/07/22 - 30/06/2023 | 350.00 | | | |
| 49 | EFT19111 | 08/08/2022 | Geoff Perkins Farm Machinery Centre | | | 30.04 | L | F |
| 50 | INV 105913 | 27/07/2022 | Geoff Perkins Farm Machinery Centre | CHSP HOME MAINTENANCE OTHER EXPENSES - Whipper Snipper Cord | 30.04 | | | |
| 51 | EFT19112 | 08/08/2022 | Narrogin Bearing Service | | | 179.00 | L | |
| 52 | INV 198102 | 08/07/2022 | Narrogin Bearing Service | POC - EXPENDABLE TOOLS / CONSUMABLES - Milwaukee 5.0A Battery | 179.00 | | | |
| 53 | EFT19113 | 08/08/2022 | RJ Smith Engineering | | | 9,254.39 | L | |
| 54 | INV 4746 | 18/07/2022 | RJ Smith Engineering | ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 5 Pairs Large Contego Gloves & 6 Pairs XL Contego Gloves | 260.00 | | | |
| 55 | INV 5103 | 03/08/2022 | RJ Smith Engineering | TOUR - PUBLIC RELATIONS & AREA PROMOTION - 47x Powder coated Aluminium Pedestals | 8,994.39 | | | |
| 56 | EFT19114 | 08/08/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 370.02 | L | |
| 57 | INV JC24034062 | 27/06/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN847 MAZDA CX-5 AUTO MAXX SPORT - 23,500KM Service | 370.02 | | | |
| 58 | EFT19115 | 08/08/2022 | Narrogin Amcal Chemist CFE | | | 308.65 | L | F |
| 59 | INV 683118 | 14/04/2021 | Narrogin Amcal Chemist CFE | CHCP - GENERAL EXPENDITURE - Medical Supplies | 65.95 | | | |
| 60 | INV 866806 | 28/04/2021 | Narrogin Amcal Chemist CFE | CHCP GENERAL EXPENDITURE - Medical Supplies | 7.95 | | | |
| 61 | INV 866808 | 28/04/2021 | Narrogin Amcal Chemist CFE | CHCP GENERAL EXPENDITURE - Medical Supplies | 6.95 | | | |
| 62 | INV 868461 | 05/05/2021 | Narrogin Amcal Chemist CFE | CHSP & CHCP - GENERAL EXPENDITURE - Medical Supplies | 45.00 | | | |
| 63 | INV 885907 | 27/07/2021 | Narrogin Amcal Chemist CFE | CHSP - GENERAL EXPENDITURE - Medical Supplies | 38.95 | | | |
| 64 | INV 889503 | 13/08/2021 | Narrogin Amcal Chemist CFE | CHSP - GENERAL EXPENDITURE - Medical Supplies | 65.95 | | | |
| 65 | INV 905204 | 26/10/2021 | Narrogin Amcal Chemist CFE | CHSP - GENERAL EXPENDITURE - Medical Supplies | 38.95 | | | |
| 66 | INV 941306 | 09/04/2022 | Narrogin Amcal Chemist CFE | CHSP - GENERAL EXPENDITURE - Medical Supplies | 38.95 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
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| 67 | EFT19116 | 08/08/2022 | T Quip | | | 1,198.50 | | |
| 68 | INV 112213#5 | 27/07/2022 | T Quip | 1GPJ543 2018 TORO MOWER 7210 (WORKS) - 30x Mower Blades | 1,198.50 | | | |
| 69 | EFT19117 | 08/08/2022 | Narrogin Panel Beating Service | | | 750.00 | L | |
| 70 | INV 8849 | 26/07/2022 | Narrogin Panel Beating Service | NGN227 2021 TOYOTA COROLA NHC - Insurance Claim MO0056495 Excess | 750.00 | | | |
| 71 | EFT19118 | 08/08/2022 | Marketforce Pty Ltd | | | 105.86 | | |
| 72 | INV 44573 | 26/07/2022 | Marketforce Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Death Notice (P. Archer) Narrogin Observer 28/07/2022 | 105.86 | | | |
| 73 | EFT19119 | 08/08/2022 | The Workwear Group Pty Ltd | | | 357.70 | | |
| 74 | INV 13625897 | 24/11/2021 | The Workwear Group Pty Ltd | ADMIN - ALLOWANCES - Uniform Order K Sarma 2021/22 | 357.70 | | | |
| 75 | EFT19120 | 08/08/2022 | Ross Storey | | | 5,000.00 | L | |
| 76 | INV 75 | 12/07/2022 | Ross Storey | OTHCUL - INDIGENOUS CULTURAL EVENTS - National Reconciliation Week and NAIDOC Mural at Recreation Centre | 5,000.00 | | | |
| 77 | EFT19121 | 08/08/2022 | Daimler Trucks Perth | | | 123.40 | | |
| 78 | INV XA980009820:01 | 26/07/2022 | Daimler Trucks Perth | NO401 1992 MITSUBISHI FLO CON UNIT (WORKS) - Radiator Hoses | 123.40 | | | |
| 79 | EFT19122 | 08/08/2022 | Cutting Edges | | | 10,699.98 | | |
| 80 | INV 2401006241053 | 19/07/2022 | Cutting Edges | NO4871 2014 JOHN DEERE 670G GRADER & NO4719 2019 JOHN DEERE w/ TOP CON - 100 x Grader Blades | 10,699.98 | | | |
| 81 | EFT19123 | 08/08/2022 | Wirtgen Australia Pty Ltd | | | 379.67 | | |
| 82 | INV 1900073436 | 18/07/2022 | Wirtgen Australia Pty Ltd | NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER (WORKS) - Service Filters Air, Oil & Fuel | 379.67 | | | |
| 83 | EFT19124 | 08/08/2022 | Planning Institute Of Australia Ltd | | | 660.00 | | |
| 84 | INV 142309 | 07/07/2022 | Planning Institute Of Australia Ltd | PLAN - SUBSCRIPTION & MEMBERSHIP - Full Member Membership A Awang | 660.00 | | | |
| 85 | EFT19125 | 08/08/2022 | Corsign (WA) Pty Ltd | | | 2,849.00 | | |
| 86 | INV 00067139 | 19/07/2022 | Corsign (WA) Pty Ltd | WALK CYCLE & MOUNTAIN BIKE TRIALS PROJECTS - Provide Directional Signage As Per Quote 00067139 | 2,849.00 | | | |
| 87 | EFT19126 | 08/08/2022 | Regional Communication Solutions | | | 313.50 | | |
| 88 | INV 1738 | 02/08/2022 | Regional Communication Solutions | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reconfiguring CCTV Camera & Wi-Fi Signals at Toilet Block | 313.50 | | | |
| 89 | EFT19127 | 08/08/2022 | Kulker Carpentry And Construction | | | 3,450.00 | L | F |
| 90 | INV IV00000000672 | 20/07/2022 | Kulker Carpentry And Construction | RAILWAY STATION RESORTATION COVID RECOVERY PROJECT - Supply and Install wall Framing and Skirting Boards | 3,450.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|-----------------------|------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 91 | EFT19128 | 08/08/2022 | Divine Framing | | | 159.50 | | |
| 92 | INV 0253 | 31/07/2022 | Divine Framing | MEMBERS - EXPENSED MINOR ASSET PURCHASES - Framing of Official Council Photograph Post 2021 Election | 159.50 | | | |
| 93 | EFT19129 | 08/08/2022 | DL & LB Curtis | | | 4,840.00 | L | |
| 94 | INV 10 | 21/07/2022 | DL & LB Curtis | NOMANS LAKE HALL BUILDING MAINTENANCE - Replacement of Fascia's and Reinstallation of Gutters | 4,840.00 | | | |
| 95 | EFT19130 | 08/08/2022 | Lite n' Easy Pty Ltd | | | 235.30 | | F |
| 96 | INV 6402932 | 26/07/2022 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite N Easy Meals | 119.05 | | | |
| 97 | INV 6416007 | 26/07/2022 | Lite n' Easy Pty Ltd | CHCP -CLIENT PURCHASES - Lite N Easy Meals | 116.25 | | | |
| 98 | EFT19131 | 08/08/2022 | Bce Surveying Pty Ltd | | | 1,001.00 | | |
| 99 | INV 00014020 | 06/07/2022 | Bce Surveying Pty Ltd | CEMETERY GRAVE DIGGING - Survey New Natural Burial Site | 1,001.00 | | | |
| 100 | EFT19132 | 05/08/2022 | Sharon Bell | | | 59.90 | L | |
| 101 | INV 3082022 | 03/08/2022 | Sharon Bell | FITOUT RAILWAY STATION BUILDING - Window Film | 59.90 | | | |
| 102 | EFT19133 | 05/08/2022 | Creative Spaces | | | 1,458.60 | | |
| 103 | INV 00001989 | 29/07/2022 | Creative Spaces | NARROGIN RAILWAY STATION - Site Visit to Advise on Scope of Works | 1,458.60 | | | |
| 104 | EFT19134 | 05/08/2022 | Zachary Ryder | | | 203.00 | L | |
| 105 | INV REIMBURSEMENT | 20/07/2022 | Zachary Ryder | ADMIN - RECRUITMENT - Reimbursement for Medical & Drugs & Alcohol Test | 161.00 | | | |
| 106 | INV REIMBURSEMENT | 25/07/2022 | Zachary Ryder | ADMIN - RECRUITMENT - National Police Clearance | 42.00 | | | |
| 107 | EFT19135 | 05/08/2022 | Shire of Westonia | | | 940.00 | | |
| 108 | INV 1292 | 21/07/2022 | Shire of Westonia | ADMIN - TRAINING & DEVELOPMENT - LGIS Event | 940.00 | | | |
| 109 | EFT19136 | 05/08/2022 | Anna Martin | | | 2,295.47 | | |
| 110 | INV A337021 | 05/08/2022 | Anna Martin | Rates Refund | 2,295.47 | | | |
| 111 | EFT19137 | 12/08/2022 | Synergy | | | 147.06 | | |
| 112 | INV 2037552731 | 08/08/2022 | Synergy | 13 HOUGH STREET OPERATIONS - Electricity Usage 12/04/2022 - 15/06/2022 | 147.06 | | | |
| 113 | EFT19138 | 12/08/2022 | Australia Post | | | 296.68 | | |
| 114 | INV 1011731420 | 03/08/2022 | Australia Post | VARIOUS DEPARTMENTS July 2022 Postage | 296.68 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 115 | EFT19139 | 12/08/2022 | Great Southern Fuels | | | 28,865.76 | | |
| 116 | INV JULY2022 | 21/07/2022 | Great Southern Fuels | POC FUELS & OILS - 1500Ltrs Diesel | 28,865.76 | | | |
| 117 | EFT19140 | 12/08/2022 | Narrogin Fruit Market | | | 107.57 | L | |
| 118 | INV 3202205237 | 08/08/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNTIONS, REFRESHMENTS & RECEPTIONS Weekly Office Order | 45.26 | | | |
| 119 | INV 8202205317 | 08/08/2022 | Narrogin Fruit Market | MEMBERS CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS Weekly office order | 62.31 | | | |
| 120 | EFT19141 | 12/08/2022 | Narrogin Carpets & Curtains | | | 11,033.00 | L | F |
| 121 | INV B9685 | 08/08/2022 | Narrogin Carpets & Curtains | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Supply and installation of Double Roller Blinds | 11,033.00 | | | |
| 122 | EFT19142 | 12/08/2022 | Hancocks Home Hardware | | | 713.45 | L | F |
| 123 | INV 405975 | 08/07/2022 | Hancocks Home Hardware | CHCP - CLIENT PURCHASE Clothesline & Cement | 706.75 | | | |
| 124 | INV 406217 | 11/07/2022 | Hancocks Home Hardware | CHSP - GENERAL EXPENDITURE Lithium Battery | 6.70 | | | |
| 125 | EFT19143 | 12/08/2022 | Landgate | | | 364.34 | | |
| 126 | INV 377086 | 26/07/2022 | Landgate | RATES - VALUATION EXPENSES Minimum Charge | 71.80 | | | |
| 127 | INV 377063 | 26/07/2022 | Landgate | RATES - VALUATION EXPENSES - Rural UV Interim Valuation Shared | 88.70 | | | |
| 128 | INV 377064 | 26/07/2022 | Landgate | RATES - VALUATION EXPENSES - Rural UV Interim Valuation Shared | 88.70 | | | |
| 129 | INV 1205474 | 01/08/2022 | Landgate | RATES - VALUATION EXPENSES Certificate of Title | 28.20 | | | |
| 130 | INV 375921 | 08/08/2022 | Landgate | RATES - VALUATION EXPENSES - Rural UV Interim Valuation Shared | 86.94 | | | |
| 131 | EFT19144 | 12/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | | | 1,650.00 | L | |
| 132 | INV 1825 | 08/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | ROAD MAINTENANCE GENERAL EXPENSES - Steel drum roller hire | 1,650.00 | | | |
| 133 | EFT19145 | 12/08/2022 | Westrac Pty Ltd | | | 164.56 | | |
| 134 | INV 7268949 | 02/08/2022 | Westrac Pty Ltd | 1EVP731 2015 CAT SKID STEER LOADER (WORKS) (P36) Service Filters Air , Oil and Fuel | 164.56 | | | |
| 135 | EFT19146 | 12/08/2022 | Narrogin Agricultural Repairs | | | 100.00 | L | |
| 136 | INV 265724 | 01/08/2022 | Narrogin Agricultural Repairs | SMALL PLANT New bar and chain (Chainsaw) | 100.00 | | | |
| 137 | EFT19147 | 12/08/2022 | Narrogin Newsagency | | | 83.50 | L | |
| 138 | INV 299447 | 01/08/2022 | Narrogin Newsagency | LIB - SUBSCRIPTIONS & MEMBERSHIPS Newspaper Deliveries July 2022 | 83.50 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|------------------|------------|---------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 139 | EFT19148 | 12/08/2022 | Narrogin Betta Home Living | | | 799.00 | L | F |
| 140 | INV 25710060180 | 11/07/2022 | Narrogin Betta Home Living | CHCP - CLIENT PURCHASE Stick Vacuum | 799.00 | | | |
| 141 | EFT19149 | 12/08/2022 | Narrogin Bearing Service | | | 245.31 | L | |
| 142 | INV IN198766 | 02/08/2022 | Narrogin Bearing Service | NO1225 KOMATSU FG25T-12 FORKLIFT - Service Filters & Oil | 245.31 | | | |
| 143 | EFT19150 | 12/08/2022 | Toll Transport Pty Ltd | | | 41.06 | | |
| 144 | INV 0547-T740710 | 31/07/2022 | Toll Transport Pty Ltd | VARIOUS DEPARTMENTS - Freight Charges | 41.06 | | | |
| 145 | EFT19151 | 12/08/2022 | Local Government Professionals Australia Wa | | | 531.00 | | |
| 146 | INV 27029 | 01/07/2022 | Local Government Professionals Australia Wa | PLAN - Subscription & Memberships Full membership dues 22/23 | 531.00 | | | |
| 147 | EFT19152 | 12/08/2022 | The Workwear Group Pty Ltd | | | 591.75 | | |
| 148 | INV 13576891 | 08/08/2022 | The Workwear Group Pty Ltd | ADMIN ALLOWANCES - Uniform 2021/22 | 36.23 | | | |
| 149 | INV 13608851 | 08/08/2022 | The Workwear Group Pty Ltd | ADMIN ALLOWANCES - Uniform 2021/22 | 48.00 | | | |
| 150 | INV 13557309 | 08/08/2022 | The Workwear Group Pty Ltd | ADMIN ALLOWANCES - Uniform 2021/22 | 263.77 | | | |
| 151 | INV 14074060 | 08/08/2022 | The Workwear Group Pty Ltd | PWO - EMTRS - ALLOWANCES - Uniform 2021/22 | 243.75 | | | |
| 152 | EFT19153 | 12/08/2022 | BKS Electrical Pty Ltd | | | 181.50 | | F |
| 153 | INV 3155 | 30/06/2022 | BKS Electrical Pty Ltd | CARAVAN PARK RENEWAL DEVELOPMENT - Locate Power | 181.50 | | | |
| 154 | EFT19154 | 12/08/2022 | Narrogin Joinery | | | 1,925.00 | L | |
| 155 | INV JUNE2022 | 08/08/2022 | Narrogin Joinery | Parks Naming Project - Wooden Signs For Parks | 1,925.00 | | | |
| 156 | EFT19155 | 12/08/2022 | M & V Ranieri Building Contractors | | | 577.50 | L | |
| 157 | INV 684* | 11/07/2022 | M & V Ranieri Building Contractors | SMITH STREET PUBLIC TOILETS MAINTENANCE - Change locks, install door closes & patch paint labour | 577.50 | | | |
| 158 | EFT19156 | 12/08/2022 | AFGRI Equipment Australia Pty Ltd | | | 4,389.10 | | |
| 159 | INV 2605059 | 11/07/2022 | AFGRI Equipment Australia Pty Ltd | NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON Service Filters | 3,823.55 | | | |
| 160 | INV 2609389 | 27/07/2022 | AFGRI Equipment Australia Pty Ltd | NO4719 2019 JOHN DEERE 620G GRADER (WORKS) Service filters Air,Oil and fuel | 340.82 | | | |
| 161 | INV 2610223 | 29/07/2022 | AFGRI Equipment Australia Pty Ltd | NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON Supply only Rear view mirror | 224.73 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------|------------|---------------------------------------|---------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 162 | EFT19157 | 12/08/2022 | BMR Mechanical Pty Ltd | | | 81.21 | L | |
| 163 | INV INV-1192 | 08/08/2022 | BMR Mechanical Pty Ltd | NO05 - Ranger Ute - 45,000km service | 81.21 | | | |
| 164 | EFT19158 | 12/08/2022 | Kunal Sarma | | | 19.98 | L | |
| 165 | INV JULY2022 | 02/08/2022 | Kunal Sarma | ADMIN - Information Systems - Wall Charger type C | 19.98 | | | |
| 166 | EFT19159 | 12/08/2022 | Narrogin & Districts Plumbing Service | | | 308.00 | L | |
| 167 | INV INV-0892 | 08/08/2022 | Narrogin & Districts Plumbing Service | ADMIN OFFICE BUILDING MAINTENANCE - Unblock Drains & Fix Hot Water System | 308.00 | | | |
| 168 | EFT19160 | 12/08/2022 | Vizona | | | 9,817.50 | | F |
| 169 | INV INV-0300 | 08/08/2022 | Vizona | NARROGIN TENNIS COURTS - Upgrade to Lighting | 9,817.50 | | | |
| 170 | EFT19161 | 12/08/2022 | MC & SP Russell | | | 402.11 | L | F |
| 171 | INV 04/22 | 15/07/2022 | MC & SP Russell | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Reimbursement of Materials for Model Train Display | 402.11 | | | |
| 172 | EFT19162 | 12/08/2022 | Narrogin Auto Electrics | | | 630.33 | L | |
| 173 | INV 263470 | 15/07/2022 | Narrogin Auto Electrics | NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON 2 x H3/24V-70W PK22s Globes | 35.10 | | | |
| 174 | INV 263469 | 26/07/2022 | Narrogin Auto Electrics | VARIOUS VEHICLES - Rewire Electrical Harness | 595.23 | | | |
| 175 | EFT19163 | 12/08/2022 | Edwards Isuzu Ute | | | 400.68 | L | |
| 176 | INV 45267 | 08/08/2022 | Edwards Isuzu Ute | NGN00 2021 HOLDEN AC ACADIA 72000km Service | 400.68 | | | |
| 177 | EFT19164 | 12/08/2022 | Integrated ICT | | | 2,064.60 | | |
| 178 | INV 22805 | 08/08/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS Disaster Recovery June 2022 | 685.12 | | | |
| 179 | INV 22009 | 08/08/2022 | Integrated ICT | ADMIN INFORMATION SYSTEMS Disaster recovery April 2022 | 684.68 | | | |
| 180 | INV 22470 | 08/08/2022 | Integrated ICT | ADMIN INFORMATION SYSTEMS Disaster Recovery May 2022 | 694.80 | | | |
| 181 | EFT19165 | 12/08/2022 | John Warburton | | | 340.66 | L | |
| 182 | INV JULY2022 | 28/07/2022 | John Warburton | NO01 TOYOTA HILUX 4X4 2.8L DSL D/C Diesel Fuel | 340.66 | | | |
| 183 | EFT19166 | 15/08/2022 | Public Transport Authority | | | 686.53 | | |
| 184 | INV JULY2022 | 31/07/2022 | Public Transport Authority | TRANSWA Ticket Sales - July 2022 | 686.53 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
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| 185 | EFT19167 | 15/08/2022 | Shire Of Narrogin | | | 148.87 | | |
| 186 | INV JULY2022 | 31/07/2022 | Shire Of Narrogin | TRANSWA COMMISSION - July 2022 Ticket Sales | 148.87 | | | |
| 187 | EFT19168 | 15/08/2022 | Easifleet | | | 8,266.56 | | |
| 188 | INV 060722 | 06/07/2022 | Easifleet | NOVATED LEASES - Employee Expenses Pay Date 6/07/2022 | 2,066.64 | | | |
| 189 | INV 200722 | 20/07/2022 | Easifleet | NOVATED LEASES - Employee Expenses Pay Date 20/07/2022 | 2,066.64 | | | |
| 190 | INV 030822 | 03/08/2022 | Easifleet | NOVATED LEASES - Employee Expenses Pay Date 3/08/2022 | 2,066.64 | | | |
| 191 | INV 170822 | 17/08/2022 | Easifleet | NOVATED LEASES - Employee Expenses Pay Date 17/08/2022 | 2,066.64 | | | |
| 192 | EFT19169 | 16/08/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 2,784.43 | L | |
| 193 | INV JC24030867 | 19/04/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN15333 2014 MAZDA BT-50 (HACC) (P13) - 50,000km Service | 1,089.74 | | | |
| 194 | INV JC24033961 | 14/06/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | 1NO 2022 TOYOTA HILUX - Supply & Fit Side-Steps | 1,514.88 | | | |
| 195 | INV PI23052371 | 16/06/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | 1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB Service filters Fuel,Air & Oil 10,000 Km | 179.81 | | | |
| 196 | PAY 4 | 17/08/2022 | PAYROLL | Pay 4 | | 152,268.60 | | |
| 197 | EFT19170 | 18/08/2022 | Narrogin Hire & Reticulation | | | 85.00 | L | |
| 198 | INV 00034171 | 10/06/2022 | Narrogin Hire & Reticulation | CEMETERY UPGRADE - Reticulation Materials | 85.00 | | | |
| 199 | EFT19171 | 18/08/2022 | Best Office Systems | | | 1,360.79 | L | |
| 200 | INV 604989 | 25/07/2022 | Best Office Systems | VARIOUS DEPARTMENTS - Printing Charges July 2022 | 1,360.79 | | | |
| 201 | EFT19172 | 18/08/2022 | Synergy | | | 2,703.54 | | |
| 202 | INV 2077593097 | 09/08/2022 | Synergy | CEMETERY MAINTENANCE/OPERATIONS - Electricity Usage 19/07/22 - 04/08/22 | 78.02 | | | |
| 203 | INV 2049600251 | 09/08/2022 | Synergy | LYDEKER DEPOT BUILDING OPERATIONS - Electricity Usage 04/06/22 - 04/08/22 | 2,113.01 | | | |
| 204 | INV 2093582955 | 09/08/2022 | Synergy | OLD SHIRE DEPOT - FELSPAR ST - BUILDING OPERATIONS - Electricity Usage 04/06/22 - 04/08/22 | 118.02 | | | |
| 205 | INV 2001640332 | 09/08/2022 | Synergy | LIONS PARK MAINTENANCE/OPERATIONS - Electricity Usage 04/06/22 - 04/08/22 | 121.29 | | | |
| 206 | INV 2093583473 | 10/08/2022 | Synergy | EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Usage 08/06/22 -- 05/08/22 | 144.75 | | | |
| 207 | INV 2065595924 | 10/08/2022 | Synergy | MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Usage 08/06/22 - 05/08/22 | 128.45 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|-----------------------|-------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 208 | EFT19173 | 18/08/2022 | Narrogin Packaging | | | 938.60 | L | |
| 209 | INV 00074717 | 26/07/2022 | Narrogin Packaging | VARIOUS PUBLIC TOILETS - Cleaning Supplies | 420.75 | | | |
| 210 | INV 00074923 | 06/08/2022 | Narrogin Packaging | VARIOUS PUBLIC TOILETS - Cleaning Supplies | 517.85 | | | |
| 211 | EFT19174 | 18/08/2022 | Narrogin Fruit Market | | | 1,888.27 | L | |
| 212 | INV 0008202206101 | 10/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Catering 08/06/22 | 450.00 | | | |
| 213 | INV 0008202206287 | 28/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 46.08 | | | |
| 214 | INV 0008202206288 | 28/06/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 49.02 | | | |
| 215 | INV 0008202207056 | 05/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 63.66 | | | |
| 216 | INV 0008202207055 | 05/07/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 30.47 | | | |
| 217 | INV 0008202207062 | 06/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTION, REFRESHMENTS & RECEPTIONS - Recovery Meeting Light Lunch 05/07/22 | 69.00 | | | |
| 218 | INV 0008202207071 | 07/07/2022 | Narrogin Fruit Market | OTHCUL - FESTIVAL & EVENTS - Catering for DCVC Morning Tea for Volunteers | 134.25 | | | |
| 219 | INV 00082022071113 | 11/07/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 42.88 | | | |
| 220 | INV 00032022071213 | 12/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 13.85 | | | |
| 221 | INV 00032022071211 | 12/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 41.90 | | | |
| 222 | INV 0008202207172 | 17/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering MBS 13/07/22 | 450.00 | | | |
| 223 | INV 0008202207181 | 18/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Farewell (M. Hook) 2x Antipasto Platters | 110.00 | | | |
| 224 | INV 00082022071812 | 18/07/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 31.85 | | | |
| 225 | INV 00032022072116 | 21/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 21.18 | | | |
| 226 | INV 00032022072519 | 25/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 45.60 | | | |
| 227 | INV 0003202207263 | 26/07/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 50.42 | | | |
| 228 | INV 00032022080113 | 01/08/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 42.75 | | | |
| 229 | INV 00032022080112 | 01/08/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 47.31 | | | |
| 230 | INV 00032022080841 | 08/08/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 56.55 | | | |
| 231 | INV 00042022080953 | 09/08/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 91.50 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------------------------------------|-------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 232 | EFT19175 | 18/08/2022 | Kleenheat Gas | | | 2,432.75 | | |
| 233 | INV JULY 22 | 10/08/2022 | Kleenheat Gas | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage 01/07/22 - 31/07/22 | 2,432.75 | | | |
| 234 | EFT19176 | 18/08/2022 | Makit Narrogin Hardware | | | 2,627.45 | L | |
| 235 | INV 114530 | 01/07/2022 | Makit Narrogin Hardware | VARIOUS LOCATIONS - General Materials | 424.90 | | | |
| 236 | INV 114548 | 07/07/2022 | Makit Narrogin Hardware | VARIOUS LOCATIONS - General Materials | 673.40 | | | |
| 237 | INV 114566 | 12/07/2022 | Makit Narrogin Hardware | VARIOUS LOCATIONS - General Materials | 1,529.15 | | | |
| 238 | EFT19177 | 18/08/2022 | Parry's Narrogin | | | 374.85 | L | |
| 239 | INV 69207 | 22/07/2022 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - 3x Drill Pants & 3x Highviz Work Shirts | 196.35 | | | |
| 240 | INV 69375 | 27/07/2022 | Parry's Narrogin | ADMIN - OCCUPATIONAL HEALTH & SAFETY - Saftey Boots | 178.50 | | | |
| 241 | EFT19178 | 18/08/2022 | Arts Narrogin Incorporated | | | 63,800.00 | L | |
| 242 | INV 2064 | 09/08/2022 | Arts Narrogin Incorporated | OTHCUL - ARTS NARROGIN - Support for Art & Cultural Activities 2022/23 | 63,800.00 | | | |
| 243 | EFT19179 | 18/08/2022 | Susan Farrell | | | 50.00 | L | |
| 244 | INV 085 | 20/07/2022 | Susan Farrell | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Range of Laundry | 50.00 | | | |
| 245 | EFT19180 | 18/08/2022 | Geoff Perkins Farm Machinery Centre | | | 92.15 | L | |
| 246 | INV 106019 | 11/08/2022 | Geoff Perkins Farm Machinery Centre | NO4883 NEW HOLLAND T5060 TRACTOR - Supply Service Filters | 92.15 | | | |
| 247 | EFT19181 | 18/08/2022 | Narrogin Liquor Barons | | | 120.00 | L | |
| 248 | INV 235764 | 13/07/2022 | Narrogin Liquor Barons | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Prosecco for Council | 120.00 | | | |
| 249 | EFT19182 | 18/08/2022 | RJ Smith Engineering | | | 102.00 | L | |
| 250 | INV 5119 | 03/08/2022 | RJ Smith Engineering | LIB - GENERAL OFFICE EXPENSES - 6x Water for Libray Consuption | 102.00 | | | |
| 251 | EFT19183 | 18/08/2022 | Goodyear Dunlop Tyres Pty Ltd (Beaurepaires) | | | 277.21 | L | |
| 252 | INV 6412685626 | 28/07/2022 | Goodyear Dunlop Tyres Pty Ltd (Beaurepaires) | 1NGN TOYOTA PRADO GXL DSL WAGON - Tyre Repairs | 277.21 | | | |
| 253 | EFT19184 | 18/08/2022 | New Security Installations Pty Ltd | | | 394.90 | | |
| 254 | INV 00015281 | 11/08/2022 | New Security Installations Pty Ltd | LYDEKER DEPOT BUILDING OPERATIONS - 3G to 4G Depot Security Upgrade | 394.90 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 255 | EFT19185 | 18/08/2022 | A & A Corasaniti Building Contractors Pty Ltd | | | 7,590.00 | L | F |
| 256 | INV 321 | 14/06/2022 | A & A Corasaniti Building Contractors Pty Ltd | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Installation of Fencing | 7,590.00 | | | |
| 257 | EFT19186 | 18/08/2022 | Belvedere Nursery | | | 2,596.00 | L | |
| 258 | INV I0000001995 | 29/07/2022 | Belvedere Nursery | CBD PARKS - MAINTENANCE/OPERATIONS - Trees for CBD | 2,596.00 | | | |
| 259 | EFT19187 | 18/08/2022 | Devon Conveyancing & Legal | | | 241.11 | | |
| 260 | INV A340190 | 10/08/2022 | Devon Conveyancing & Legal | Rates Refund | 241.11 | | | |
| 261 | EFT19188 | 18/08/2022 | Gnarojin Community Garden | | | 1,073.62 | L | |
| 262 | INV 2082022 | 02/08/2022 | Gnarojin Community Garden | OTHCUL - INDIGEONOUS CULTURAL EVENTS - Community Chest Fund 2021/22 | 1,073.62 | | | |
| 263 | EFT19189 | 18/08/2022 | The Workwear Group Pty Ltd | | | 346.30 | | |
| 264 | INV 13558051 | 18/10/2021 | The Workwear Group Pty Ltd | HEALTH - ALLOWANCES - Uniform 2021/22 | 346.30 | | | |
| 265 | EFT19190 | 18/08/2022 | Wirtgen Australia Pty Ltd | | | 660.80 | | |
| 266 | INV 1900074730 | 08/08/2022 | Wirtgen Australia Pty Ltd | NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Supply Only Fuel Pipe | 660.80 | | | |
| 267 | EFT19191 | 18/08/2022 | Telair Pty Ltd | | | 1,557.55 | | |
| 268 | INV TA10781-037 | 31/07/2022 | Telair Pty Ltd | VARIOUS DEPARTMENTS - Telephone Charges July 2022 | 1,557.55 | | | |
| 269 | EFT19192 | 18/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | | | 121.00 | L | |
| 270 | INV 91306 | 08/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | ANIIMAL POUND OPERATIONS - Dog Biscuits & Dog Roll | 121.00 | | | |
| 271 | EFT19193 | 18/08/2022 | Kulbardi Hill Consulting | | | 41,940.80 | | |
| 272 | INV 00220 | 03/08/2022 | Kulbardi Hill Consulting | WALK CYCLE & MOUNTAIN BIKE TRAILS PROJECTS - Supply of 36x Interpretative Signage Panels & 6x Trail Head Panels | 41,940.80 | | | |
| 273 | EFT19194 | 18/08/2022 | Seton Australia Pty Ltd | | | 285.12 | | |
| 274 | INV 9350590404 | 19/07/2022 | Seton Australia Pty Ltd | LIB GENERAL OFFICE EXPENSES - Folding Trolley for Housebound Deliveries | 285.12 | | | |
| 275 | EFT19195 | 18/08/2022 | Gary Bruhn | | | 163.10 | L | |
| 276 | INV 050822 | 05/08/2022 | Gary Bruhn | BUILD - TRAINING & DEVELOPMENT - Reimbursement for NCC Seminar | 163.10 | | | |
| 277 | EFT19196 | 18/08/2022 | Narrogin Auto Electrics | | | 627.50 | L | |
| 278 | INV 263254 | 15/06/2022 | Narrogin Auto Electrics | NGN339 TCM FRONT END LOADER - 2x Bosch Batteries | 627.50 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 279 | EFT19197 | 18/08/2022 | Integrated ICT | | | 1,745.57 | | |
| 280 | INV 23111 | 28/07/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - M365 Exclaimer Signatures for July 2022 | 187.22 | | | |
| 281 | INV 23110 | 28/07/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - 2x NBN Links for July 2022 | 198.00 | | | |
| 282 | INV 23112 | 28/07/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Monthly Preventive Maintenance, Connectwise Automate & Connectwise IT License | 651.20 | | | |
| 283 | INV 23263 | 31/07/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Veeam Cloud Connect Replication, T3 Storage Geraldton & Cloud Storage | 709.15 | | | |
| 284 | EFT19198 | 18/08/2022 | Southern Cross Computer Systems Pty Ltd | | | 422.40 | | |
| 285 | INV SI-00008483 | 08/08/2022 | Southern Cross Computer Systems Pty Ltd | ADMIN - INFORMATION SYSTEMS - 2x HP Thunderbolt Docking Station & Freight | 764.50 | | | |
| 286 | INV SI-00007390 | 08/08/2022 | Southern Cross Computer Systems Pty Ltd | ADMIN - INFORMATION SYSTEMS - 2x HP Thunderbolt Docking Station & Freight | -342.10 | | | |
| 287 | EFT19199 | 18/08/2022 | Forms Express Pty Ltd | | | 1,819.84 | | |
| 288 | INV 240981 | 29/07/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - 2022-23 Go Green ENotices Printing | 247.50 | | | |
| 289 | INV 241083 | 31/07/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - Artwork & Development - ENotices Flyer | 140.14 | | | |
| 290 | INV 241191 | 09/08/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - 2022-23 Rates Brochure | 477.40 | | | |
| 291 | INV 241193 | 09/08/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - 2022-23 Bushfire Control Order Leaflet | 477.40 | | | |
| 292 | INV 241192 | 09/08/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - 2022-23 Rates Infographic | 477.40 | | | |
| 293 | EFT19200 | 19/08/2022 | Department Of Human Services | | | 366.83 | | |
| 294 | INV DEDUCTION | 15/08/2022 | Department Of Human Services | Payroll deductions | 366.83 | | | |
| 295 | EFT19201 | 19/08/2022 | Australian Services Union Western Australian Branc | | | 25.90 | | |
| 296 | INV DEDUCTION | 15/08/2022 | Australian Services Union Western Australian Branc | Payroll deductions | 25.90 | | | |
| 297 | EFT19202 | 19/08/2022 | Coles | | | 768.74 | | |
| 298 | INV 185 | 31/07/2022 | Coles | VARIOUS DEPARTMENTS - Coles Account July 2022 | 768.74 | | | |
| 299 | EFT19203 | 19/08/2022 | Synergy | | | 379.75 | | |
| 300 | INV 2093538852 | 14/06/2022 | Synergy | SUNDRY DRY PARK/RESERVES MAINTENANCE/OPERATIONS - Electricity Usage 06/04/22 - 08/06/22 | 252.45 | | | |
| 301 | INV 2037558292 | 21/06/2022 | Synergy | FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage 14/04/22 - 15/06/22 | 127.30 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|------------------------|-------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 302 | EFT19204 | 19/08/2022 | Narrogin Fruit Market | | | 328.24 | L | |
| 303 | INV 0003202205237 | 23/05/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 45.26 | | | |
| 304 | INV 00082022015317 | 31/05/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 62.31 | | | |
| 305 | INV 0008202206075 | 07/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 32.33 | | | |
| 306 | INV 0008202206102 | 10/06/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 26.45 | | | |
| 307 | INV 0008202206145 | 14/06/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 41.10 | | | |
| 308 | INV 0008202206144 | 14/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 30.74 | | | |
| 309 | INV 0008202206206 | 20/06/2022 | Narrogin Fruit Market | PWO - GENERAL OFFICE EXPENSES - Weekly Office Order | 39.99 | | | |
| 310 | INV 0008202206205 | 20/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 50.06 | | | |
| 311 | EFT19205 | 19/08/2022 | Water Corporation | | | 33,049.31 | | PF |
| 312 | INV V5NTN | 11/04/2022 | Water Corporation | COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Usage 14/2/22 - 8/4/22 | -510.19 | | | |
| 313 | INV V5NTN | 11/04/2022 | Water Corporation | COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Usage 14/2/22 - 8/4/22 | 510.19 | | | |
| 314 | INV 0164 | 15/06/2022 | Water Corporation | CLAYTON ROAD OVAL MAINTENANCE/OPERATIONS Water Usage 1/05/22 to 30/06/22 | 15,513.78 | | | |
| 315 | INV 0159 | 15/06/2022 | Water Corporation | NRLC Water Usage 1/05/22 to 30/06/22 | 15,638.25 | | | |
| 316 | INV 0128 | 15/06/2022 | Water Corporation | OLD GOLF COURSE/BMX BULDING OPERATIONS Water Usage 1/05/22 to 30/06/22 | 19.11 | | | |
| 317 | INV 0122 | 15/06/2022 | Water Corporation | MENS SHED BUILDING OPERATIONS Water Usage 1/05/22 to 30/06/22 | 10.92 | | | |
| 318 | INV 0133 | 15/06/2022 | Water Corporation | CHSP BUILDING MAINTENANCE Water Usage 1/05/22 to 30/06/22 | 1,670.08 | | | |
| 319 | INV 0161 | 22/06/2022 | Water Corporation | RAILWAY INSTITUTE HALL & OFFICE BULDING OPERATIONS Water Usage 01/05/22 to 30/06/22 | 197.17 | | | |
| 320 | EFT19206 | 19/08/2022 | Hancocks Home Hardware | | | 163.39 | L | F |
| 321 | INV 399940 | 03/05/2022 | Hancocks Home Hardware | HOMECARE SMALL PLANT - 2 Stroke Oil | 19.45 | | | |
| 322 | INV 403169 | 07/06/2022 | Hancocks Home Hardware | CHCP - CLIENT PURCHASES - Mop Spin Bucket system x 2 for Client David Flynn | 99.90 | | | |
| 323 | INV 404753 | 23/06/2022 | Hancocks Home Hardware | CHSP Maintenance equipment for Jessie House | 44.04 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|-----------------------------------------------|----------------------------------------------------------------------------|----------------|---------------|------|---------|
| 324 | EFT19207 | 19/08/2022 | Parry's Narrogin | | | 245.85 | L | PF |
| 325 | INV 69644 | 03/08/2022 | Parry's Narrogin | CHSP HOME MAINTENANCE OTHER EXPENSES - Home Maintenance PPE | 126.95 | | | |
| 326 | INV 69711 | 05/08/2022 | Parry's Narrogin | PWO - EMTRS - ALLOWANCES - 2x Shirts | 118.90 | | | |
| 327 | EFT19208 | 19/08/2022 | Westrac Pty Ltd | | | 1.65 | | |
| 328 | INV PI7220156 | 19/07/2022 | Westrac Pty Ltd | 1EVP731 2015 CAT SKID STEER LOADER - 1x Nut | 1.65 | | | |
| 329 | EFT19209 | 19/08/2022 | Narrogin Agricultural Repairs | | | 135.00 | L | F |
| 330 | INV 265729 | 03/08/2022 | Narrogin Agricultural Repairs | CHSP HOME MAINTENANCE OTHER EXPENSES - Husqvarna Safety Helmet | 135.00 | | | |
| 331 | EFT19210 | 19/08/2022 | Narrogin Betta Home Living | | | 179.00 | L | F |
| 332 | INV 25710062455 | 09/08/2022 | Narrogin Betta Home Living | CHCP - CLIENT PURCHASES - Countertop Microwave Oven | 179.00 | | | |
| 333 | EFT19211 | 19/08/2022 | RJ Smith Engineering | | | 359.00 | L | |
| 334 | INV 4069 | 15/06/2022 | RJ Smith Engineering | NO3 2020 NISSAN UD TIP TRUCK Repairs to ball and socket on side-tipper | 359.00 | | | |
| 335 | EFT19212 | 19/08/2022 | Narrogin Gasworx | | | 2,050.00 | L | F |
| 336 | INV 58854 | 10/08/2022 | Narrogin Gasworx | CHCP -CLIENT PURCHASES - Lift Chair | 2,050.00 | | | |
| 337 | EFT19213 | 19/08/2022 | Australian Library & Information Association | | | 165.00 | | |
| 338 | INV 00007411 | 06/04/2022 | Australian Library & Information Association | LIBRARY SUBSCRIPTIONS & MEMBERSHIPS Online Storytime 2022 | 165.00 | | | |
| 339 | EFT19214 | 19/08/2022 | A & A Corasaniti Building Contractors Pty Ltd | | | 29,235.25 | L | |
| 340 | INV 287 | 17/02/2022 | A & A Corasaniti Building Contractors Pty Ltd | ANZAC WAR MEMORIAL REPAIR & RESTORATION - Repairs to War Memorial | 1,567.50 | | | |
| 341 | INV 324 | 14/06/2022 | A & A Corasaniti Building Contractors Pty Ltd | ANZAC WAR MEMORIAL REPAIR & RESTORATION - Repairs to War Memorial | 17,421.80 | | | |
| 342 | INV 326 | 06/07/2022 | A & A Corasaniti Building Contractors Pty Ltd | MUSEUM RESTORATION Repair to Museum | 10,245.95 | | | |
| 343 | EFT19215 | 19/08/2022 | Melchiorre Plumbing & Gas | | | 853.49 | L | PF |
| 344 | INV 1191 | 23/05/2022 | Melchiorre Plumbing & Gas | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Replace Regulator | 259.60 | | | |
| 345 | INV 1309 | 14/06/2022 | Melchiorre Plumbing & Gas | CHCP - CLIENT PURCHASES - Unblock Baby Wipes from Drains | 308.00 | | | |
| 346 | INV 1472 | 02/08/2022 | Melchiorre Plumbing & Gas | CARAVAN PARK GENERAL MAINTENANCE/OPERATION - Fix hot water at Caravan Park | 285.89 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 347 | EFT19216 | 19/08/2022 | LGIS (Entity Name: JLT Risk Solutions Pty Ltd) | | | 275.00 | | |
| 348 | INV 062-212706 | 30/06/2022 | LGIS (Entity Name: JLT Risk Solutions Pty Ltd) | INSURANCE Marine Cargo 30/06/22 to 30/06/23 | 275.00 | | | |
| 349 | EFT19217 | 19/08/2022 | AMPAC Debt Recovery Pty Ltd | | | 110.00 | | |
| 350 | INV 86160 | 31/07/2022 | AMPAC Debt Recovery Pty Ltd | RATES - DEBT COLLECTION EXPENSES - Debt Collection July 22 | 110.00 | | | |
| 351 | EFT19218 | 19/08/2022 | Dan Turner | | | 11,979.16 | L | |
| 352 | INV 1552 | 21/06/2022 | Dan Turner | TOWN HALL STAGE UPGRADE Prepare Drawing of Stage & Lighting Beams | 2,227.50 | | | |
| 353 | INV 1554 | 21/06/2022 | Dan Turner | ANZAC War Memorial Repair & Restoration | 5,461.66 | | | |
| 354 | INV 1553 | 21/06/2022 | Dan Turner | MUSUEM RESTORATION Prepare Drawings of Earthworks, Paving & Retaining Walls | 3,190.00 | | | |
| 355 | INV 1548 | 17/08/2022 | Dan Turner | ANZAC War Memorial Repair & Restoration | 1,100.00 | | | |
| 356 | EFT19219 | 19/08/2022 | Lotex Filter Cleaning Service | | | 357.89 | | |
| 357 | INV 00008208 | 05/05/2022 | Lotex Filter Cleaning Service | POC - PARTS & REPAIRS - Filter Cleaning (May) | 246.58 | | | |
| 358 | INV 00008306 | 30/06/2022 | Lotex Filter Cleaning Service | POC - PARTS & REPAIRS - Filter Cleaning (June) | 111.31 | | | |
| 359 | EFT19220 | 19/08/2022 | Thing-a-me-bobs | | | 32.98 | L | F |
| 360 | INV 1120 | 14/04/2022 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENSES - Various Office Items | 32.98 | | | |
| 361 | EFT19221 | 19/08/2022 | Simply Uniforms | | | 1,986.38 | | F |
| 362 | INV 10850 | 07/07/2022 | Simply Uniforms | CHCP & CHSP - RECRUITMENT - Narrogin Homecare Uniforms | 1,986.38 | | | |
| 363 | EFT19222 | 19/08/2022 | Narrogin Auto Electrics | | | 900.11 | L | |
| 364 | INV 262651 | 04/03/2022 | Narrogin Auto Electrics | 00NGN TOYOTA HILUX - Supply & Fit Beacon | 215.92 | | | |
| 365 | INV 260897 | 03/06/2022 | Narrogin Auto Electrics | NO03 2021 ISUZU D-MAX - Supply and fit work light | 684.19 | | | |
| 366 | EFT19223 | 19/08/2022 | Olivia Robinson | | | 9,350.00 | | |
| 367 | INV 110822 | 11/08/2022 | Olivia Robinson | PUBLIC ART STRATEGY - IMPLEMENTATION & CARRY OVER - Memorial Park & Egerton/Federal St Murals | 9,350.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|-------------------|--------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 368 | EFT19224 | 19/08/2022 | Benjamin Kittow | | | 365.70 | L | |
| 369 | INV 29072022 | 29/07/2022 | Benjamin Kittow | BUILD - RECRUITMENT - Reimbursement Drug & Alcohol | 35.00 | | | |
| 370 | INV 29072022 | 29/07/2022 | Benjamin Kittow | BUILD - RECRUITMENT - Reimbursement Medical | 110.00 | | | |
| 371 | INV 29072022 | 29/07/2022 | Benjamin Kittow | BUILD - RECRUITMENT - Reimbursement Police Clearance | 57.60 | | | |
| 372 | INV 29072022 | 29/07/2022 | Benjamin Kittow | BUILD - RECRUITMENT - Reimbursement NCC Seminar | 163.10 | | | |
| 373 | EFT19225 | 23/08/2022 | Synergy | | | 3,192.19 | | |
| 374 | INV 2085540883 | 13/06/2022 | Synergy | EMDRS STAFF HOUSING Electricity Usage 5/04/22 to 7/06/22 | 148.82 | | | |
| 375 | INV 2037552731 | 15/06/2022 | Synergy | 13 HOUGH ST - OPERATIONS - Electricity Usage 07/04/22 - 09/06/22 | 147.06 | | | |
| 376 | INV 2021595737 | 21/06/2022 | Synergy | JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 20/06/22 - 18/07/22 | 1,039.03 | | | |
| 377 | INV 2045580765 | 22/07/2022 | Synergy | JOHN HIGGINS COMMUNITY BUILDING Electricity Usage 20/06/22 to 18/07/222 | 1,101.58 | | | |
| 378 | INV 2081591866 | 10/08/2022 | Synergy | LIBRARY BUILDING OPERATIONS Electricity Usage 8/06/22 to 4/08/22 | 755.70 | | | |
| 379 | EFT19226 | 23/08/2022 | Water Corporation | | | 15,136.84 | | |
| 380 | INV 0156 | 31/03/2022 | Water Corporation | MUSEUM BUILDING OPERATIONS - Water Usage 04/02/22 - 30/05/22 | 1,414.07 | | | |
| 381 | INV 0125 | 03/05/2022 | Water Corporation | 39 FEDERAL STREET BUILDING OPERATIONS - Water Usage 1/05/22 to 30/06/22 | 227.07 | | | |
| 382 | INV 0104 | 04/06/2022 | Water Corporation | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 466.13 | | | |
| 383 | INV 0156 | 15/06/2022 | Water Corporation | MAY ST PUBLIC TOILETS OPERATIONS - Water Usage 05/04/22 - 14/06/22 | 400.38 | | | |
| 384 | INV 0122 | 15/06/2022 | Water Corporation | WASTE FACILITIES BUILDING OPERATIONS - Water Usage 05/04/22 - 14/06/22 | 204.50 | | | |
| 385 | INV 0156 | 15/06/2022 | Water Corporation | CROQUET CLUBROOM - Water Usage 5/04/22 to 14/06/22 | 1,550.45 | | | |
| 386 | INV 0161 | 21/06/2022 | Water Corporation | SMITH ST PUBLIC TOILETS (COLES CARPARK) OPERATIONS - Water Usage 30/03/22 - 09/06/22 | 344.56 | | | |
| 387 | INV 0207 | 21/06/2022 | Water Corporation | EMDRS STAFF HOUSING - Water Usage 29/03/22 to 7/06/22 | 20.45 | | | |
| 388 | INV 0156 | 22/06/2022 | Water Corporation | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Usage 30/03/22 - 09/06/22 | 538.42 | | | |
| 389 | INV 0132 | 22/06/2022 | Water Corporation | CENTEREY MAINTENANCE/OPERATIONS - Water Usage 30/03/22 - 09/06/22 | 95.52 | | | |
| 390 | INV 0160 | 22/06/2022 | Water Corporation | CARAVAN PARK Water Usage 30/03/22 to 09/06/22 | 1,341.28 | | | |
| 391 | INV 0158 | 22/06/2022 | Water Corporation | MACKIE PARK MAINTENANCE Water Usage 30/03/22 to 9/06/22 | 387.90 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|-----------------------------------------|---------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 392 | INV 0145 | 22/06/2022 | Water Corporation | MEMORIAL PARK MAINTENANCE Water Usage 30/03/22 to 9/06/22 | 3,284.51 | | | |
| 393 | INV 0140 | 22/06/2022 | Water Corporation | FAIRYWAY DEPOT BUILDING OPERATIONS Water Usage 30/03/22 to 9/06/22 | 102.11 | | | |
| 394 | INV 0161 | 22/06/2022 | Water Corporation | LIBRARY BUILDING OPERATIONS - Water Usage 30/03/22 - 09/06/22 | 48.17 | | | |
| 395 | INV 0168 | 27/06/2022 | Water Corporation | 13 HOUGH ST - OPERATIONS - Water Usage 01/04/22 - 10/06/22 | 258.71 | | | |
| 396 | INV 0129 | 04/07/2022 | Water Corporation | CAFE - 45 FEDERAL ST BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 623.70 | | | |
| 397 | INV 0126 | 04/07/2022 | Water Corporation | GENERAL COMPUTERS 39 FEDERAL ST BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 466.13 | | | |
| 398 | INV 0162 | 12/08/2022 | Water Corporation | RAILWAY INSTITUTE HALL & OFFICE BUILDING OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 386.87 | | | |
| 399 | INV 0174 | 12/08/2022 | Water Corporation | OLD SHIRE OFFICE BUILDING OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 126.33 | | | |
| 400 | INV 0159 | 12/08/2022 | Water Corporation | ADMIN BUILDING OPERATIONS - Water Usage 9/06/22 to 3/08/22 | 672.10 | | | |
| 401 | INV 0169 | 12/08/2022 | Water Corporation | ADMIN BUILDING OPERATIONS - Water Usage 9/06/22 to 3/08/22 | 557.13 | | | |
| 402 | INV 0158 | 12/08/2022 | Water Corporation | MUSEUM BUILDING OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 449.73 | | | |
| 403 | INV 0141 | 12/08/2022 | Water Corporation | WASTE FACILITIES BUILDING OPERATIONS Water Usage 9/06/22 to 3/08/22 | 185.30 | | | |
| 404 | INV 0162 | 12/08/2022 | Water Corporation | LIBRARY BUILDING OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 50.19 | | | |
| 405 | INV 0157 | 12/08/2022 | Water Corporation | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 94.99 | | | |
| 406 | INV 0159 | 16/08/2022 | Water Corporation | STANDPIPE Water Usage 20/06/22 to 15/08/22 | 840.14 | | | |
| 407 | EFT19227 | 23/08/2022 | St John Ambulance Western Australia Ltd | | | 9,368.46 | | F |
| 408 | INV FAINV00982485 | 17/05/2022 | St John Ambulance Western Australia Ltd | NARROGIN AIRPORT-PATIENT TRANSFER - Pressure Pump | 385.86 | | | |
| 409 | INV FAINV00986350 | 31/05/2022 | St John Ambulance Western Australia Ltd | NARROGIN AIRPORT-PATIENT TRANSFER - Sand for Site for Installation of Water tank | 2,090.00 | | | |
| 410 | INV FAINV00989902 | 15/06/2022 | St John Ambulance Western Australia Ltd | NARROGIN AIRPORT-PATIENT TRANSFER - Meter Box and Power Cable | 6,892.60 | | | |
| 411 | EFT19228 | 23/08/2022 | Westrac Pty Ltd | | | 369.61 | | |
| 412 | INV PI7253117 | 28/07/2022 | Westrac Pty Ltd | 1EVP731 CAT SKIP LOADER - Fuel Pump | 369.61 | | | |
| 413 | EFT19229 | 23/08/2022 | Allans Bobcat And Truck Hire | | | 1,826.00 | L | |
| 414 | INV 00001572 | 29/07/2022 | Allans Bobcat And Truck Hire | CEMETERY GRAVE DIGGING - Grave Digging x6 | 1,826.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|------------------------------------|-----------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 415 | EFT19230 | 23/08/2022 | Great Southern Waste Disposal | | | 46,703.72 | L | |
| 416 | INV IV00000002060 | 08/07/2022 | Great Southern Waste Disposal | BIN COLLECTION VARIOUS LOCATIONS - July 22 | 46,703.72 | | | |
| 417 | EFT19231 | 23/08/2022 | Country Paint Supplies | | | 13.90 | L | F |
| 418 | INV 4801002820 | 22/03/2022 | Country Paint Supplies | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Oil Stain & Roller Sleeves | 13.90 | | | |
| 419 | EFT19232 | 23/08/2022 | Narrogin Gasworx | | | 30.00 | L | |
| 420 | INV 55917 | 06/05/2022 | Narrogin Gasworx | PARKS & GARDENS MAINTENANCE - 2x Gas Bottles Supplied | 30.00 | | | |
| 421 | EFT19233 | 23/08/2022 | Narrogin Chamber Of Commerce | | | 5,500.00 | L | |
| 422 | INV 190822 | 19/08/2022 | Narrogin Chamber Of Commerce | OTHFUL EVENT/FESTIVAL FUNDING - Sponsorship Donation Christmas in Narrogin Event | 5,500.00 | | | |
| 423 | EFT19234 | 23/08/2022 | Jason Signmakers | | | 2,954.60 | | |
| 424 | INV 227091 | 08/03/2022 | Jason Signmakers | SIGNS & TRAFFIC CONTROLL - Flexible Guide Posts x200 | 2,954.60 | | | |
| 425 | EFT19235 | 23/08/2022 | Narrogin Senior High School | | | 70.00 | L | |
| 426 | INV 190822 | 19/08/2022 | Narrogin Senior High School | MEMBERS DONATIONS - Year 12 Presentation Award Donation | 70.00 | | | |
| 427 | EFT19236 | 23/08/2022 | Conway Highbury Pty Ltd | | | 1,098.63 | L | |
| 428 | INV 683 | 31/07/2022 | Conway Highbury Pty Ltd | OTHGOV - OTHER CONSULTANCY - STATUTORY - Consultancy for Provision of Governance Services July 2022 | 1,098.63 | | | |
| 429 | EFT19237 | 23/08/2022 | Bill & Ben Hot Bread Shop | | | 100.00 | L | |
| 430 | INV 47 | 16/08/2022 | Bill & Ben Hot Bread Shop | ESL - BFB GENERAL EXPENSES - Catering for FCO Training - 16/08/22 | 100.00 | | | |
| 431 | EFT19238 | 23/08/2022 | Great Southern Electrical Services | | | 263.22 | L | |
| 432 | INV INV-00013701 | 27/06/2022 | Great Southern Electrical Services | CLAYTON ROAD OVAL MAINTENANCE - Check Lighting Pole & Replace Contactor | 263.22 | | | |
| 433 | EFT19239 | 23/08/2022 | Billi Australia Pty Ltd | | | 315.98 | | |
| 434 | INV INV418263 | 23/05/2022 | Billi Australia Pty Ltd | ADMIN OFFICE BUILDING REPAIR - Repair Water Unit in Meeting Room | 315.98 | | | |
| 435 | EFT19240 | 23/08/2022 | Thing-a-me-bobs | | | 193.31 | L | F |
| 436 | INV 1069 | 07/12/2021 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENDITURE Various Items | 27.98 | | | |
| 437 | INV 1070 | 10/12/2021 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENDITURE Various Items | 30.46 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
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| 438 | INV 1071 | 14/12/2021 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENSES Various Items | 33.44 | | | |
| 439 | INV 1075 | 17/12/2021 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENSES Various Items | 29.97 | | | |
| 440 | INV 1078 | 24/12/2021 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENSES Various Items | 46.96 | | | |
| 441 | INV 1104 | 10/03/2022 | Thing-a-me-bobs | CHSP GENERAL OFFICE EXPENSES Various Items | 24.50 | | | |
| 442 | EFT19241 | 23/08/2022 | Epic Fire Solutions T/As MCG Fire Services | | | 319.00 | | |
| 443 | INV INV-2129 | 15/06/2022 | Epic Fire Solutions T/As MCG Fire Services | TOWN HALL MAINTENANCE - Fire Testing | 319.00 | | | |
| 444 | EFT19242 | 23/08/2022 | Narrogin Auto Electrics | | | 422.78 | L | |
| 445 | INV 262061 | 17/12/2021 | Narrogin Auto Electrics | NGN417 2020 (RANGER) MAZDA BT-50 4x4 - Wire in Ramp on Vehicle | 422.78 | | | |
| 446 | EFT19243 | 24/08/2022 | Narrogin Fruit Market | | | 97.50 | L | |
| 447 | INV 0008202206143 | 14/06/2022 | Narrogin Fruit Market | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Recovery Meeting Light Lunch 14/06/22 | 97.50 | | | |
| 448 | EFT19244 | 24/08/2022 | Water Corporation | | | 2,631.20 | | |
| 449 | INV 0159 | 20/06/2022 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 12/04/22 - 17/06/22 | 5.46 | | | |
| 450 | INV 0087 | 27/06/2022 | Water Corporation | LYDEKER DEPOT BUILDING OPERATIONS - Water Usage 08/04/22 - 18/06/22 | 829.62 | | | |
| 451 | INV 0104 | 04/07/2022 | Water Corporation | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 466.13 | | | |
| 452 | INV 0126 | 04/07/2022 | Water Corporation | GENERAL COMPUTORS 39 FEDERAL ST BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 466.13 | | | |
| 453 | INV 0129 | 04/07/2022 | Water Corporation | CAFE - 45 FEDERAL ST BUILDING OPERATIONS - Water Usage 01/07/22 - 31/08/22 | 623.70 | | | |
| 454 | INV 0020 | 12/07/2022 | Water Corporation | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Trade Waste Permit 01/07/22 - 30/06/23 | 240.16 | | | |
| 455 | EFT19245 | 24/08/2022 | Parry's Narrogin | | | 199.75 | L | |
| 456 | INV 68918 | 14/07/2022 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - 2x Jacket & 1x Rain Jacket | 199.75 | | | |
| 457 | EFT19246 | 24/08/2022 | It Vision | | | 2,200.00 | | |
| 458 | INV 368.19 | 30/04/2022 | It Vision | RATES - TRAINING & DEVELOPMENT - Rates Training (D. Gannaway) | 1,375.00 | | | |
| 459 | INV 36863 | 31/05/2022 | It Vision | RATES - TRAINING & DEVELOPMENT - Rates Training (M. Barthakur) | 825.00 | | | |
| 460 | EFT19247 | 24/08/2022 | Farmers Centre (Narrogin) Pty Ltd | | | 116.77 | L | |
| 461 | INV 84231 | 14/07/2022 | Farmers Centre (Narrogin) Pty Ltd | 1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply Only New Hydraulic Hose & Fittings | 116.77 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------|------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 462 | EFT19248 | 24/08/2022 | WA College of Agriculture - Narrogin | | | 100.00 | L | |
| 463 | INV 2382022 | 23/08/2022 | WA College of Agriculture - Narrogin | MEMBERS - DONATIONS TO COMMUNITY GROUPS - Student Award Sponsorship 2022/23 | 100.00 | | | |
| 464 | EFT19249 | 24/08/2022 | A & A Corasaniti Building Contractors Pty Ltd | | | 2,805.00 | L | |
| 465 | INV 325 | 15/06/2022 | A & A Corasaniti Building Contractors Pty Ltd | NRLC - OUTDOOR POOL MAINTENANCE - Swim Club Room Insurance PR0032450 | 2,805.00 | | | |
| 466 | EFT19250 | 24/08/2022 | Forpark Australia | | | 280.50 | | |
| 467 | INV 50226 | 10/06/2022 | Forpark Australia | LIONS PARK MAINTENANCE/OPERATIONS - Disc Porthole & Bolts | 280.50 | | | |
| 468 | EFT19251 | 24/08/2022 | Narrogin Joinery | | | 9,317.00 | L | |
| 469 | INV 1720 | 22/05/2022 | Narrogin Joinery | ANZAC WAR MEMORIAL REPAIR & RESOTATION - Moulding for War Memorial | 9,317.00 | | | |
| 470 | EFT19252 | 24/08/2022 | AFGRI Equipment Australia Pty Ltd | | | 251.33 | L | |
| 471 | INV 2606137 | 14/07/2022 | AFGRI Equipment Australia Pty Ltd | NO4719 2019 JOHN DEERE 620G GRADER - 8x Blade Tension Cap Screws & Nuts | 251.33 | | | |
| 472 | EFT19253 | 24/08/2022 | Department Of Water And Environmental Regulation | | | 400.00 | | |
| 473 | INV 22822 | 22/08/2022 | Department Of Water And Environmental Regulation | GNARJOIN PARK MAINTENANCE/OPERATIONS - Clearing Permit Application Fee - Shire of Narrogin | 400.00 | | | |
| 474 | EFT19254 | 24/08/2022 | Alexander Mulenga | | | 600.00 | L | |
| 475 | INV 482022 | 04/08/2022 | Alexander Mulenga | ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Reimbursement for CAANZ Membership Fees 2022 | 600.00 | | | |
| 476 | EFT19255 | 24/08/2022 | Hersey's Safety | | | 151.25 | L | |
| 477 | INV 1043 | 28/07/2022 | Hersey's Safety | NO4834 2014 HINO 300 SERIES CREW CAB - 4M of Fuel Line with Male Fittings to Both Ends | 151.25 | | | |
| 478 | EFT19256 | 24/08/2022 | Bird's Silos & Shelters | | | 704.00 | | |
| 479 | INV 00007278 | 14/07/2022 | Bird's Silos & Shelters | MUSEUM BUILDING (CAPITAL) - MUSEUM RESTORATION AS PER CONSERVATION REPORT - Supply & Fabricate Handrail as per Drawing | 704.00 | | | |
| 480 | EFT19257 | 24/08/2022 | Elders Real Estate Pty Ltd | | | 2,280.00 | L | |
| 481 | INV 22822 | 22/08/2022 | Elders Real Estate Pty Ltd | HEALTH - SALARIES & WAGES - Deed of Compromise Bond & Rent, 76 Kipling St Narrogin | 2,280.00 | | | |
| 482 | EFT19258 | 24/08/2022 | All About Bitumen And Asphalt | | | 1,497.28 | | |
| 483 | INV 5164 | 30/06/2022 | All About Bitumen And Asphalt | FOOTPATH MAINTENANCE - Annual Footpath Repairs | 1,497.28 | | | |
| 484 | EFT19259 | 24/08/2022 | Narrogin Art Group Inc | | | 2,500.00 | L | |
| 485 | INV 11822 | 11/08/2022 | Narrogin Art Group Inc | OTHCUL - COMMUNITY CHEST - Community Chest Fund 2022/23 | 2,500.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
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| 486 | EFT19260 | 26/08/2022 | Narrogin Hire & Reticulation | | | 28.42 | L | |
| 487 | INV 00032069 | 29/11/2021 | Narrogin Hire & Reticulation | PARKS & GARDENS MAINTENANCE - Retic | 28.42 | | | |
| 488 | EFT19261 | 26/08/2022 | Synergy | | | 229.55 | | |
| 489 | INV 2045595437 | 10/08/2022 | Synergy | SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Usage 08/06/22 - 05/08/22 | 112.43 | | | |
| 490 | INV 2041601777 | 12/08/2022 | Synergy | BMX PARK - Electricity Usage 10/06/22 - 08/08/22 | 117.12 | | | |
| 491 | EFT19262 | 26/08/2022 | Great Southern Fuels | | | 7,199.52 | | |
| 492 | INV 15007907 | 13/07/2022 | Great Southern Fuels | 032NGN MAZDA CX3 MAXX SPORT - New Distributor Card | 2.75 | | | |
| 493 | INV JULY 22 | 31/07/2022 | Great Southern Fuels | Various Vehicles - Fuel Card Charges July 2022 | 7,196.77 | | | |
| 494 | EFT19263 | 26/08/2022 | Water Corporation | | | 9,260.43 | | |
| 495 | INV 0158 | 21/06/2022 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 13/04/22 - 20/06/22 | 829.62 | | | |
| 496 | INV 0158 | 10/08/2022 | Water Corporation | GNARJOIN PARK MAINTENANCE/OPERATIONS - Water Usage 17/06/22 - 09/08/22 | 225.84 | | | |
| 497 | INV 0158 | 10/08/2022 | Water Corporation | GNARJOIN PARK MAINTENANCE/OPERATIONS - Water Usage 17/06/22 - 09/08/22 | 225.84 | | | |
| 498 | INV 0088 | 11/08/2022 | Water Corporation | LYDEKER DEPOT BUILDING OPERATIONS - Water Usage 18/06/22 - 10/08/22 | 403.89 | | | |
| 499 | INV 0159 | 11/08/2022 | Water Corporation | OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Usage 17/06/22 - 10/08/22 | 72.27 | | | |
| 500 | INV 0175 | 11/08/2022 | Water Corporation | COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Usage 17/06/22 - 10/08/22 | 138.26 | | | |
| 501 | INV 0165 | 12/08/2022 | Water Corporation | CLAYTON OVAL MAINTENANCE/OPERATIONS - Water Usage 14/06/22 - 04/08/22 | 1,504.36 | | | |
| 502 | INV 0160 | 12/08/2022 | Water Corporation | NRLC - UTILITY - WATER - Water Usage 14/06/22 - 04/08/22 | 5,066.05 | | | |
| 503 | INV 0133 | 12/08/2022 | Water Corporation | CEMETERY MAINTENANCE/OPERATIONS - Water Usage 09/06/22 - 03/08/22 | 8.20 | | | |
| 504 | INV 0123 | 12/08/2022 | Water Corporation | WASTE FACILITIES BUILDING OPERATIONS - Water Usage 14/06/22 - 04/08/22 | 520.45 | | | |
| 505 | INV 0157 | 12/08/2022 | Water Corporation | MAY ST PUBLIC TOILETS OPERATIONS - Water Usage 14/06/22 - 04/08/22 | 188.02 | | | |
| 506 | INV 0160 | 15/08/2022 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 17/06/22 - 12/08/22 | 46.39 | | | |
| 507 | INV 0091 | 15/08/2022 | Water Corporation | HIGHBURY PUBLIC TOILETS OPERATIONS - Water Usage 17/06/22 - 12/08/22 | 9.41 | | | |
| 508 | INV 0132 | 16/08/2022 | Water Corporation | MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Usage 15/06/22 - 06/08/22 | 21.83 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
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| 509 | EFT19264 | 26/08/2022 | Kleenheat Gas | | | 14,571.50 | | |
| 510 | INV JULY 22 | 10/08/2022 | Kleenheat Gas | ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 01/07/22 - 31/07/22 | 225.04 | | | |
| 511 | INV JULY 22 | 10/08/2022 | Kleenheat Gas | NRLC - UTILITY - ELECTRICITY - Electricity Usage 01/07/22 - 31/07/22 | 14,346.46 | | | |
| 512 | EFT19265 | 26/08/2022 | Knightline Computers | | | 483.00 | L | |
| 513 | INV 00076781 | 11/08/2022 | Knightline Computers | ADMIN - INFORMATION SYSTEMS - Laptop Battery & 16GB Crucial | 483.00 | | | |
| 514 | EFT19266 | 26/08/2022 | Hancocks Home Hardware | | | 87.75 | L | |
| 515 | INV 409492 | 15/08/2022 | Hancocks Home Hardware | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Garbage Bin | 87.75 | | | |
| 516 | EFT19267 | 26/08/2022 | Parry's Narrogin | | | 590.30 | L | |
| 517 | INV 69689 | 04/08/2022 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - New Work PPE | 590.30 | | | |
| 518 | EFT19268 | 26/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust | | | 1,650.00 | L | |
| 519 | INV IV0.00000001870 | 03/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust | CEMETERY GRAVE DIGGING - 50m3 Yellow Sand Delivered | 1,650.00 | | | |
| 520 | EFT19269 | 26/08/2022 | Susan Farrell | | | 50.00 | L | |
| 521 | INV 086 | 03/08/2022 | Susan Farrell | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Range of Laundry | 50.00 | | | |
| 522 | EFT19270 | 26/08/2022 | Narrogin Betta Home Living | | | 2,183.99 | L | PF |
| 523 | INV 25710062873 | 15/08/2022 | Narrogin Betta Home Living | CHCP - CLIENT PURCHASES - Fujitsu Air Conditioner Split Reverse Inverter & Installation - For Client | 2,124.00 | | | |
| 524 | INV 25710062982 | 16/08/2022 | Narrogin Betta Home Living | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Vacuum Cleaner Attachment | 59.99 | | | |
| 525 | EFT19271 | 26/08/2022 | Kulker Plumbing Service | | | 819.20 | L | |
| 526 | INV 13166 | 31/07/2022 | Kulker Plumbing Service | STANDPIPE MAINTENANCE/OPERATIONS - Test RPZ Valves at Geeryaling, Highbury West, Campbells, Wagin-Wikipin & Read Road Stand Pipes | 819.20 | | | |
| 527 | EFT19272 | 26/08/2022 | Country Paint Supplies | | | 109.95 | L | |
| 528 | INV 4801005667 | 08/08/2022 | Country Paint Supplies | PARKS & GARDENS MAINTENANCE - 4L Green Paint For Signs | 109.95 | | | |
| 529 | EFT19273 | 26/08/2022 | Air Response | | | 630.00 | L | |
| 530 | INV 155421A | 15/08/2022 | Air Response | ADMIN OFFICE BUILDING MAINTENANCE - Inspect Roof Top Aircon & Found Tripping Power | 165.00 | | | |
| 531 | INV 155417A | 15/08/2022 | Air Response | ADMIN OFFICE BUILDING MAINTENANCE - Replace Controller & Clean Filters | 465.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|------------------|------------|-------------------------------------|--------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 532 | EFT19274 | 26/08/2022 | Toll Transport Pty Ltd | | | 83.74 | | |
| 533 | INV 0548-T740710 | 07/08/2022 | Toll Transport Pty Ltd | VARIOUS VEHICLES - Freight Charges | 56.51 | | | |
| 534 | INV 0549-T740710 | 15/08/2022 | Toll Transport Pty Ltd | VARIOUS DEPARTMENTS - Freight Charges | 27.23 | | | |
| 535 | EFT19275 | 26/08/2022 | Narrogin Gasworx | | | 31.95 | L | F |
| 536 | INV 59182 | 22/08/2022 | Narrogin Gasworx | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Meat Thermometer | 31.95 | | | |
| 537 | EFT19276 | 26/08/2022 | Farmers Centre (Narrogin) Pty Ltd | | | 135.25 | L | |
| 538 | INV 84342 | 28/07/2022 | Farmers Centre (Narrogin) Pty Ltd | VARIOUS VEHICLES - Supply 250 BAR Pressure Gauge & Hydraulic Hose & 2x 1/2" Female BSPP Fittings | 135.25 | | | |
| 539 | EFT19277 | 26/08/2022 | Narrogin Chamber Of Commerce | | | 3,200.00 | L | |
| 540 | INV 00004107 | 28/07/2022 | Narrogin Chamber Of Commerce | RATES - RATES INCENTIVE SCHEME - Rates Early Bird Prize Draw 2022/23 | 3,000.00 | | | |
| 541 | INV 00004112 | 14/08/2022 | Narrogin Chamber Of Commerce | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Employee Innovation & Recognition Award | 200.00 | | | |
| 542 | EFT19278 | 26/08/2022 | Melchiorre Plumbing & Gas | | | 99.00 | L | |
| 543 | INV 1589 | 20/08/2022 | Melchiorre Plumbing & Gas | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reset Hot Water System & Fix Roof Leak | 99.00 | | | |
| 544 | EFT19279 | 26/08/2022 | Belvedere Nursery | | | 340.00 | L | |
| 545 | INV I0000002000 | 05/08/2022 | Belvedere Nursery | STREET TREE MAINTENANCE - 17x Shrubs Highbury Park | 340.00 | | | |
| 546 | EFT19280 | 26/08/2022 | Narrogin Pumps Solar And Spraying | | | 1,087.46 | L | PF |
| 547 | INV 00043231 | 29/06/2022 | Narrogin Pumps Solar And Spraying | CEMETERY UPGRADE - Instalation of Davey Dynaflo Pump | 1,050.50 | | | |
| 548 | INV 00043495 | 18/07/2022 | Narrogin Pumps Solar And Spraying | ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply 2x 1 1/2 Inch PP Poly Joiner | 36.96 | | | |
| 549 | EFT19281 | 26/08/2022 | YMCA WA | | | 35,359.46 | | |
| 550 | INV SI-A011147 | 31/07/2022 | YMCA WA | NRLC - CONTRACT MANAGEMENT EXPENSE - Deficit Funding July 22 | 35,359.46 | | | |
| 551 | EFT19282 | 26/08/2022 | Highbury District Community Council | | | 2,000.00 | L | |
| 552 | INV 150822 | 15/08/2022 | Highbury District Community Council | HIGHBURY HALL BUILDING MAINTENANCE - Annual Financial Contributions 2022/23 | 2,000.00 | | | |

| Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|------------|----------------|------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------|------|---------|
| 553 | EFT19283 | 26/08/2022 | Narrogin Joinery | | 21,175.00 | L | |
| 554 | INV 1731 | 14/08/2022 | Narrogin Joinery | PARKS & GARDENS MAINTENANCE - Signs for Park Naming Project | 1,155.00 | | |
| 555 | INV 1730 | 14/08/2022 | Narrogin Joinery | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Display Cabinet for Model Train Display | 20,020.00 | | |
| 556 | EFT19284 | 26/08/2022 | Win Television WA Pty Ltd T/A WIN Television Network | | 1,144.00 | | |
| 557 | INV 1374710-1 | 31/07/2022 | Win Television WA Pty Ltd T/A WIN Television Network | TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Commercials July 2022 | 1,144.00 | | |
| 558 | EFT19285 | 26/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | | 740.00 | L | |
| 559 | INV 92011 | 18/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - 4x 45kg Gas Bottles | 740.00 | | |
| 560 | EFT19286 | 26/08/2022 | New Cornwall Hotel | | 450.00 | L | |
| 561 | INV 040822 | 04/08/2022 | New Cornwall Hotel | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for July Council Meeting 27/07/22 | 450.00 | | |
| 562 | EFT19287 | 26/08/2022 | Surgical House Pty Ltd | | 675.85 | | F |
| 563 | INV A821794 | 16/08/2022 | Surgical House Pty Ltd | CHSP & CHCP - GENERAL EXPENDITURE - Medical Supplies | 675.85 | | |
| 564 | EFT19288 | 26/08/2022 | ASSA ABLOY Australia Pty Limited | | 107.72 | | F |
| 565 | INV IN02297473 | 19/08/2022 | ASSA ABLOY Australia Pty Limited | FITOUT OF RAILWAY STATION BUILDING - Supply Locks | 107.72 | | |
| 566 | EFT19289 | 26/08/2022 | Integrated ICT | | 1,555.07 | | |
| 567 | INV 15960 | 31/07/2022 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Basic, Premium & Standard Office 365 Licenses | 1,555.07 | | |
| 568 | EFT19290 | 26/08/2022 | CRISP Wireless | | 948.00 | L | |
| 569 | INV 11367 | 01/07/2022 | CRISP Wireless | TOUR - VISITORS CENTRE BUILDING OPERATIONS - DCVC Internet Subscription July 22 - June 23 | 948.00 | | |
| 570 | EFT19291 | 26/08/2022 | Sapio Pty Ltd | | 2,893.14 | | |
| 571 | INV 212413 | 29/07/2022 | Sapio Pty Ltd | OLOPS - CCTV MAINTENANCE - Public CCTV Camera July 22 - September 22 | 2,893.14 | | |
| 572 | EFT19292 | 26/08/2022 | Zachary Ryder | | 104.15 | L | |
| 573 | INV 01082022 | 01/08/2022 | Zachary Ryder | ADMIN - TRAINING & DEVELOPMENT - Reimbursement for Meals | 104.15 | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|-----------------------------|-----------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 574 | EFT19293 | 31/08/2022 | Synergy | | | 4,433.52 | | |
| 575 | INV 2057595327 | 08/08/2022 | Synergy | MUSEUM BUILDING OPERATIONS - Electricity Usage 09/06/22 - 05/08/22 | 379.74 | | | |
| 576 | INV 2089585467 | 10/08/2022 | Synergy | HISTORY HALL BUILDING OPERATIONS - Electricity Usage 08/6/22 - 05/08/22 | 129.26 | | | |
| 577 | INV 2093584243 | 10/08/2022 | Synergy | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Electricity Usage 08/06/22 - 04/08/22 | 913.42 | | | |
| 578 | INV 2005613548 | 12/08/2022 | Synergy | 13 HOUGH ST - OPERATIONS - Electricity Usage 10/06/22 - 08/08/22 | 210.33 | | | |
| 579 | INV 2033613829 | 12/08/2022 | Synergy | WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage 10/06/22 - 08/08/22 | 337.07 | | | |
| 580 | INV 2037606091 | 17/08/2022 | Synergy | OLD SHIRE BUILDING OPERATIONS - Electricity Usage 16/06/22 - 15/08/22 | 381.57 | | | |
| 581 | INV 2033616299 | 17/08/2022 | Synergy | GNARROJIN PARK MAINTENANCE/OPERATIONS - Electricity Usage 17/06/22 - 15/08/22 | 288.15 | | | |
| 582 | INV 2053596836 | 17/08/2022 | Synergy | MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Usage 17/06/22 - 15/08/22 | 371.59 | | | |
| 583 | INV 2017620244 | 18/08/2022 | Synergy | COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage 16/06/22 - 12/08/22 | 157.80 | | | |
| 584 | INV 2069598647 | 18/08/2022 | Synergy | FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage 16/06/22 - 15/08/22 | 124.39 | | | |
| 585 | INV 1000982881 | 19/08/2022 | Synergy | TOUR - VISITORS CENTRE BUILDING OPERATIONS - Electricity Usage 23/06/22 - 15/08/22 | 556.49 | | | |
| 586 | INV 2005619473 | 19/08/2022 | Synergy | ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 16/06/225 - 15/08/22 | 437.77 | | | |
| 587 | INV 2029612214 | 23/08/2022 | Synergy | HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Usage 22/06/22 - 17/08/22 | 145.94 | | | |
| 588 | EFT19294 | 31/08/2022 | Narrogin Packaging | | | 396.68 | L | |
| 589 | INV 00075031 | 12/08/2022 | Narrogin Packaging | VARIOUS PUBLIC TOILETS - Cleaning Supplies | 316.00 | | | |
| 590 | INV 00075074 | 17/08/2022 | Narrogin Packaging | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies | 80.68 | | | |
| 591 | EFT19295 | 31/08/2022 | Great Southern Fuels | | | 28,103.45 | L | |
| 592 | INV 19011131 | 25/08/2022 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 3x 4L 2T | 84.79 | | | |
| 593 | INV D2115770 | 25/08/2022 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 15,000L Diesel Tank | 27,688.49 | | | |
| 594 | INV 19011132 | 25/08/2022 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 200L Unleaded | 330.17 | | | |
| 595 | EFT19296 | 31/08/2022 | Narrogin Carpets & Curtains | | | 350.00 | L | F |
| 596 | INV B9850 | 03/08/2022 | Narrogin Carpets & Curtains | FITOUT OF RAILWAY STATION BUILDING - Rug for Station Office | 350.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 597 | EFT19297 | 31/08/2022 | Landgate | | | 192.25 | | |
| 598 | INV 377689 | 22/08/2022 | Landgate | RATES - DEBT COLLECTION EXPENSES - Gross Rental Valuation Chargeable | 192.25 | | | |
| 599 | EFT19298 | 31/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | | | 9,289.50 | L | |
| 600 | INV IV00000001897 | 24/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | FOOTPATH MAINTENANCE - Repair to Ensign st Footpath | 3,300.00 | | | |
| 601 | INV IV00000001898 | 24/08/2022 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | JOHN HIGGINS COMMUNITY COMPLEX BUILDING MAINTENANCE - Repairs to Driveway From Burst Water Pipe | 5,989.50 | | | |
| 602 | EFT19299 | 31/08/2022 | Narrogin Agricultural Repairs | | | 72.00 | L | |
| 603 | INV 265947 | 26/08/2022 | Narrogin Agricultural Repairs | SMALL PLANT - 3x Sets of Mower Blades | 72.00 | | | |
| 604 | EFT19300 | 31/08/2022 | Geoff Perkins Farm Machinery Centre | | | 214.49 | L | |
| 605 | INV 106056 | 15/08/2022 | Geoff Perkins Farm Machinery Centre | NO4883 NEW HOLLAND T5060 TRACTOR - Replacement Service Filters | 214.49 | | | |
| 606 | EFT19301 | 31/08/2022 | Narrogin Electrical Services | | | 180.00 | L | |
| 607 | INV 2878 | 28/08/2022 | Narrogin Electrical Services | LYDEKER DEPOT BUILDING MAINTENANCE - Replace Faulty Light Switches | 180.00 | | | |
| 608 | EFT19302 | 31/08/2022 | Kulker Plumbing Service | | | 780.70 | L | |
| 609 | INV 13198 | 28/08/2022 | Kulker Plumbing Service | CEMETERY MAINTENANCE/OPERATIONS - Supply & Install RPZ Valve | 780.70 | | | |
| 610 | EFT19303 | 31/08/2022 | RJ Smith Engineering | | | 1,880.20 | L | |
| 611 | INV 5382 | 16/08/2022 | RJ Smith Engineering | VARIOUS VEHICLES - Repair to Tree Grabs & Supply 4M 1 Inch Fuel Line | 1,580.20 | | | |
| 612 | INV 5482 | 18/08/2022 | RJ Smith Engineering | CLAYTON OVAL MAINTENANCE/OPERATIONS - Material For New Dugouts | 300.00 | | | |
| 613 | EFT19304 | 31/08/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 98.45 | L | |
| 614 | INV PI23053559 | 16/08/2022 | Octave Holdings Pty Ltd T/A Narrogin Toyota | SMALL PLANT - Replacement Cutter Heads | 98.45 | | | |
| 615 | EFT19305 | 31/08/2022 | Goodyear Dunlop Tyres Pty Ltd (Beaurepaires) | | | 43.00 | L | |
| 616 | INV 6412719983 | 22/08/2022 | Goodyear Dunlop Tyres Pty Ltd (Beaurepaires) | NO2260 1994 THREE AXLE DOG TRAILER - Repair Flat Tyre | 43.00 | | | |
| 617 | EFT19306 | 31/08/2022 | Toll Transport Pty Ltd | | | 139.77 | | |
| 618 | INV 0550-T740710 | 21/08/2022 | Toll Transport Pty Ltd | NO1 2018 NISSAN UD TIP TRUCK - Freight Charges | 139.77 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 619 | EFT19307 | 31/08/2022 | GJ & SE Kulker | | | 8,090.00 | L | F |
| 620 | INV 698 | 19/08/2022 | GJ & SE Kulker | RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Supply & Install Internal Paint to Train Station | 8,090.00 | | | |
| 621 | EFT19308 | 31/08/2022 | Belvedere Nursery | | | 31.50 | L | |
| 622 | INV 1000002004 | 18/08/2022 | Belvedere Nursery | PARKS & GARDENS MAINTENANCE - Herbicide | 31.50 | | | |
| 623 | EFT19309 | 31/08/2022 | Narrogin Pumps Solar And Spraying | | | 40.48 | L | |
| 624 | INV 00043642 | 27/07/2022 | Narrogin Pumps Solar And Spraying | POC - PARTS & REPAIRS - Suction Hose, Hose Clamps & Poly Pipe | 40.48 | | | |
| 625 | EFT19310 | 31/08/2022 | Wirtgen Australia Pty Ltd | | | 1,649.03 | | |
| 626 | INV 1900075678 | 24/08/2022 | Wirtgen Australia Pty Ltd | NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Supply 14x Silentbloc | 1,649.03 | | | |
| 627 | EFT19311 | 31/08/2022 | Jcb Construction Equipment Australia | | | 1,221.78 | L | |
| 628 | INV J1R135031P | 23/08/2022 | Jcb Construction Equipment Australia | 2019 JCB 5CX BACKHOE LOADER - Supply only 1x Front Windscreen | 1,221.78 | | | |
| 629 | EFT19312 | 31/08/2022 | Corsign (WA) Pty Ltd | | | 739.20 | | |
| 630 | INV 00068346 | 10/08/2022 | Corsign (WA) Pty Ltd | SIGNS & TRAFFIC CONTROL EXPENSES - Traffic Control Signs | 321.20 | | | |
| 631 | INV 00068236 | 19/08/2022 | Corsign (WA) Pty Ltd | SIGNS & TRAFFIC CONTROL EXPENSES - 10x Green Road Numbering Signs & Stickers | 418.00 | | | |
| 632 | EFT19313 | 31/08/2022 | Adobe Systems Software Ireland Ltd | | | 599.81 | | |
| 633 | INV 2223072263 | 22/07/2022 | Adobe Systems Software Ireland Ltd | ADMIN - INFORMATION SYSTEMS - Acrobat Pro DC License 2022-23 | 599.81 | | | |
| 634 | EFT19314 | 31/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | | | 297.45 | L | |
| 635 | INV 87384 | 15/06/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | ANIMAL POUND MAINTENANCE - Dog Food & Bedding | 149.50 | | | |
| 636 | INV 92758 | 29/08/2022 | The White Family Trust T/a Narrogin Valley Stockfeed | ANIMAL POUND MAINTENANCE - Dog & Cat Food | 147.95 | | | |
| 637 | EFT19315 | 31/08/2022 | DL & LB Curtis | | | 1,078.00 | L | |
| 638 | INV 16 | 11/08/2022 | DL & LB Curtis | HALLS - TOWN HALLS AND PUBLIC BLDG MAINTENANCE - Supply & Install Stormwater Pipe at Nomans Lake Hall | 1,078.00 | | | |
| 639 | EFT19316 | 31/08/2022 | BMR Mechanical Pty Ltd | | | 1,293.01 | L | |
| 640 | INV 1305 | 11/08/2022 | BMR Mechanical Pty Ltd | 1EUF156 HINO ROAD SWEEPER 2004 - Repairs to Air Leaks | 974.43 | | | |
| 641 | INV 1331 | 23/08/2022 | BMR Mechanical Pty Ltd | NO4834 2014 HINO 300 SERIES CREW CAB - Repairs to Brakes & Broken Sensor | 318.58 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------------------------------------|-------------------------------------------------------------------------------------------|----------------|---------------|------|---------|
| 642 | EFT19317 | 31/08/2022 | Epic Fire Solutions T/As MCG Fire Services | | | 319.00 | | |
| 643 | INV 2271 | 15/08/2022 | Epic Fire Solutions T/As MCG Fire Services | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Monthly FDAS & EVAC Test | 319.00 | | | |
| 644 | EFT19318 | 31/08/2022 | Divine's Coffee Cups | | | 173.58 | L | F |
| 645 | INV 00031 | 24/08/2022 | Divine's Coffee Cups | CHCP & CHSP - GENERAL OFFICE EXPENSES - Catering for Morning Tea | 173.58 | | | |
| 646 | EFT19319 | 31/08/2022 | Edwards Isuzu Ute | | | 782.10 | L | |
| 647 | INV R48449 | 10/08/2022 | Edwards Isuzu Ute | FIRE - MOTOR VEHICLE EXPENSES - 72,000km Service | 782.10 | | | |
| 648 | EFT19320 | 31/08/2022 | Southern Cross Computer Systems Pty Ltd | | | 1,602.70 | | |
| 649 | INV SI-00008629 | 17/08/2022 | Southern Cross Computer Systems Pty Ltd | FIRE - EXPENSED MINOR ASSET PURCHASES - 1x HP Probook & Delivery | 1,602.70 | | | |
| 650 | EFT19321 | 31/08/2022 | Bitumen Distributors Pty Ltd | | | 13,958.34 | | |
| 651 | INV 0000611 | 24/08/2022 | Bitumen Distributors Pty Ltd | ROAD MAINTENANCE GENERAL EXPENSES - Supply & Deliver 10,000Lts CRS Emulsion | 13,958.34 | | | |
| 652 | EFT19322 | 31/08/2022 | Main Roads Western Australia | | | 2,574.00 | | |
| 653 | INV 8021101 | 19/08/2022 | Main Roads Western Australia | WANDERING-NARROGIN ROAD - Line Marking Narrogin-Harrismith Road & Wandering-Narrogin Road | 2,574.00 | | | |
| 654 | EFT19323 | 31/08/2022 | Bradscott Pty Ltd as Trust DM & KA Alexander | | | 8,250.00 | L | |
| 655 | INV 3 | 24/08/2022 | Bradscott Pty Ltd as Trust DM & KA Alexander | MARRUMUCKING RD - GRAVEL RE SHEET (RENEWAL) - 7,500 Cubic Meters of Gravel | 8,250.00 | | | |
| 656 | EFT19324 | 31/08/2022 | Forms Express Pty Ltd | | | 1,334.10 | | |
| 657 | INV 241290 | 17/08/2022 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - 2022/23 Printing & Delivery of Annual Rates Notices | 1,334.10 | | | |
| 658 | EFT19325 | 31/08/2022 | Farmarama Pty Ltd | | | 203.50 | | |
| 659 | INV 00021348 | 28/08/2022 | Farmarama Pty Ltd | CLAYTON OVAL MAINTENANCE/OPERATIONS - Soil Testing | 203.50 | | | |
| 660 | EFT19326 | 31/08/2022 | RSM Australia Pty Ltd - Narrogin | | | 1,166.00 | | |
| 661 | INV 300822 | 30/08/2022 | RSM Australia Pty Ltd - Narrogin | TOWN HALL FACILITIES BOND - PAYMENTS - Bond Refund 16/08/22 - 18/08/22 | 1,166.00 | | | |
| 662 | EFT19327 | 31/08/2022 | Benjamin Kittow | | | 167.22 | L | |
| 663 | INV 260822 | 26/08/2022 | Benjamin Kittow | BUILD - TRAINING & DEVELOPMENT - Reimbursement for Training | 167.22 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding | |
|-----|------------|------------|---------------------------|---------------------------------------------------------------------------|---------------------|-------------------|------|---------|--|
| 664 | EFT19328 | 31/08/2022 | Spirited Thinking Pty Ltd | | | 2,894.10 | | F | |
| 665 | INV 3069 | 23/08/2022 | Spirited Thinking Pty Ltd | TOWN HALL STAGE UPGRADE / EWP / RIGGING - Planning & Specification | 2,894.10 | | | | |
| 666 | EFT19329 | 31/08/2022 | Sharon Falls | | | 185.00 | | F | |
| 667 | INV 170822 | 17/08/2022 | Sharon Falls | CHCP & CHSP - RECRUITMENT - Reimbursement for Drug/Alcohol Test & Medical | 185.00 | | | | |
| 668 | EFT19330 | 31/08/2022 | Karyn Newton | | | 35.00 | | F | |
| 669 | INV 170822 | 17/08/2022 | Karyn Newton | CHCP & CHSP - RECRUITMENT - Reimbursement for Drug & Alcohol Test | 35.00 | | | | |
| 670 | PAY 5 | 31/08/2022 | PAYROLL | PAY 5 | | 152,344.56 | | | |
| | | | | | EFT Total \$ | 920,756.25 | | | |

Direct Debits

| | | | | | | | | |
|-----|---------------|------------|----------------------|------------------------------|-----------|-----------|--|--|
| 668 | DD7859.1 | 01/08/2022 | Aware Super | | | 15,500.76 | | |
| 669 | INV SUPER | 01/08/2022 | Aware Super | Superannuation contributions | 13,550.53 | | | |
| 670 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 260.00 | | | |
| 671 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 150.00 | | | |
| 672 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 196.49 | | | |
| 673 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 354.88 | | | |
| 674 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 458.36 | | | |
| 675 | INV DEDUCTION | 01/08/2022 | Aware Super | Payroll deductions | 530.50 | | | |
| 676 | DD7859.2 | 01/08/2022 | Essential Super | | | 368.82 | | |
| 677 | INV SUPER | 01/08/2022 | Essential Super | Superannuation contributions | 368.82 | | | |
| 678 | DD7859.3 | 01/08/2022 | Mercer Super Trust | | | 176.86 | | |
| 679 | INV SUPER | 01/08/2022 | Mercer Super Trust | Superannuation contributions | 176.86 | | | |
| 680 | DD7859.4 | 01/08/2022 | Colonial First State | | | 1,126.76 | | |
| 681 | INV SUPER | 01/08/2022 | Colonial First State | Superannuation contributions | 955.62 | | | |
| 682 | INV DEDUCTION | 01/08/2022 | Colonial First State | Payroll deductions | 171.14 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|------------------------------------------------|----------------------------------------------------------------|----------------|---------------|------|---------|
| 683 | DD7859.5 | 01/08/2022 | Bt Super For Life | | | 916.12 | | |
| 684 | INV SUPER | 01/08/2022 | Bt Super For Life | Superannuation contributions | 788.64 | | | |
| 685 | INV DEDUCTION | 01/08/2022 | Bt Super For Life | Payroll deductions | 127.48 | | | |
| 686 | DD7859.6 | 01/08/2022 | Care Super | | | 115.76 | | |
| 687 | INV SUPER | 01/08/2022 | Care Super | Superannuation contributions | 115.76 | | | |
| 688 | DD7859.7 | 01/08/2022 | MyNorth Super | | | 265.47 | | |
| 689 | INV SUPER | 01/08/2022 | MyNorth Super | Superannuation contributions | 265.47 | | | |
| 690 | DD7859.8 | 01/08/2022 | Mlc Masterkey | | | 138.53 | | |
| 691 | INV SUPER | 01/08/2022 | Mlc Masterkey | Superannuation contributions | 138.53 | | | |
| 692 | DD7859.9 | 01/08/2022 | Public Sector Superannuation Accumulation Plan | | | 214.59 | | |
| 693 | INV SUPER | 01/08/2022 | Public Sector Superannuation Accumulation Plan | Superannuation contributions | 214.59 | | | |
| 694 | DD7899.1 | 01/08/2022 | Australian Taxation Office | | | 36,289.00 | | |
| 695 | INV PAYGAUGUST2022 | 01/08/2022 | Australian Taxation Office | PAYG AUGUST 2022 - PPE 1/08/22 | 36,289.00 | | | |
| 696 | DD7925.2 | 17/08/2022 | Xero | | | 54.00 | | F |
| 697 | INV 260722 | 26/07/2022 | Xero | CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription July 22 | 54.00 | | | |
| 698 | DD7932.1 | 15/08/2022 | Aware Super | | | 15,834.19 | | |
| 699 | INV SUPER | 15/08/2022 | Aware Super | Superannuation contributions | 13,731.87 | | | |
| 700 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 260.00 | | | |
| 701 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 150.00 | | | |
| 702 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 190.61 | | | |
| 703 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 356.77 | | | |
| 704 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 467.34 | | | |
| 705 | INV DEDUCTION | 15/08/2022 | Aware Super | Payroll deductions | 677.60 | | | |
| 706 | DD7932.2 | 15/08/2022 | Essential Super | | | 438.84 | | |
| 707 | INV SUPER | 15/08/2022 | Essential Super | Superannuation contributions | 438.84 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------------|------------|------------------------------------------------|--------------------------------------------------------------------------|----------------|---------------|------|---------|
| 708 | DD7932.3 | 15/08/2022 | Mercer Super Trust | | | 109.49 | | |
| 709 | INV SUPER | 15/08/2022 | Mercer Super Trust | Superannuation contributions | 109.49 | | | |
| 710 | DD7932.4 | 15/08/2022 | Colonial First State | | | 1,126.76 | | |
| 711 | INV SUPER | 15/08/2022 | Colonial First State | Superannuation contributions | 955.62 | | | |
| 712 | INV DEDUCTION | 15/08/2022 | Colonial First State | Payroll deductions | 171.14 | | | |
| 713 | DD7932.5 | 15/08/2022 | Bt Super For Life | | | 822.25 | | |
| 714 | INV SUPER | 15/08/2022 | Bt Super For Life | Superannuation contributions | 707.81 | | | |
| 715 | INV DEDUCTION | 15/08/2022 | Bt Super For Life | Payroll deductions | 114.44 | | | |
| 716 | DD7932.6 | 15/08/2022 | Care Super | | | 92.61 | | |
| 717 | INV SUPER | 15/08/2022 | Care Super | Superannuation contributions | 92.61 | | | |
| 718 | DD7932.7 | 15/08/2022 | MyNorth Super | | | 301.34 | | |
| 719 | INV SUPER | 15/08/2022 | MyNorth Super | Superannuation contributions | 301.34 | | | |
| 720 | DD7932.8 | 15/08/2022 | Mlc Masterkey | | | 382.15 | | |
| 721 | INV SUPER | 15/08/2022 | Mlc Masterkey | Superannuation contributions | 382.15 | | | |
| 722 | DD7932.9 | 15/08/2022 | Public Sector Superannuation Accumulation Plan | | | 214.59 | | |
| 723 | INV SUPER | 15/08/2022 | Public Sector Superannuation Accumulation Plan | Superannuation contributions | 214.59 | | | |
| 724 | DD7935.1 | 19/08/2022 | Australian Taxation Office | | | 38,189.00 | | |
| 725 | INV PAYGPPE15082022 | 19/08/2022 | Australian Taxation Office | PAYG AUGUST - PPE 15/08/2022 | 38,189.00 | | | |
| 726 | DD7942.1 | 03/08/2022 | Keenan & Tania Wenning | | | 1,386.67 | | |
| 727 | INV JULY 22 | 03/08/2022 | Keenan & Tania Wenning | EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent & Internet 03/08/22 | 1,386.67 | | | |
| 728 | DD7942.2 | 15/08/2022 | Sandwai Pty Ltd | | | 1,100.00 | | F |
| 729 | INV 15/08/22 | 15/08/2022 | Sandwai Pty Ltd | CHSP INFORMATION SYSTEMS - Monthly Charges July 22 | 1,100.00 | | | |
| 730 | DD7942.3 | 05/08/2022 | Elders Real Estate Pty Ltd | | | 350.00 | L | |
| 731 | INV EMTRS RENT 05/08/22 | 05/08/2022 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 05/08/22 | 350.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------------|------------|----------------------------|--------------------------------------------------------------------------|----------------|---------------|------|---------|
| 732 | DD7948.1 | 19/08/2022 | Elders Real Estate Pty Ltd | | | 350.00 | L | |
| 733 | INV EMTRS RENT 190822 | 19/08/2022 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 19/08/22 | 350.00 | | | |
| 734 | DD7957.1 | 05/08/2022 | Elgas | | | 7,779.23 | | |
| 735 | INV 0360812315 | 22/07/2022 | Elgas | NRIC - UTILITY - GAS - Gas Supplied 6095.0L | 7,779.23 | | | |
| 736 | DD7958.1 | 19/08/2022 | Elgas | | | 8,107.25 | | |
| 737 | INV 03608910970 | 15/06/2022 | Elgas | NRIC - UTILITY - GAS - Gas Supplied 6,100.0L | 7,785.61 | | | |
| 738 | INV 0360812175 | 04/08/2022 | Elgas | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 252.0L | 321.64 | | | |
| 739 | DD7960.1 | 25/08/2022 | Elgas | | | 16,873.09 | | |
| 740 | INV 0360812162 | 29/07/2022 | Elgas | NRIC - UTILITY - GAS - Gas Supplied 6,890.0L | 8,793.92 | | | |
| 741 | INV 0360812181 | 05/08/2022 | Elgas | NRIC - UTILITY - GAS - Gas Supplied 6,330.0L | 8,079.17 | | | |
| 746 | DD7963.1 | 26/08/2022 | Telstra | | | 3,848.21 | | |
| 747 | INV K185225980-0 | 12/07/2022 | Telstra | VARIOUS DEPARTMENTS - Telephone Charges June 22 | 1,922.98 | | | |
| 748 | INV K659864311-8 | 12/08/2022 | Telstra | VARIOUS DEPARTMENTS - Telephone Charges July 22 | 1,925.23 | | | |
| 749 | DD7969.1 | 26/08/2022 | Elders Real Estate Pty Ltd | | | 350.00 | L | |
| 750 | INV EMTRS RENT 260822 | 26/08/2022 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 26/08/22 | 350.00 | | | |
| 751 | DD7969.2 | 30/08/2022 | Xero | | | 54.00 | | F |
| 752 | INV 260822 | 26/08/2022 | Xero | CHSP - INFORMATION SYSTEMS - Xero Monthly Subscriptions July 2022 | 54.00 | | | |
| 753 | DD7971.1 | 29/08/2022 | Aware Super | | | 16,074.92 | | |
| 754 | INV SUPER | 29/08/2022 | Aware Super | Superannuation contributions | 13,825.51 | | | |
| 755 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 260.00 | | | |
| 756 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 150.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------------|------------|----------------------------|--------------------------------------------------------------------------|----------------|---------------|------|---------|
| 757 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 192.08 | | | |
| 758 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 357.62 | | | |
| 759 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 457.48 | | | |
| 760 | INV DEDUCTION | 29/08/2022 | Aware Super | Payroll deductions | 832.23 | | | |
| 761 | DD7971.2 | 29/08/2022 | Rest Superannuation | | | 51.81 | | |
| 762 | INV SUPER | 29/08/2022 | Rest Superannuation | Superannuation contributions | 51.81 | | | |
| 763 | DD7971.3 | 29/08/2022 | Essential Super | | | 415.04 | | |
| 764 | INV SUPER | 29/08/2022 | Essential Super | Superannuation contributions | 415.04 | | | |
| 765 | DD7971.4 | 29/08/2022 | Mercer Super Trust | | | 144.17 | | |
| 766 | INV SUPER | 29/08/2022 | Mercer Super Trust | Superannuation contributions | 144.17 | | | |
| 767 | DD7971.5 | 29/08/2022 | Colonial First State | | | 925.16 | | |
| 768 | INV SUPER | 29/08/2022 | Colonial First State | Superannuation contributions | 800.54 | | | |
| 769 | INV DEDUCTION | 29/08/2022 | Colonial First State | Payroll deductions | 124.62 | | | |
| 770 | DD7971.6 | 29/08/2022 | Bt Super For Life | | | 846.12 | | |
| 771 | INV SUPER | 29/08/2022 | Bt Super For Life | Superannuation contributions | 732.52 | | | |
| 772 | INV DEDUCTION | 29/08/2022 | Bt Super For Life | Payroll deductions | 113.60 | | | |
| 773 | DD7971.7 | 29/08/2022 | Care Super | | | 92.61 | | |
| 774 | INV SUPER | 29/08/2022 | Care Super | Superannuation contributions | 92.61 | | | |
| 775 | DD7971.8 | 29/08/2022 | MyNorth Super | | | 305.18 | | |
| 776 | INV SUPER | 29/08/2022 | MyNorth Super | Superannuation contributions | 305.18 | | | |
| 777 | DD7971.9 | 29/08/2022 | Mlc Masterkey | | | 631.66 | | |
| 778 | INV SUPER | 29/08/2022 | Mlc Masterkey | Superannuation contributions | 631.66 | | | |
| 779 | DD7986.1 | 12/08/2022 | Elders Real Estate Pty Ltd | | | 350.00 | L | |
| 780 | INV EMTRS RENT 120822 | 12/08/2022 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 12/08/22 | 350.00 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|---------------|------------|----------------------|------------------------------|----------------|---------------|------|---------|
| 781 | DD7859.10 | 01/08/2022 | AMP Life Limited | | | 58.67 | | |
| 782 | INV SUPER | 01/08/2022 | AMP Life Limited | Superannuation contributions | 58.67 | | | |
| 783 | DD7859.11 | 01/08/2022 | Host Plus | | | 713.92 | | |
| 784 | INV SUPER | 01/08/2022 | Host Plus | Superannuation contributions | 713.92 | | | |
| 785 | DD7859.12 | 01/08/2022 | Bt Superwrap | | | 453.67 | | |
| 786 | INV DEDUCTION | 01/08/2022 | Bt Superwrap | Payroll deductions | 114.93 | | | |
| 787 | INV SUPER | 01/08/2022 | Bt Superwrap | Superannuation contributions | 338.74 | | | |
| 788 | DD7859.13 | 01/08/2022 | Hesta Superannuation | | | 291.81 | | |
| 789 | INV SUPER | 01/08/2022 | Hesta Superannuation | Superannuation contributions | 291.81 | | | |
| 790 | DD7859.14 | 01/08/2022 | Australiansuper | | | 2,721.89 | | |
| 791 | INV DEDUCTION | 01/08/2022 | Australiansuper | Payroll deductions | 178.11 | | | |
| 792 | INV SUPER | 01/08/2022 | Australiansuper | Superannuation contributions | 2,543.78 | | | |
| 793 | DD7859.15 | 01/08/2022 | Bt Super For Life | | | 134.79 | | |
| 794 | INV SUPER | 01/08/2022 | Bt Super For Life | Superannuation contributions | 134.79 | | | |
| 795 | DD7859.16 | 01/08/2022 | Cbus Super Fund | | | 401.62 | | |
| 796 | INV SUPER | 01/08/2022 | Cbus Super Fund | Superannuation contributions | 401.62 | | | |
| 797 | DD7859.17 | 01/08/2022 | Prime Super | | | 309.48 | | |
| 798 | INV SUPER | 01/08/2022 | Prime Super | Superannuation contributions | 309.48 | | | |
| 799 | DD7859.18 | 01/08/2022 | Rest Superannuation | | | 57.00 | | |
| 800 | INV SUPER | 01/08/2022 | Rest Superannuation | Superannuation contributions | 57.00 | | | |
| 801 | DD7932.10 | 15/08/2022 | AMP Life Limited | | | 124.36 | | |
| 802 | INV SUPER | 15/08/2022 | AMP Life Limited | Superannuation contributions | 124.36 | | | |
| 803 | DD7932.11 | 15/08/2022 | Host Plus | | | 690.92 | | |
| 804 | INV SUPER | 15/08/2022 | Host Plus | Superannuation contributions | 690.92 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|---------------|------------|------------------------------------------------|------------------------------|----------------|---------------|------|---------|
| 805 | DD7932.12 | 15/08/2022 | Bt Superwrap | | | 453.67 | | |
| 806 | INV DEDUCTION | 15/08/2022 | Bt Superwrap | Payroll deductions | 114.93 | | | |
| 807 | INV SUPER | 15/08/2022 | Bt Superwrap | Superannuation contributions | 338.74 | | | |
| 808 | DD7932.13 | 15/08/2022 | Hesta Superannuation | | | 294.54 | | |
| 809 | INV SUPER | 15/08/2022 | Hesta Superannuation | Superannuation contributions | 294.54 | | | |
| 810 | DD7932.14 | 15/08/2022 | Australiansuper | | | 2,877.29 | | |
| 811 | INV DEDUCTION | 15/08/2022 | Australiansuper | Payroll deductions | 160.92 | | | |
| 812 | INV SUPER | 15/08/2022 | Australiansuper | Superannuation contributions | 2,716.37 | | | |
| 813 | DD7932.15 | 15/08/2022 | Bt Super For Life | | | 134.79 | | |
| 814 | INV SUPER | 15/08/2022 | Bt Super For Life | Superannuation contributions | 134.79 | | | |
| 815 | DD7932.16 | 15/08/2022 | Cbus Super Fund | | | 376.73 | | |
| 816 | INV SUPER | 15/08/2022 | Cbus Super Fund | Superannuation contributions | 376.73 | | | |
| 817 | DD7932.17 | 15/08/2022 | Prime Super | | | 376.64 | | |
| 818 | INV SUPER | 15/08/2022 | Prime Super | Superannuation contributions | 376.64 | | | |
| 819 | DD7932.18 | 15/08/2022 | Rest Superannuation | | | 46.63 | | |
| 820 | INV SUPER | 15/08/2022 | Rest Superannuation | Superannuation contributions | 46.63 | | | |
| 821 | DD7971.10 | 29/08/2022 | Public Sector Superannuation Accumulation Plan | | | 214.59 | | |
| 822 | INV SUPER | 29/08/2022 | Public Sector Superannuation Accumulation Plan | Superannuation contributions | 214.59 | | | |
| 823 | DD7971.11 | 29/08/2022 | AMP Life Limited | | | 121.79 | | |
| 824 | INV SUPER | 29/08/2022 | AMP Life Limited | Superannuation contributions | 121.79 | | | |
| 825 | DD7971.12 | 29/08/2022 | Ausralian Retirement Trust | | | 399.33 | | |
| 826 | INV SUPER | 29/08/2022 | Ausralian Retirement Trust | Superannuation contributions | 399.33 | | | |
| 827 | DD7971.13 | 29/08/2022 | Bt Superwrap | | | 453.67 | | |
| 828 | INV DEDUCTION | 29/08/2022 | Bt Superwrap | Payroll deductions | 114.93 | | | |
| 829 | INV SUPER | 29/08/2022 | Bt Superwrap | Superannuation contributions | 338.74 | | | |

| | Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|------------------------------|---------------|------------|----------------------|------------------------------|-------------------|---------------|------|---------|
| 830 | DD7971.14 | 29/08/2022 | Host Plus | | | 1,151.87 | | |
| 831 | INV SUPER | 29/08/2022 | Host Plus | Superannuation contributions | 944.17 | | | |
| 832 | INV DEDUCTION | 29/08/2022 | Host Plus | Payroll deductions | 207.70 | | | |
| 833 | DD7971.15 | 29/08/2022 | Australiansuper | | | 2,691.64 | | |
| 834 | INV DEDUCTION | 29/08/2022 | Australiansuper | Payroll deductions | 168.66 | | | |
| 835 | INV SUPER | 29/08/2022 | Australiansuper | Superannuation contributions | 2,522.98 | | | |
| 836 | DD7971.16 | 29/08/2022 | Hesta Superannuation | | | 249.26 | | |
| 837 | INV SUPER | 29/08/2022 | Hesta Superannuation | Superannuation contributions | 249.26 | | | |
| 838 | DD7971.17 | 29/08/2022 | Bt Super For Life | | | 133.47 | | |
| 839 | INV SUPER | 29/08/2022 | Bt Super For Life | Superannuation contributions | 133.47 | | | |
| 840 | DD7971.18 | 29/08/2022 | Cbus Super Fund | | | 252.27 | | |
| 841 | INV SUPER | 29/08/2022 | Cbus Super Fund | Superannuation contributions | 252.27 | | | |
| 842 | DD7971.19 | 29/08/2022 | Prime Super | | | 236.68 | | |
| 843 | INV SUPER | 29/08/2022 | Prime Super | Superannuation contributions | 236.68 | | | |
| Direct Debit Total \$ | | | | | 189,136.00 | | | |

| Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|------------|------|------|-------------|----------------|---------------|------|---------|
|------------|------|------|-------------|----------------|---------------|------|---------|

Credit Card Purchases

| CEO & EMCCS | | GENERAL Credit Card Purchases | | | | | |
|-------------|------------------|-------------------------------|-------------------------------|--------------------------------------------------------------------|-------------------|-------|----|
| 844 | DD7903.1 | 22/08/2022 | General Credit Card Purchases | | | | PF |
| 845 | INV PRJULY0122 | 01/07/2022 | General Credit Card Purchases | CHSP GENERAL EXPENDITURE Spare key for filing cabinet | 19.14 | | |
| 846 | INV PRJULYFEE | 28/07/2022 | General Credit Card Purchases | INVEST - Annual Credit Card Fee | 60.00 | | |
| 847 | INV MFJULYFEE | 28/07/2022 | General Credit Card Purchases | INVEST - Annual Credit Card Fee | 60.00 | | |
| 848 | INV DSJULY0122 | 04/07/2022 | General Credit Card Purchases | ADMIN RECRUITMENT - Regional EHO Advert | 313.50 | | |
| 849 | INV DSJULY0222 | 11/07/2022 | General Credit Card Purchases | ADMIN OTHER EMPLOYEE EXPENSES -LG Proffesionals Membership 2022/23 | 531.00 | | |
| 850 | INV DSJULY0322 | 15/07/2022 | General Credit Card Purchases | FIRE PREVENTION/BURNING/CONTROL Monthly SMS Charges | 17.60 | | |
| 851 | INV DSJULYFEES22 | 28/07/2022 | General Credit Card Purchases | INVEST - Annual Credit Card Fee | 60.00 | | |
| 852 | DD7906.1 | 22/08/2022 | General Credit Card Purchases | | | 83.95 | |
| 853 | INV DSJULY0422 | 25/07/2022 | General Credit Card Purchases | ADMIN INFORMATION SYSTEMS - iPhone 13 supplies (CEO) | 83.95 | | |
| | | | | Credit Card Total | \$1,145.19 | | |

| Chq/EFT/DD | Date | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|------------|------|------|-------------|----------------|---------------|------|---------|
|------------|------|------|-------------|----------------|---------------|------|---------|

| ABBREVIATIONS | | Cheque Total (Less TD) | \$5,990.85 | 0.38% |
|---------------|------------------|-----------------------------------|-----------------------|---------|
| PF | Partially Funded | Term Deposits (TD) | | |
| I | Insurance | EFT Total* | \$920,756.25 | 59.07% |
| F | Funded | Payroll Total* | \$441,827.15 | 28.34% |
| L | Local Supplier | Direct Debit Total | \$189,136.00 | 12.13% |
| R | Recoverable | Credit Card Total | \$1,145.19 | 0.07% |
| | | Trust Total | \$0.00 | 0.00% |
| | | | \$1,558,855.44 | 100.00% |
| | | Total (Less Term Deposits) | \$1,558,855.44 | |
| | | | | |
| | | Local Suppliers | \$354,856.59 | 22.76% |
| | | Employees | \$441,827.15 | 28.34% |
| | | Combined Total | \$796,683.74 | 51.11% |

* Please note Payroll totals

10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2022

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| File Reference | 12.8.1 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure. |
| Applicant | Nil |
| Previous Item Numbers | Nil |
| Date | 12 September 2022 |
| Author | Manisha Barthakur- Senior Finance Officer, Strategic |
| Authorising Officer | Mark Furr – Executive Manager Corporate & Community Services |
| Attachments | 1. Monthly Financial Report for the period ended 31 August 2022 |

Summary

In accordance with the Local Government Financial Management Regulations (1996), Regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

Nil

Consultation

Consultation has been undertaken with Executive Manager Corporate and Community Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulation 34 applies.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council resolution.

Council is requested to review the August 2022 Monthly Financial Reports, noting that Council is advised of the following matters for August 2022:

- The Budgeted Opening Funding Surplus (brought forward) remains consistent with end of year reporting for 2021/22 (subject to audit);
- Preparation of Annual Financial Statements is ongoing and on track for submission; and
- Rates collected to date is \$950k or 13% of total rates to be collected.

Strategic Implications

| | |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Shire of Narrogin Strategic Community Plan 2017-2027 | |
| Objective | 4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 An efficient and effective organisation |

Comment/Conclusion

The August 2022 Monthly Financial Report is presented for review.

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|-------------------------|---------------------------------------------------|
| Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit. | Rare (1) | Minor (2) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation |

Risk Matrix

| Consequence Likelihood | | Consequence | | | | |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 9 (considered to be high or extreme risk) will be added

to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.004

Moved: Cr Wiese

Seconded: Cr Fisher

That with respect to the Monthly Financial Reports for August 2022, Council note the Reports as presented.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

7.48pm Cr Pomykala left the meeting.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2022



LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

| | |
|---------------------------------|-------|
| Statement of Financial Activity | 2 - 3 |
| Monthly Summary Information | 4 |
| Summary Graphs | 5 |
| Significant Accounting Policies | 6 |
| Receivables | 7 |
| Adjusted Net Current Assets | 8 |
| Capital Acquisitions | 9-12 |
| Cash Backed Reserves | 13 |
| Budget Amendments | 14 |

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

STATUTORY REPORTING PROGRAMS

| | Ref Note | Adopted Annual Budget | Current Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|----------------------------------------------------|-------------|-----------------------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
| FOR THE PERIOD ENDED 31 AUGUST 2022 | | | | | | | | |
| | | \$ | \$ | \$ | \$ | \$ | % | |
| Opening Funding Surplus(Deficit) | | 2,550,000 | 2,550,000 | 2,550,000 | 2,579,134 | 29,134 | | 1% |
| Revenue from operating activities | | | | | | | | |
| General Purpose Funding - Rates | | 5,429,467 | 5,429,467 | 5,429,467 | 5,417,364 | (12,103) | (0%) | |
| General Purpose Funding - Other | | 921,965 | 921,965 | 204,977 | 204,341 | (635) | (0%) | |
| Governance | | 1,153 | 1,153 | 1,153 | 90 | (1,063) | (92%) | |
| Law, Order and Public Safety | | 265,136 | 265,136 | 63,346 | 16,168 | (47,178) | (74%) | ▼ |
| Health | | 17,313 | 17,313 | 2,885 | 11,364 | 8,478 | 294% | |
| Education and Welfare | | 2,094,046 | 2,094,046 | 422,787 | 218,727 | (204,060) | (48%) | ▼ |
| Housing | | 17,651 | 17,651 | 2,942 | 4,285 | 1,343 | 46% | |
| Community Amenities | | 1,214,051 | 1,214,051 | 891,489 | 967,570 | 76,082 | 9% | |
| Recreation and Culture | | 57,575 | 57,575 | 5,679 | 6,664 | 985 | 17.3% | |
| Transport | | 358,876 | 358,876 | 74,919 | 179,822 | 104,903 | 140% | ▲ |
| Economic Services | | 444,393 | 444,393 | 73,883 | 60,585 | (13,298) | (18%) | |
| Other Property and Services | | 178,115 | 178,115 | 29,700 | 8,061 | (21,638) | (72.86%) | ▼ |
| | | 10,999,740 | 10,999,740 | 7,203,227 | 7,095,041 | (108,185) | (2%) | |
| Expenditure from operating activities | | | | | | | | |
| General Purpose Funding | | (303,377) | (303,377) | (52,623) | (33,072) | 19,551 | 37% | ▲ |
| Governance | | (662,558) | (662,557) | (87,360) | (46,543) | 40,817 | 47% | ▲ |
| Law, Order and Public Safety | | (853,867) | (853,867) | (161,111) | (140,809) | 20,303 | 13% | ▲ |
| Health | | (338,061) | (338,061) | (64,261) | (33,996) | 30,265 | 47% | ▲ |
| Education and Welfare | | (2,078,303) | (2,078,303) | (387,549) | (294,023) | 93,526 | 24% | ▲ |
| Housing | | (57,524) | (57,524) | (4,579) | (5,634) | (1,055) | (23%) | |
| Community Amenities | | (1,651,084) | (1,651,084) | (287,627) | (218,261) | 69,365 | 24% | ▲ |
| Recreation and Culture | | (3,332,463) | (3,332,463) | (602,852) | (572,065) | 30,787 | 5% | |
| Transport | | (3,463,725) | (3,463,727) | (593,522) | (666,657) | (73,136) | (12%) | ▼ |
| Economic Services | | (819,671) | (819,671) | (147,287) | (121,300) | 25,988 | 18% | ▲ |
| Other Property and Services | | (160,124) | (160,124) | (140,073) | (43,874) | 96,199 | 69% | ▲ |
| | | (13,720,755) | (13,720,756) | (2,528,844) | (2,176,235) | 352,609 | | |
| Operating activities excluded from budget | | | | | | | | |
| Add back Depreciation | | 2,947,189 | 2,947,189 | 491,198 | 506,092 | 14,894 | 3% | |
| Adjust (Profit)/Loss on Asset Disposal | 12 | 67,476 | 67,476 | 11,246 | 0 | (11,246) | (100%) | |
| Adjust Employee Benefits Provision (Non-Current) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Adjust Deferred Pensioner Rates (Non-Current) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Movement in Leave Reserve (Added Back) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Stock increase | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Amount attributable to operating activities | | 2,843,650 | 2,843,649 | 7,726,827 | 8,004,032 | 248,072 | | |
| Investing Activities | | | | | | | | |
| Non-Operating Grants, Subsidies and Contributions | | 4,504,873 | 4,504,873 | 1,126,218 | 325,153 | (801,065) | 100% | |
| Purchase of Investments at fair value through P&L | | 7,795 | 7,795 | 0 | 0 | 0 | 0% | |
| Land and Buildings | | (2,800,382) | (2,800,382) | (455,261) | (54,318) | 400,943 | 88% | ▲ |
| Plant and Equipment | 11 | (2,390,600) | (2,390,600) | (399,349) | (5,636) | 393,713 | 99% | ▲ |
| Furniture & Equipment | 11 | (588,674) | (588,674) | (8,112) | 0 | 8,112 | 100% | |
| Infrastructure Assets - Roads | 12 | (2,393,823) | (2,393,823) | (405,168) | (7,801) | 397,367 | 100% | ▲ |
| Infrastructure Assets - Footpaths | 11 | (51,000) | (51,000) | (8,500) | 0 | 8,500 | 100% | |
| Infrastructure Assets - Road Drainage | 11 | (30,000) | (30,000) | (5,000) | 0 | 5,000 | 100% | |
| Infrastructure Assets - Parks and Gardens | 11 | (350,520) | (350,520) | (81,756) | (9,957) | 71,799 | 100% | ▲ |
| Infrastructure Assets - Aerodromes | 11 | (30,000) | (30,000) | (8,000) | (8,517) | (517) | 100% | |
| Infrastructure Assets- Bridges | 12 | (588,000) | (588,000) | (98,000) | 0 | 98,000 | 100% | ▲ |
| Infrastructure Assets- Other | 12 | (515,733) | (515,733) | (48,508) | (50,068) | (1,560) | (3%) | |
| Proceeds from Disposal of Assets | 12 | 232,000 | 232,000 | 0 | 455 | 455 | 0% | ▲ |
| Proceeds from insurance | | 0 | 0 | 0 | 0 | 0 | 100% | ▲ |
| Amount attributable to investing activities | | (4,994,064) | (4,994,064) | (391,436) | 189,311 | 580,747 | | ▲ |
| Financing Activities | | | | | | | | |
| Proceeds from New Debentures | 13 | 450,000 | 450,000 | 0 | 0 | 0 | 0% | ▼ |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Repayment of Debentures | 13 | (214,581) | (214,581) | (9,915) | (9,914) | 1 | 0% | ▼ |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfer from Reserves | 10 | 4,550,959 | 4,550,959 | 0 | 0 | 0 | 0% | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfer to Reserves | 10 | (2,635,964) | (2,635,964) | 0 | 0 | 0 | 0% | |
| Amount attributable to financing activities | | 2,150,414 | 2,150,414 | (9,915) | (9,914) | 1 | | |
| Net Capital | | 0 | (0) | 7,325,480 | 8,183,429 | 828,819 | | |
| Total Net Operating + Capital | | 0 | (0) | 7,325,480 | 8,183,429 | 828,819 | | |
| Closing Funding Surplus(Deficit) | 3 | 0 | (0) | 7,325,480 | 8,183,429 | 828,819 | | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**EXPLANATION OF
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|----------------------------------------------|-----------|--------|------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | \$ | % | | | |
| Revenue from operating activities | | | | | |
| Law, Order and Public Safety | (47,178) | (74%) | ▼ | Timing | Income lower due to timing of mitigation officer grant from DFES. |
| Education and Welfare | (204,060) | (48%) | ▼ | Timing | Income lower due to CHSP contract variation from quarterly to monthly payment of funds. Fund transferred on 31st August, received on the 5th September. |
| Transport | 104,903 | 140% | ▲ | Timing | Income higher due to early receipt of Mainroads operational Grant. |
| Other Property and Services | (21,638) | (73%) | ▼ | Timing | Variance mainly due to the timing of income from private and public works |
| Expenditure from operating activities | | | | | |
| Governance | 40,817 | 47% | ▲ | Timing | Expenditure lower due to timing of expenditure in admin expense, advertising, subscription (\$20k); and audit fees, valuation expense and other admin expense (\$20k) |
| Education and Welfare | 93,526 | 24% | ▲ | Timing | Variance due to combination of recruitment, budgeted salary expense not commenced yet and timing of services being provided to CHCP customers |
| Health | 30,265 | 47% | ▲ | Timing | Expenditure lower due to timing of salaries and wages. |
| Community Amenities | 69,365 | 24% | ▲ | Timing | Timing of expenditure of in waste management (\$45k), other admin costs, salaries & wages in town planning (\$17k) and cemetery operations of (\$14k) |
| Transport | (73,136) | (12%) | ▼ | Timing | Variance due to timing of general road maintenance. |
| Other Property and Services | 96,199 | 69% | ▲ | Timing | Variance mainly due to timing of expenditure on admin overheads and recovery from plant operating costs |
| Investing Activities | | | | | |
| Capital Acquisitions | 1,284,917 | 94% | ▲ | Timing | Capital expenditure lower due to timing of Plant & Equipment purchases (\$189k), Land & Buildings works (\$187k) and Road infrastructure works (\$197k). |

KEY INFORMATION

- ▲ Favourable variance
- ▼ Unfavourable variance

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2022**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to reporting period.
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

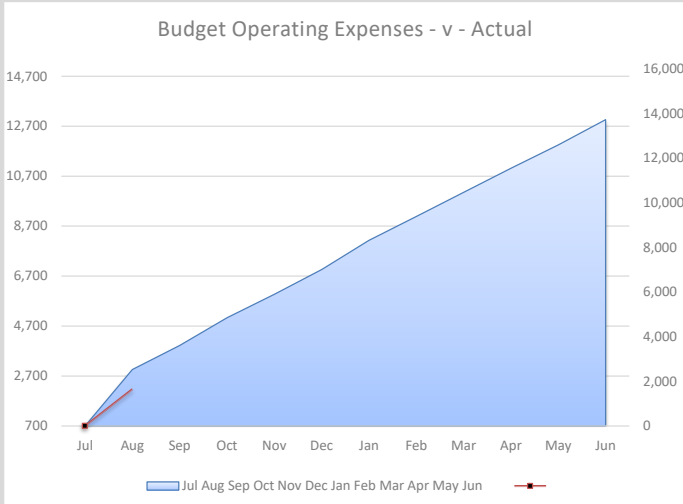
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

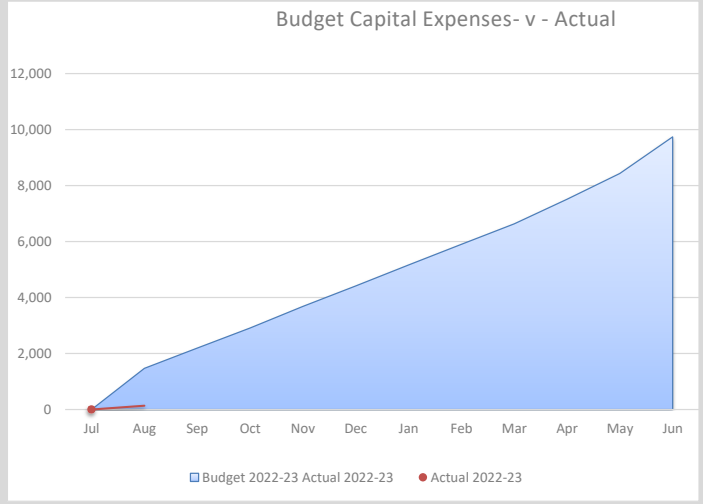
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2022**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

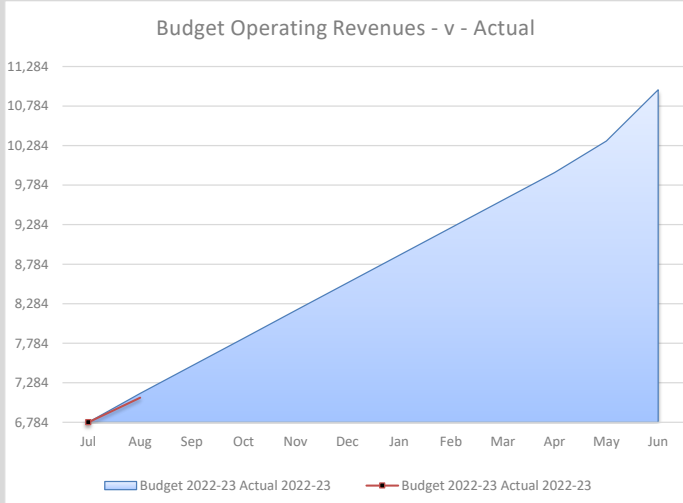
OPERATING EXPENSES ('000)



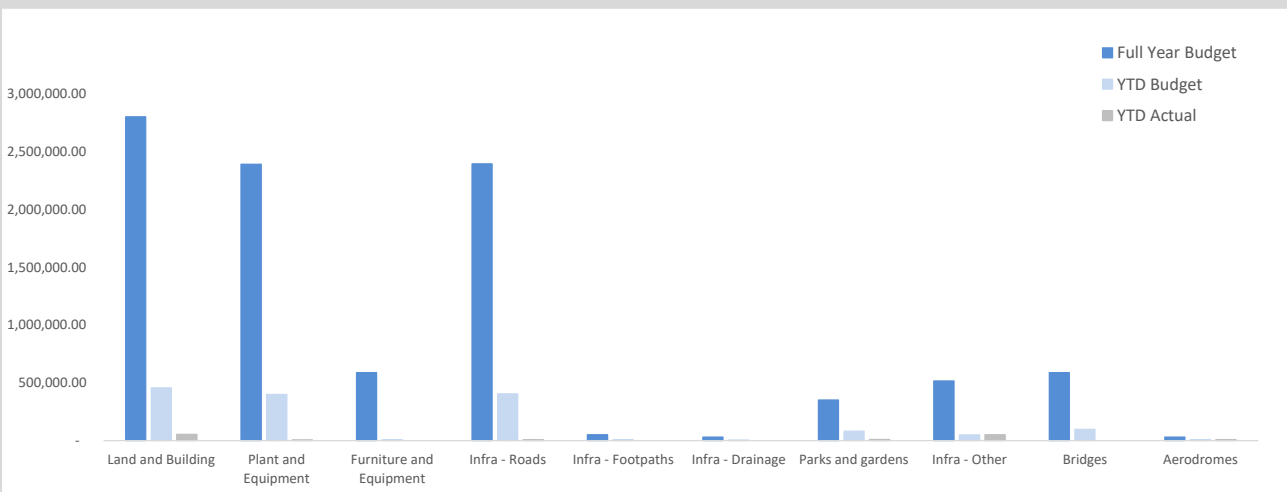
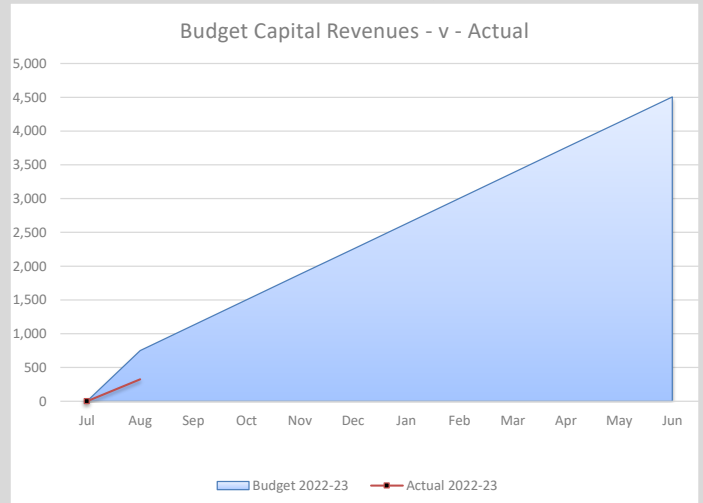
CAPITAL EXPENSES ('000)



OPERATING REVENUE ('000)



CAPITAL REVENUE ('000)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is right to defer settlement beyond 12 months, the liability is

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

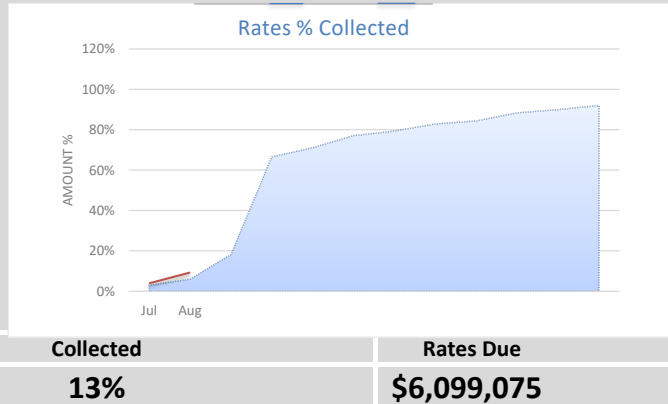
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**OPERATING ACTIVITIES
RECEIVABLES**

| Rates Receivable | 30 Jun 22 | 31 Aug 22 | Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---------------------------------------------------|----------------|------------------|-----------------------------------------------------------|---------|---------|---------|----------|-------------------|
| | \$ | \$ | | \$ | \$ | \$ | \$ | \$ |
| Opening Arrears Previous Years | 476,999 | 581,945 | Receivables - General | 275,850 | 33,515 | 130,132 | 11,617 | 451,114 |
| RATES - Rates Levied - GRV | 3,236,553 | 3,407,588 | Percentage | 61% | 7% | 29% | 3% | |
| RATES - Rates Levied - UV | 1,061,898 | 1,134,890 | | | | | | |
| RATES - Minimum Rates Levied - GRV | 605,360 | 645,213 | | | | | | |
| RATES - Minimum Rates Levied - UV | 201,942 | 229,673 | | | | | | |
| RATES - Interim Rates Levied - GRV | 10,525 | 2,967 | | | | | | |
| RATES - Back Rates Levied - GRV | (891) | 566 | | | | | | |
| RATES - Ex-Gratia Rates (CBH, etc.) | 10,627 | 11,525 | | | | | | |
| Instalment Admin fee | 0 | 9,679 | | | | | | |
| Priave S/Pool Inspection fees | 1,914 | 1,860 | | | | | | |
| Domestic Refuse Collection Charges | 493,743 | 510,113 | | | | | | |
| Domestic Services (Additional) | 3,807 | 4,106 | | | | | | |
| Commercial Collection Charge | 45,561 | 47,082 | Balance per Trial Balance | | | | | |
| Commercial Collection Charge(additional) | 45,330 | 47,338 | Rates Pensioner Rebate Claims | | | | | 61,167 |
| Domestic Recycling Service | 180,224 | 186,472 | | | | | | |
| Non-Rateable Collection Charge | 39,984 | 73,541 | | | | | | |
| Non-Rateable Additional Pick Up | 33,345 | 37,338 | | | | | | |
| Commercial Additional Pick Up | 25,573 | 25,636 | | | | | | |
| FESA ESL | 280,218 | 296,485 | | | | | | |
| Total Rates and Rubbish (YTD) | 6,275,714 | 6,672,068 | GST Input | | | | | 78,947 |
| Less Collections to date | (6,317,638) | (950,842) | Provision For Doubtful Debts (including Rates) | | | | | (136,225) |
| Net Rates Collectable | 435,075 | 6,303,171 | Total Receivables General Outstanding | | | | | 455,003.24 |
| % Collected (Current and Arrears) | 93.56% | 13.11% | Amounts shown above include GST (where applicable) | | | | | |
| Pensioner Deferred Rates | | (195,110) | | | | | | |
| Pensioner Deferred ESL | | (8,986) | | | | | | |
| Total Rates and Rubbish, ESL, Excess Rates | | 6,099,075 | | | | | | |

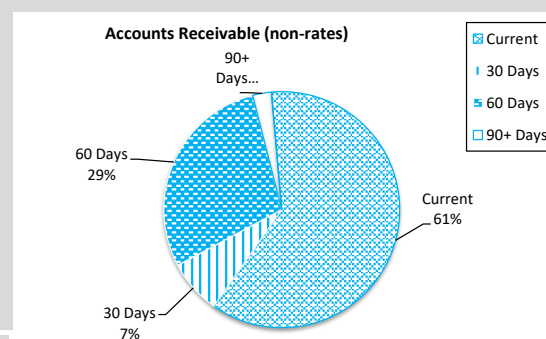
KEY INFORMATION

Trade and other receivables



SIGNIFICANT ACCOUNTING POLICIES

Trade and



| |
|---------------------|
| Debtors Due |
| \$451,114 |
| Over 30 Days |
| 39% |
| Over 90 Days |
| 3% |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

FOR THE PERIOD ENDED 31 AUGUST 2022

Current Assets

| |
|----------------------------------------------------|
| Cash Unrestricted |
| Cash Restricted - Reserves |
| Cash Restricted - Term Deposits |
| Cash Restricted - Trust |
| Receivables - Rates and Rubbish, ESL, Excess Rates |
| Receivables - Other |
| Inventories |

Less: Current Liabilities

| |
|----------------|
| Payables |
| Loan Liability |
| Provisions |

Net Current Asset Position

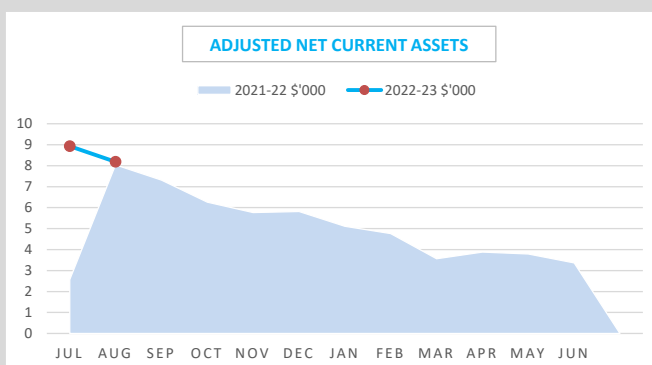
| |
|---------------------------------------------------------------------|
| Less: Cash Restricted |
| Add Back: Component of Leave Liability not Required to be funded |
| Add Back: Current Loan Liability |
| Adjustment for Trust Transactions Within Muni |
| Non cash Opening Contract liability adjustment |

Net Current Funding Position

| | Last Years Closing | This Time Last Year | Year to Date Actual |
|-------------|-----------------------|------------------------|------------------------|
| | 30 Jun 2022 | 31 Aug 2021 | 31 Aug 2022 |
| | \$ | \$ | \$ |
| 8,785,703 | 13,442,167 | 14,070,604 | |
| (1,009,408) | (579,929) | (679,596) | |
| (411,917) | (197,212) | (214,581) | |
| (686,693) | (749,986) | (686,693) | |
| (2,108,018) | (1,527,127) | (1,580,870) | |
| 6,677,686 | 11,915,040 | 12,489,734 | |
| (4,872,927) | (4,677,398) | (4,879,447) | |
| 361,204 | 361,003 | 361,205 | |
| 411,917 | 197,212 | 214,581 | |
| 1,255 | 1,580 | (2,644) | |
| 2,579,134 | 7,797,436 | 8,183,428 | |

SIGNIFICANT ACCOUNTING POLICIES

Please see page 5 for information on significant accounting policies relating to Net Current Assets.



KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

Year YTD Actual

Surplus(Deficit)

\$8.18 M

This Time Last Year

Surplus(Deficit)

\$7.8 M

NOTE: For the Cash Assets above the following investments have been made as at reporting date:

| | Investment Value \$ | Maturity Date | Rate | Institution | Investment % |
|----------------------------------------------------------|---------------------|---------------|-------|-------------|--------------|
| <u>Cash Restricted (Reserves)</u> | | | | | |
| NAB | 2,000,000 | 15/11/2022 | 2.05% | NAB | 50% |
| Bankwest (Note: Investment made subsequent to month end) | 2,000,000 | 20/02/2023 | 2.00% | Bankwest | 50% |
| | <u>4,000,000</u> | | | | <u>100%</u> |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

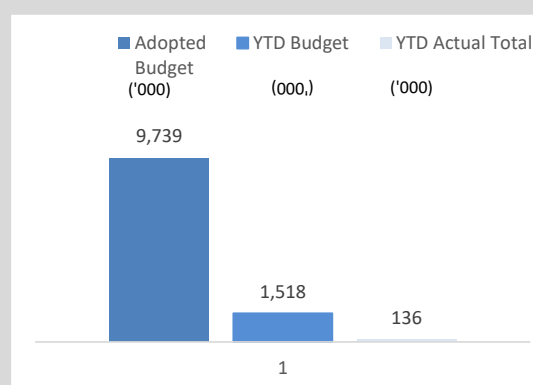
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

| Capital Acquisitions | Adopted Budget | Current Budget | YTD Budget | YTD Actual Total | YTD Budget Variance |
|-----------------------------------|------------------|------------------|------------------|------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Land and Buildings | 2,800,382 | 2,800,382 | 455,261 | 54,318 | 394,276 |
| Plant & Equipment | 2,390,600 | 2,390,600 | 399,349 | 5,636 | 393,713 |
| Furniture & Equipment | 588,674 | 588,674 | 8,112 | 0 | 8,112 |
| Roads | 2,393,823 | 2,393,823 | 405,168 | 7,801 | 397,367 |
| Footpaths | 51,000 | 51,000 | 8,500 | 0 | 8,500 |
| Road Drainage | 30,000 | 30,000 | 5,000 | 0 | 5,000 |
| Infrastructure- Bridges | 588,000 | 588,000 | 98,000 | 0 | 98,000 |
| Other Infrastructure | 515,733 | 515,733 | 48,508 | 50,068 | (1,560) |
| Parks and Gardens | 350,520 | 350,520 | 81,756 | 9,957 | 62,413 |
| Aerodromes | 30,000 | 30,000 | 8,000 | 8,517 | (517) |
| Capital Expenditure Totals | 9,738,732 | 9,738,732 | 1,517,654 | 136,297 | 1,365,305 |

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



| Acquisitions | Current Annual Budget | Current Budget | YTD Actual | % Spent |
|--------------|-----------------------|-----------------|----------------|-----------|
| | \$9.74 M | \$9.74 M | \$.14 M | 1% |

To be read in conjunction with Strategic Projects Tracker

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

(Note: Investment made sul

20/02/2023

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Bankwest

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| | | Account Number | JOB | Adopted Budget | Current Budget | YTD Budget | YTD Actual | YTD Variance Under(Over) |
|------|---------------------------------------------------------------------------------|----------------|---------|------------------|------------------|----------------|---------------|--------------------------|
| | | | | \$ | \$ | \$ | \$ | \$ |
| | Capital Expenditure | | | | | | | |
| 0% | Recycling shed (Tip Shop) | 4110160 | BC274 | 50,000 | 50,000 | 8,333 | 0 | 8,333 |
| 0% | Town Hall Parapet Wall concrete Capping | 4110160 | BC181 | 20,000 | 20,000 | 3,333 | 0 | 3,333 |
| 0% | Mayor's Parlour (Town Hall) Hot Water System (Zipsystem/ Miniboil) | 4110160 | BC182 | 5,000 | 5,000 | 833 | 0 | 833 |
| 0% | Town Hall Plan Upgrades- Heating, Cooling & Sundry (Circuit West) | 4110160 | BC183 | 50,000 | 50,000 | 8,333 | 0 | 8,333 |
| 5% | Town Hall Stage Upgrade/ EWP / Rigging | 4110160 | BC184 | 55,000 | 55,000 | 9,167 | 2,631 | 6,536 |
| 10% | Fitout of Railway Station Building | 4110660 | BC207 | 75,000 | 75,000 | 12,500 | 7,839 | 4,661 |
| 1% | Museum Restoration as per conservation Report | 4110660 | BC201 | 45,355 | 45,355 | 7,559 | 640 | 6,919 |
| 0% | Covered Stage -Rec Centre for music/sound at west end of Alby Park | 4110260 | BC273 | 50,000 | 50,000 | 0 | 0 | 0 |
| 0% | Rec Centre Stadium LED Lighting | 4110260 | BC166 | 35,000 | 35,000 | 0 | 0 | 0 |
| 0% | Installation of Custom Orb Sheeting to Sections of Walls of Court 1 & 3 at NRLC | 4110260 | BC272 | 30,000 | 30,000 | 0 | 0 | 0 |
| 0% | Railway Dam Toilets | 4110355 | BC275 | 53,817 | 53,817 | 0 | 0 | 0 |
| 0% | Library Extension | 4110560 | IO080B | 400,000 | 400,000 | 66,667 | 0 | 66,667 |
| 43% | Railway Station Resortation COVID recovery project | 4110660 | BC202 | 100,000 | 100,000 | 33,333 | 43,208 | (9,875) |
| 0% | ANZAC War Memorial Repair & Restoration | 4110560 | BC203 | 45,455 | 45,455 | 7,576 | 0 | 7,576 |
| 0% | Caravan park upgrades(ablution blocks & Kitchen) | 4130260 | BC238 | 45,000 | 45,000 | 7,500 | 0 | 7,500 |
| 0% | Caravan Park- Renewal Development including reseal | 4130260 | BC239 | 450,000 | 450,000 | 75,000 | 0 | 75,000 |
| 0% | Building Maintenance-Old jewellers shop | 4130650 | BC277 | 10,000 | 10,000 | 1,667 | 0 | 1,667 |
| 0% | Good Shed Roof and Wall Restoration | 4130650 | BC278 | 300,000 | 300,000 | 50,000 | 0 | 50,000 |
| | | | | 2,800,382 | 2,800,382 | 455,261 | 54,318 | 394,276 |
| | Plant and Equipment | | | | | | | |
| 0% | Narrogin Regional Homecare Ute | 4050355 | PA073A | 45,000 | 45,000 | 7,500 | 0 | 7,500 |
| 0% | P56 Fuso Rosa (Bus) | 4050355 | PA072A | 190,000 | 190,000 | 31,666 | 0 | 31,666 |
| 0% | P43 Toyota Corolla | 4070355 | PA043C | 25,000 | 25,000 | 4,167 | 0 | 4,167 |
| 0% | 50KV Generator and Trailer | 4080455 | PE075 | 35,000 | 35,000 | 0 | 0 | 0 |
| 0% | Acquisition of Incident Control Vehicle | 4050255 | PA950 | 881,900 | 881,900 | 146,983 | 0 | 146,983 |
| 0% | Acquisition of General Rescue Utility | 4050255 | PA951 | 110,200 | 110,200 | 18,367 | 0 | 18,367 |
| 0% | XC Class Train Mural Project | 4100655 | IO131 | 20,000 | 20,000 | 3,333 | 0 | 3,333 |
| 42% | NRLC- Irrigation Pump | 4110255 | PE161 | 13,500 | 13,500 | 9,000 | 5,636 | 3,364 |
| 0% | Bob Cat | 4120350 | PA835A | 80,000 | 80,000 | 13,333 | 0 | 13,333 |
| 0% | John Deere Ride On Mower(Parks) | 4120350 | PA066A | 10,000 | 10,000 | 1,667 | 0 | 1,667 |
| 0% | John Deere Ride on Mower(Caravan Park) | 4120350 | PA039A | 10,000 | 10,000 | 1,667 | 0 | 1,667 |
| 0% | Sweeper Truck 2015 | 4120350 | PA024A | 350,000 | 350,000 | 58,333 | 0 | 58,333 |
| 0% | Hino 300 Series Crew Cab | 4120350 | PA8219A | 100,000 | 100,000 | 16,667 | 0 | 16,667 |
| 0% | Single Cab Ute Isuzu(Parks/Curator) | 4120350 | PA018C | 35,000 | 35,000 | 5,833 | 0 | 5,833 |
| 0% | 2018 Mitsubishi (MCLC) | 4120350 | PA004E | 30,000 | 30,000 | 5,000 | 0 | 5,000 |
| 0% | 2018 Mitsubishi (MF/MCS) | 4120350 | PA047G | 30,000 | 30,000 | 5,000 | 0 | 5,000 |
| 0% | 2018 Holden(EHO) | 4120350 | PA065A | 30,000 | 30,000 | 5,000 | 0 | 5,000 |
| 0% | 2020 Isuzu (Senior Ranger) | 4120350 | PA8163C | 45,000 | 45,000 | 7,500 | 0 | 7,500 |
| 0% | Flocon (p8215) Roadsealing - Trade old Flocon and purchase new | 4120350 | PA8215 | 350,000 | 350,000 | 58,333 | 0 | 58,333 |
| 100% | Jet Patcher (p8218)- Straight disposal | 4120350 | PA8169 | 0 | 0 | 0 | 0 | 0 |
| | | | | 2,390,600 | 2,390,600 | 399,349 | 5,636 | 393,713 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

(Note: Investment made sul

20/02/2023

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Bankwest

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| | | Account Number | JOB | Adopted Budget | Current Budget | YTD Budget | YTD Actual | YTD Variance Under(Over) |
|-----------------------------------|--|----------------|--------|------------------|------------------|----------------|--------------|--------------------------|
| Furniture and Equipment | | | | | | | | |
| 0% | | 4040250 | FE037 | 200,000 | 200,000 | 33,333 | 0 | 33,333 |
| 0% | | 4040250 | FE039 | 15,000 | 15,000 | 2,500 | 0 | 2,500 |
| 0% | | 4110550 | FE034 | 4,000 | 4,000 | 667 | 0 | 667 |
| 0% | | 4110255 | PE072 | 96,000 | 96,000 | 0 | 0 | 0 |
| 0% | | 4110255 | PE073 | 80,000 | 80,000 | 0 | 0 | 0 |
| 0% | | 4110255 | PE074 | 75,000 | 75,000 | 0 | 0 | 0 |
| 0% | | 4040250 | PE076 | 10,000 | 10,000 | 1,667 | 0 | 1,667 |
| 0% | | 4140580 | FE102 | 20,000 | 20,000 | 3,333 | 0 | 3,333 |
| 0% | | 4140580 | FE101 | 48,674 | 48,674 | 8,112 | 0 | 8,112 |
| 0% | | 4140580 | FE103 | 40,000 | 40,000 | 6,667 | 0 | 6,667 |
| | | | | 588,674 | 588,674 | 8,112 | 0 | 8,112 |
| Infrastructure - Roads | | | | | | | | |
| 100% | | 4120165 | IR261 | 0 | 0 | 0 | 0 | 0 |
| 0% | | 4120165 | IR338 | 40,000 | 40,000 | 6,667 | 0 | 6,667 |
| 4% | | 4120165 | IR339 | 200,000 | 200,000 | 34,155 | 7,500 | 26,655 |
| 0% | | 4120165 | IR340 | 13,424 | 13,424 | 2,323 | 0 | 2,323 |
| 1% | | 4120165 | IR341 | 59,329 | 59,329 | 10,091 | 301 | 9,790 |
| 0% | | 4120165 | IR342 | 182,320 | 182,320 | 31,432 | 0 | 31,432 |
| 0% | | 4120165 | IR343 | 22,929 | 22,929 | 3,952 | 0 | 3,952 |
| 0% | | 4120165 | IR345 | 35,578 | 35,578 | 6,148 | 0 | 6,148 |
| 0% | | 4120165 | IR346 | 103,337 | 103,337 | 17,833 | 0 | 17,833 |
| 0% | | 4120165 | IR347 | 31,366 | 31,366 | 5,402 | 0 | 5,402 |
| 0% | | 4120165 | IR349 | 30,087 | 30,087 | 5,092 | 0 | 5,092 |
| 0% | | 4120155 | PE080 | 22,000 | 22,000 | 3,667 | 0 | 3,667 |
| 0% | | 4120466 | IO0185 | 201,390 | 201,390 | 33,631 | 0 | 33,631 |
| 0% | | 4120167 | IR337 | 75,000 | 75,000 | 12,500 | 0 | 12,500 |
| 0% | | 4120167 | RRG338 | 424,275 | 424,275 | 72,427 | 0 | 72,427 |
| 0% | | 4120167 | RRG339 | 244,797 | 244,797 | 41,188 | 0 | 41,188 |
| 0% | | 4120167 | RRG340 | 163,492 | 163,492 | 27,580 | 0 | 27,580 |
| 0% | | 4120166 | R2R337 | 11,088 | 11,088 | 1,848 | 0 | 1,848 |
| 0% | | 4120166 | R2R338 | 23,166 | 23,166 | 3,861 | 0 | 3,861 |
| 0% | | 4120166 | R2R216 | 15,714 | 15,714 | 2,619 | 0 | 2,619 |
| 0% | | 4120166 | R2R339 | 95,953 | 95,953 | 15,992 | 0 | 15,992 |
| 0% | | 4120166 | R2R340 | 8,415 | 8,415 | 1,403 | 0 | 1,403 |
| 0% | | 4120166 | R2R341 | 5,940 | 5,940 | 990 | 0 | 990 |
| 0% | | 4120166 | R2R342 | 6,600 | 6,600 | 1,100 | 0 | 1,100 |
| 0% | | 4120166 | R2R343 | 51,071 | 51,071 | 8,512 | 0 | 8,512 |
| 0% | | 4120166 | R2R344 | 6,270 | 6,270 | 1,045 | 0 | 1,045 |
| 0% | | 4120166 | R2R345 | 22,572 | 22,572 | 3,762 | 0 | 3,762 |
| 0% | | 4120166 | R2R346 | 4,950 | 4,950 | 825 | 0 | 825 |
| 0% | | 4120166 | R2R347 | 23,760 | 23,760 | 3,960 | 0 | 3,960 |
| 0% | | 4120166 | R2R213 | 77,000 | 77,000 | 12,833 | 0 | 12,833 |
| 0% | | 4120166 | R2R348 | 60,000 | 60,000 | 10,000 | 0 | 10,000 |
| 0% | | 4120167 | RBS204 | 132,000 | 132,000 | 22,331 | 0 | 22,331 |
| | | | | 2,393,823 | 2,393,823 | 405,168 | 7,801 | 397,367 |
| Infrastructure - Footpaths | | | | | | | | |
| 0% | | 4120175 | IF055 | 22,000 | 22,000 | 3,667 | 0 | 3,667 |
| 0% | | 4120175 | IF056 | 29,000 | 29,000 | 4,833 | 0 | 4,833 |
| | | | | 51,000 | 51,000 | 8,500 | 0 | 8,500 |
| Infrastructure - Drainage | | | | | | | | |
| 0% | | 4120180 | ID000 | 30,000 | 30,000 | 5,000 | 0 | 5,000 |
| | | | | 30,000 | 30,000 | 5,000 | 0 | 5,000 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

(Note: Investment made sul

20/02/2023 0 Bankwest 1

| | | Account Number | JOB | Adopted Budget | Current Budget | YTD Budget | YTD Actual | YTD Variance Under(Over) | |
|---------------------------------------------|--|--------------------------------------------------------------------------------------------------|---------|----------------|------------------|------------------|------------------|--------------------------|------------------|
| Infrastructure - Bridges | | | | | | | | | |
| 0% | | Tarwonga Rd Bridge 4551 | 4120181 | IB204 | 192,000 | 192,000 | 32,000 | 0 | 32,000 |
| 0% | | Whinbin Rock Rd Bridge 3125 | 4120181 | IB205 | 396,000 | 396,000 | 66,000 | 0 | 66,000 |
| | | | | | 588,000 | 588,000 | 98,000 | 0 | 98,000 |
| Infrastructure - Other | | | | | | | | | |
| 0% | | TWIS Distribution Pipes Replacement | 4100350 | IO002 | 15,000 | 15,000 | 2,500 | 0 | 2,500 |
| 0% | | May St Stormwater Catchment Dam | 4110365 | IO180 | 6,424 | 6,424 | 0 | 0 | 0 |
| 21% | | Public Art Strategy - Implementation & Carry Over | 4110860 | IO113 | 45,455 | 45,455 | 15,152 | 9,350 | 5,802 |
| 0% | | Single Electric BBQ for Gnarojin park near Skate park (to replace the former one) | 4110860 | FE036 | 10,000 | 10,000 | 0 | 0 | 0 |
| 0% | | Two Inclusive Play Equipment Activities at Highbury \$50k (as requested by HDCC) | 4110365 | IO181 | 50,000 | 50,000 | 0 | 0 | 0 |
| 0% | | Two wheelchair accessible table settings at Highbury | 4110860 | IO182 | 7,000 | 7,000 | 0 | 0 | 0 |
| 0% | | Upgrade of lighting to LED at Clayton Oval, Narrogin - Narrogin Hawks Football- Subject to Grant | 4110355 | BC279 | 243,000 | 243,000 | 0 | 0 | 0 |
| 29% | | Walk Cycle & Mountain Bike Trails Projects | 4110360 | IO129 | 138,854 | 138,854 | 30,856 | 40,718 | (9,862) |
| | | | | | 515,733 | 515,733 | 48,508 | 50,068 | (1,560) |
| Infrastructure - Parks & Gardens | | | | | | | | | |
| 2% | | Cemetery Upgrade | 4110365 | IO026 | 62,505 | 62,505 | 10,418 | 1,032 | 9,385 |
| 0% | | Mackie Park Financial Planning Office Kitchenette | 4110850 | BC130 | 8,000 | 8,000 | 1,333 | 0 | 1,333 |
| 4% | | Narrogin Tennis Courts Lighting & Surface Upgrading | 4110360 | IO127 | 210,015 | 210,015 | 70,005 | 8,925 | 61,080 |
| 0% | | Provision for Accessible Toilets at Thomas Hogg Oval | 4110355 | BC269 | 50,000 | 50,000 | 0 | 0 | 0 |
| 0% | | Thomas Hogg Oval Toilet Facility Demolition | 4110360 | BC268 | 20,000 | 20,000 | 0 | 0 | 0 |
| | | | | | 350,520 | 350,520 | 81,756 | 9,957 | 62,413 |
| Infrastructure - Aerodromes | | | | | | | | | |
| 28% | | Narrogin airport-Patient transfer facility | 4120460 | BC221 | 30,000 | 30,000 | 8,000 | 8,517 | (517) |
| | | | | | 30,000 | 30,000 | 8,000 | 8,517 | (517) |
| Grand Total | | | | | 9,738,732 | 9,738,732 | 1,517,654 | 136,297 | 1,365,305 |

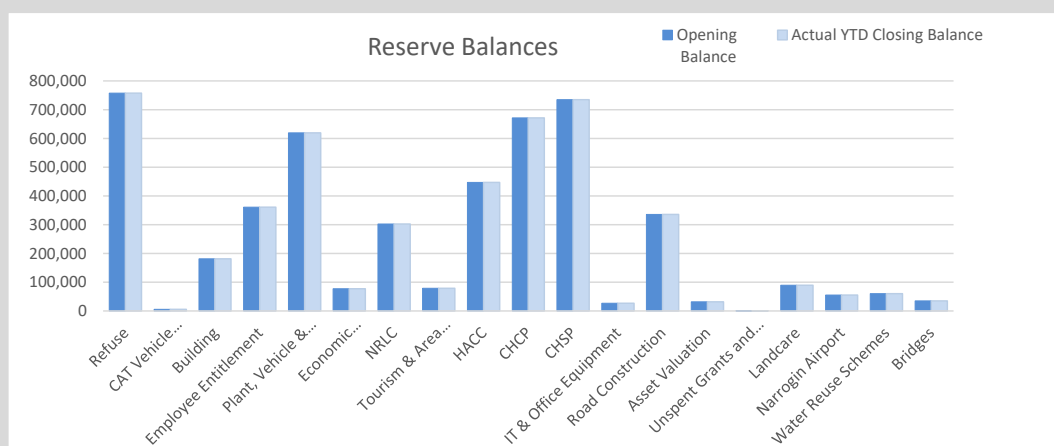
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

| Reserve Name | Opening Balance | Current Budget Interest Earned | Actual Interest Earned | Current Budget Transfers In (+) | Actual Transfers In (+) | Current Budget Transfers Out (-) | Actual Transfers Out (-) | Current Budget Closing Balance | Actual YTD Closing Balance |
|----------------------------------|------------------|--------------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Refuse | 757,719 | 9,390 | 0 | 47,390 | 0 | 35,000 | 0 | 770,109 | 757,719 |
| CAT Vehicle Replacement | 5,869 | 70 | 0 | 8,070 | 0 | 0 | 0 | 13,939 | 5,869 |
| Building | 181,118 | 2,240 | 0 | 2,240 | 0 | 150,355 | 0 | 33,003 | 181,118 |
| Employee Entitlement | 361,204 | 4,470 | 0 | 4,470 | 0 | 0 | 0 | 365,674 | 361,204 |
| Plant, Vehicle & Equipment | 619,492 | 7,680 | 0 | 432,680 | 0 | 833,000 | 0 | 219,172 | 619,492 |
| Economic Development | 77,403 | 950 | 0 | 950 | 0 | 40,000 | 0 | 38,353 | 77,403 |
| NRLC | 302,714 | 3,750 | 0 | 53,750 | 0 | 351,000 | 0 | 5,464 | 302,714 |
| Tourism & Area Promotion | 78,654 | 970 | 0 | 970 | 0 | 0 | 0 | 79,624 | 78,654 |
| HACC | 447,241 | 5,454 | 0 | 5,454 | 0 | 447,241 | 0 | 5,454 | 447,241 |
| CHCP | 671,570 | 8,320 | 0 | 759,083 | 0 | 906,578 | 0 | 524,075 | 671,570 |
| CHSP | 734,562 | 9,100 | 0 | 1,232,801 | 0 | 1,532,194 | 0 | 435,169 | 734,562 |
| IT & Office Equipment | 26,449 | 320 | 0 | 320 | 0 | 0 | 0 | 26,769 | 26,449 |
| Road Construction | 335,587 | 4,160 | 0 | 4,160 | 0 | 200,000 | 0 | 139,747 | 335,587 |
| Asset Valuation | 31,898 | 390 | 0 | 390 | 0 | 0 | 0 | 32,288 | 31,898 |
| Unspent Grants and Contributions | 132 | 0 | 0 | 0 | 0 | 0 | 0 | 132 | 132 |
| Landcare | 89,218 | 886 | 0 | 886 | 0 | 5,000 | 0 | 85,104 | 89,218 |
| Narrogin Airport | 55,198 | 680 | 0 | 15,680 | 0 | 0 | 0 | 70,878 | 55,198 |
| Water Reuse Schemes | 60,432 | 430 | 0 | 17,930 | 0 | 15,000 | 0 | 63,362 | 60,432 |
| Bridges | 35,002 | 740 | 0 | 48,740 | 0 | 35,591 | 0 | 48,151 | 35,002 |
| | 4,871,462 | 60,000 | 0 | 2,635,964 | 0 | 4,550,959 | 0 | 2,956,467 | 4,871,462 |

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| Date | GL / Job Number | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|------|--------------------|-------------|-----------------------|----------------|------------------------|-------------------------------|-------------------------------|-----------------------------------------|
|------|--------------------|-------------|-----------------------|----------------|------------------------|-------------------------------|-------------------------------|-----------------------------------------|

Table with columns for Project Name, ID, Date, Budget, Spend, Status, Priority, Description, Department, Staff, Progress, Milestones, and Dates. Includes various projects such as Library Extension, Replacement of Library Copier, XC Class Train Mural Project, Fitout of Railway Station Building, and numerous road construction and maintenance items.

| | | | | | | | | | | | | | | | | | | | |
|------------------------------------------------------------|-------|---------|-------------|-------------|-----------|-----|-----------|-------------|----------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------|----------------|----------|-----|----------|----------|------|
| Good Shed Roof & Wall Restoration (LRCIP 3) | BC278 | 4130650 | \$300,000 | \$300,000 | \$0 | \$0 | \$0 | \$300,000 | Building Construction/Mtce | Medium | | Office of CEO | Dale Stewart | Dale Stewart | On Track | 0% | 01/10/22 | 30/06/23 | 2023 |
| Other Property & Services | | | | | | | | | | | | | | | | | | | |
| Administration Overheads | | | | | | | | | | | | | | | | | | | |
| 2 Copiers Replacement at Shire office (Main & Gen printer) | FE100 | 4140580 | \$20,000 | \$20,000 | \$0 | \$0 | \$0 | \$20,000 | ITC Acquisition | Low | 15/08/22 - Project meeting scheduled with IT Officer 16/08/22. 21/09/22 - Quotes received as part of procurement process, preferred provider selected and will be ordered in following weeks | Corporate & Community Services | Mark Furr | Kunal Sarma | On Track | 50% | 27/07/22 | 31/12/22 | 2022 |
| IT Upgrades as per Asset Management Plan | FE102 | 4140580 | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | ITC Acquisition | Low | 15/08/22 - Project meeting scheduled with IT Officer 16/08/22. 31/08/22 - Quotes being obtained to meet requirements of project, all on track | Corporate & Community Services | Mark Furr | Kunal Sarma | On Track | 25% | 01/04/23 | 30/06/23 | 2023 |
| Altus Payroll software implementation | FE101 | 4140580 | \$48,674 | \$48,674 | \$0 | \$0 | \$0 | \$48,674 | ITC Acquisition | Low | 15/08/22 - Meeting with Altus project manager (Tania Read) scheduled for 18/08 to recommence work for completion by Dec 22. 30/08/22 - Project recommenced, weekly meetings and Go live scheduled for 25 Nov 22. 21/09/22 - Parallel pay run in September, progressing well and go live date 25 Nov 22 all on track | Corporate & Community Services | Mark Furr | Lucille Munnik | On Track | 75% | 01/10/22 | 31/12/22 | 2022 |
| | | | \$9,673,729 | \$9,673,729 | \$136,297 | \$0 | \$136,297 | \$9,537,432 | | | | | | | | | | | |

10.3.3 APPLICATION FOR LEASE RENEWAL – WESTPAC BANKING CORPORATION

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| File Reference | A188100 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Westpac Banking Corporation |
| Previous Item Numbers | Nil |
| Date | 15 September 2022 |
| Author | Mark Furr – Executive Manager Corporate Community Services |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | Nil |

Summary

In accordance with section 6.15 sub para (1), b, (i), of the Local Government Act 1995, the Shire is requested to consider a request by Westpac Banking Corporation to continue to lease Lot 4, 38 Fortune Street, Narrogin WA 6512, after expiry of the current lease on the 26 October 2022, on the presumption that no public submissions are received by the Shire during the statutory advertising period.

Background

Westpac Banking Corporation has been a long term reliable Corporate Tenant of Lot 4, 38 Fortune Street Narrogin for many years. This property is owned freehold by the Shire. Whilst Westpac is currently undertaking a comprehensive regional branch closure program, the Corporation is keen to maintain a physical presence in Narrogin.

An independent market valuation of \$42,536 annual rent was received by the Shire on 16 August 2022, compared to the Westpac's valuation and offer of \$29,000.

Negotiations, to date, have been robust but courteous, resulting in agreed terms at the current annual rate, subject to approval by the Council, of \$41,091 per annum plus GST, with CPI increase annually, capped at 5%, plus outgoings, with a commencement date of occupancy from the 27 October 2022. This represents the same rent payable under the current lease.

In accordance with statutory requirements, this item is currently being advertised in the Narrogin Observer, on 8 September 2022, the Shire's Website and Shire Noticeboards, and on social media, with submissions invited for a period of 14 days and closing on 23 September 2022.

Consultation

Consultation has been undertaken with:

- Chief Executive Officer;
- Keith Guest – Elders Real Estate; and
- Shire of Narrogin Community – via Public Advertisement, 8 - 23 September 2022.

Statutory Environment

The following legislation relates to the proposal:

- The Local Government Act 1995 S3.58 (disposal of land by private treaty); and
- The Local Government (Function and General) Regulations 1996 Regulation 30.
- The Council's Delegation Register Number 3.4 – Disposing of Land – leases, rentals etc relates and the Chief Executive Officer has no delegation applicable.

Specifically, section 3.58(3) states:

- “(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed disposition — (i) describing the property concerned; and (ii) giving details of the proposed disposition; and (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.”*

Policy Implications

The Council's Policy Number 1.14 - Community Engagement relates and has been complied with.

Financial Implications

The market rent (payable monthly in advance) is based on the valuation received on 16 August 2022, together with the cost of all normal commercial arrangement outgoings, including utilities and rates.

After receiving an offer to continue to lease, that was considerably lower than current terms, negotiations between parties have resulted in an agreement in principle, and subject to Council approval, that equates to the current rent.

Building insurance will continue to be met by the Tenants global insurance policy.

The proposed lease offer matches adopted budget figures and therefore no adverse impact on the current budget for 2022/23; and continued revenue for at least the next three (3) years.

Strategic Implications

| | | |
|------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------|
| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
| Objective | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |
| Strategy: | 4.1.1 | Continually improve operational efficiencies and provide effective services |
| Strategy: | 4.1.2 | Continue to enhance communication and transparency |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|-------------------------|--------------------------------------------------------------------------|
| That the Council enters into a Disposal of Property (leasing of) contrary to the requirements of the Local Government Act 1995. | Rare (1) | Minor (2) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation, being subject to no negative submissions. |

Risk Matrix

| Consequence \ Likelihood | | Consequence | | | | |
|--------------------------|---|---------------|------------|------------|--------------|--------------|
| | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation, and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

In accordance with Section 3.58 of the Local Government Act 1995, the Officers determination of this application is that the negotiated terms and conditions of the proposed lease are satisfactory, and on

the presumption that no negative submissions, regarding the intent to lease to Westpac Banking Corporation, are received, then this lease arrangement should continue.

Council is requested to consider the Officers recommendation.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.005

Moved: Cr Early

Seconded: Cr McNab

That with respect to the proposed lease of Lot 4, 38 Fortune Street Narrogin to Westpac Banking Corporation, Council, noting that there no negative submissions during the advertising period, authorise the Shire President and the Chief Executive Officer to:

1. Prepare, sign and affix the common seal to the new Lease to Westpac Banking Corporation, for a three (3) year term, plus a three (3) year option, for a lease fee being \$41,091 plus GST, with CPI increase annually, capped at 5%, plus outgoings, with a commencement date of occupancy from the 27 October 2022.

7.49pm Cr Pomykala re-entered the meeting.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

10.3.4 2022/23 BUDGET AMENDMENT – REVIEW OF ADMINISTRATIVE ALLOCATIONS

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| File Reference | 12.4.1 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Nil |
| Previous Item Numbers | Nil |
| Date | 15 September 2022 |
| Author | Mark Furr – Executive Manager Corporate Community Services |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | 1. Administration Allocation Worksheet – September 2022 |

Summary

Council is requested to amend the Shire of Narrogin's 2022/23 adopted budget to enable the revision of identified administration allocations to various budget schedules.

Background

Under National Competition Policy guidelines and the WA Local Government Accounting Manual, the Shire of Narrogin has an obligation to ensure that all costs incurred by any Shire activity, are charged against that activity, wherever practical.

Direct costs can usually be reliably attributed to a cost centre, whereas indirect costs such as the support services provided by the corporate services, cannot easily be attributed directly to a cost centre. An Activity Based Costing methodology is used to facilitate the charging of indirect costs to the relevant cost centres.

In discussion at the July 2022 Ordinary Council Meeting, a commitment was made by the Chief Executive Officer, to ensure Administration Allocations were reviewed by September 2022. The remedial activity was to review the allocation of some schedules that were considered to have excessive indirect costs applied. In considering this proposed budget amendment, Council is requested to refer to the attachment provided, as it summarises all schedules and their current and proposed administration allocations.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Management Team;
- Manager Corporate Services; and
- Senior Finance Officer – Strategic.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Section 6.8 of the Local Government Act 1995 (1), (b):
 - (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*
- * *Absolute majority required.*

- National Competition Policy Guidelines, 2005; and
- WA Local Government Accounting Manual Chapter 5, October 2012.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

The financial implications of the budget are based upon the objective of achieving a balanced budget on 30 June 2023, after carrying out normal operational requirements and an extensive capital program.

The proposed revision of Administration Allocations within the 2022/23 adopted budget does not incur any additional expenditure, merely a re-allocation of costs across most of the 59 sub programs, (WA Local Government Accounting Manual Chapter 5, October 2012).

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------|
| Objective | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |
| Strategy: | 4.1.1 | Continually improve operational efficiencies and provide effective services |
| Strategy: | 4.1.2 | Continue to enhance communication and transparency |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|----------------------|------------------------------------------------------------------------------------------------------------------------|
| Cost differentiations within adopted budget jeopardises expectations and predicted balanced budget and/or the methodologies were flawed. | Possible (3) | Insignificant (1) | Low (1-4) | Asset Sustainability | Accept Risk and note that the Administration has a triennial documented compliance task to review the ABC methodology. |

Risk Matrix

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

The principles of the Activity Based Costing methodology have been applied in accordance with the Local Government Act 1995 and Section 5 of the Western Australian Local Government Accounting Manual, as demonstrated by the revision of the administration allocations across the sub program classifications. Whilst there are revisions to some schedules within the adopted budget for 2022/23, a balanced budget is still maintained as per adoption on the 27 July 2022.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.006

Moved: Cr Seale

Seconded: Cr Pomykala

That with respect to the Budget for the 2022/23 Financial Year, Council approve:

1. The revised changes to the administration allocations identified within the provided attachment; Administration Allocation Worksheet, (September 2022); and
2. The amendment to the Adopted Budget for 2022/23, in accordance with these revised changes, noting that a balanced budget (Nil Surplus /Deficit) is maintained.

CARRIED 9/0

BY ABSOLUTE MAJORITY

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

ADMIN ALLOCATION WORKSHEET

AS AT: SEPTEMBER 2022

| PROGRAM SERIAL | ACCOUNT NO | IE CODE | SUB PROGRAM | DESCRIPTION | CURRENT ALLOCATIONS % | CURRENT ALLOCATIONS \$ | PROPOSED ALLOCATION % | PROPOSED ALLOCATIONS \$ | VARIANCE |
|----------------|------------|---------|-------------|------------------------------------------------------------------------------|-----------------------|------------------------|-----------------------|-------------------------|------------|
| 1 | 2030199 | 9900 | 301 | RATES - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 4.0% | \$77,276 | \$38,639 |
| 2 | 2030299 | 9900 | 302 | GENERAL PURPOSE GRANTS - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 1.0% | \$19,319 | \$19,319 |
| 3 | 2030399 | 9900 | 303 | INVESTMENT ACTIVITY - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.3% | \$5,000 | \$5,000 |
| 4 | 2030499 | 9900 | 304 | OTHER GENERAL PURPOSE FUNDING - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 3.0% | \$57,956 | \$19,319 |
| 5 | 2040199 | 9900 | 401 | MEMBERS OF COUNCIL- ADMINISTRATION ALLOCATED | 7.0% | \$135,230 | 6.0% | \$115,593 | -\$19,637 |
| 6 | 2040299 | 9900 | 402 | OTHER GOVERNANCE - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 5.9% | \$114,911 | \$56,955 |
| 7 | 2050199 | 9900 | 501 | FIRE PREVENTION - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 1.0% | \$19,319 | -\$19,319 |
| 8 | 2050299 | 9900 | 502 | EMERGENCY SERVICES LEVY - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 1.0% | \$19,319 | \$19,319 |
| 9 | 2050399 | 9900 | 503 | ANIMAL CONTROL - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 2.0% | \$38,637 | -\$19,319 |
| 10 | 2050499 | 9900 | 504 | OTHER LAW, ORDER, PUBLIC SAFETY - ADMINISTRATION ALLOCATED | 2.0% | \$38,886 | 1.0% | \$19,319 | -\$19,567 |
| 11 | 2070399 | 9900 | 703 | PREVENTATIVE SERVICES - HEALTH INSPECTION & ADMIN - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 2.0% | \$38,637 | -\$19,319 |
| 12 | 2070399 | 9900 | 706 | OTHER HEALTH - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.1% | \$1,000 | \$1,000 |
| 13 | 2080199 | 9900 | 801 | PRE-SCHOOL - ADMINISTRATION ALLOCATED | 0.5% | \$9,659 | 0.1% | \$1,500 | -\$8,159 |
| 14 | 2080499 | 9900 | 804 | AGED CARE PACKAGES (CHCP) - ADMINISTRATION ALLOCATED | 3.3% | \$64,349 | 5.0% | \$96,274 | \$31,925 |
| 15 | 2080599 | 9900 | 805 | COMMUNITY HOME SUPPORT PROGRAM - ADMINISTRATION ALLOCATED | 9.3% | \$180,452 | 9.5% | \$182,604 | \$2,152 |
| 16 | 2080699 | 9900 | 806 | AGED & DISABILITY SENIOR CITIZEN CENTRE - ADMINISTRATION ALLOCATED | 2.2% | \$42,459 | 0.5% | \$9,659 | -\$32,800 |
| 17 | 2080799 | 9900 | 807 | AGED & DISABILITY OTHER - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.5% | \$9,659 | \$9,659 |
| 18 | 2080899 | 9900 | 808 | OTHER WELFARE - ADMINISTRATION ALLOCATED | 3.3% | \$64,050 | 0.1% | \$2,415 | -\$61,635 |
| 19 | 2090199 | 9900 | 901 | STAFF HOUSING - ADMINISTRATION ALLOCATED | 1.0% | \$19,319 | 1.0% | \$19,319 | \$0 |
| 20 | 2100199 | 9900 | 1001 | SANITATION HOUSEHOLD REFUSE -ADMINISTRATION ALLOCATED | 8.0% | \$154,807 | 1.2% | \$23,265 | -\$131,542 |
| 21 | 2100299 | 9900 | 1002 | SANITATION OTHER - ADMINISTRATION ALLOCATED | 6.0% | \$115,911 | 4.0% | \$77,274 | -\$38,637 |
| 22 | 2100399 | 9900 | 1003 | SEWERAGE - ADMINISTRATION ALLOCATED | 1.0% | \$19,319 | 1.0% | \$19,319 | \$0 |
| 23 | 2100699 | 9900 | 1006 | TOWN PLANNING - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 2.0% | \$38,637 | \$0 |
| 24 | 2100899 | 9900 | 1008 | OTHER COMMUNITY AMENITIES - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 3.0% | \$57,956 | \$19,319 |
| 25 | 2110199 | 9900 | 1101 | PUBLIC HALLS & CIVIC CENTRES - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 2.0% | \$38,637 | -\$19,319 |
| 26 | 2110299 | 9900 | 1102 | NARROGIN REGIONAL LEISURE CENTRE - ADMINISTRATION ALLOCATED | 1.0% | \$19,319 | 2.0% | \$38,637 | \$19,319 |
| 27 | 2110399 | 9900 | 1103 | OTHER RECREATION & SPORT - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 3.0% | \$57,956 | \$19,319 |
| 28 | 2110599 | 9900 | 1105 | LIBRARIES - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 3.0% | \$57,956 | \$0 |
| 29 | 2110699 | 9900 | 1106 | HERITAGE - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.5% | \$9,659 | \$9,659 |
| 30 | 2110899 | 9900 | 1108 | OTHER CULTURE - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 1.0% | \$19,319 | -\$38,637 |
| 31 | 4120166 | 9900 | 1201 | CONSTRUCTION - STREETS ROADS, BRIDGES & DEPOTS - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 3.0% | \$57,956 | \$57,956 |
| 32 | 2120299 | 9900 | 1202 | MAINTENANCE - STREETS,ROADS,BRIDGES & DEPOT - ADMINISTRATION ALLOCATED | 2.0% | \$38,637 | 7.9% | \$153,368 | \$114,731 |
| 33 | 2120399 | 9900 | 1203 | ROAD PLANT PURCHASES - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 1.0% | \$19,319 | \$19,319 |
| 34 | 2120499 | 9900 | 1204 | AERODROMES -ADMINISTRATION ALLOCATED | 0.0% | \$0 | 1.0% | \$19,319 | \$19,319 |
| 35 | 2120599 | 9900 | 1205 | TRANSPORT LICENSING - ADMINISTRATION ALLOCATED | 1.5% | \$28,978 | 3.0% | \$57,956 | \$28,978 |
| 36 | 2130199 | 9900 | 1301 | RURAL SERVICES - ADMINISTRATION ALLOCATED | 1.5% | \$28,978 | 0.5% | \$10,000 | -\$18,978 |
| 37 | 2130299 | 9900 | 1302 | TOURISM & AREA PROMOTION - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 2.0% | \$38,637 | -\$19,319 |
| 38 | 2130399 | 9900 | 1303 | BUILDING CONTROL - ADMINISTRATION ALLOCATED | 3.0% | \$57,956 | 2.0% | \$38,637 | -\$19,319 |
| 39 | 2130499 | 9900 | 1304 | SALEYARDS - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.1% | \$1,000 | \$1,000 |
| 40 | 2130699 | 9900 | 1306 | OTHER ECONOMIC SERIVES - ADMINISTRATION ALLOCATED | 1.5% | \$28,978 | 3.0% | \$57,956 | \$28,978 |
| 41 | 2140199 | 9900 | 1401 | PRIVATE WORKS - ADMINISTRATION ALLOCATED | 1.0% | \$19,317 | 0.3% | \$5,000 | -\$14,317 |
| 42 | 2140299 | 9900 | 1402 | PUBLIC WORKS OVERHEADS - ADMINISTRATION ALLOCATED | 7.8% | \$150,285 | 4.0% | \$77,274 | -\$73,011 |
| 43 | 2140399 | 9900 | 1403 | PLANT OPERATING COSTS - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 1.6% | \$31,653 | \$31,653 |
| 44 | 2140696 | 9900 | 1406 | COMMUNITY SERVICES- ADMINISTRATION ALLOCATED | 4.0% | \$77,274 | 4.0% | \$77,274 | \$0 |
| 45 | N/A | N/A | Not Used | UNCLASSIFIED - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 46 | N/A | N/A | Not Used | MATERNAL & INFANT HEALTH - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 47 | N/A | N/A | Not Used | PREVENTATIVE SERVICES MEAT INSPECTION - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 48 | N/A | N/A | Not Used | PREVENTATIVE SERVICES PEST CONTROL - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 49 | N/A | N/A | Not Used | PREVENTATIVE SERVICES OTHER - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 50 | N/A | N/A | Not Used | OTHER EDUCATION - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 51 | N/A | N/A | Not Used | CARE OF FAMILIES & CHILDREN - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 52 | N/A | N/A | Not Used | AGED & DISABLED MEALS ON WHEELS - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 53 | N/A | N/A | Not Used | PROTECTION OF ENVIRONMENT - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 54 | N/A | N/A | Not Used | TELEVISION & RADIO RE-BROADCASTING - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 55 | N/A | N/A | Not Used | PARKING FACILITIES - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 56 | N/A | N/A | Not Used | WATER TRANSPORT FACILITIES - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| 57 | N/A | N/A | Not Used | PLANT NURSERY - ADMINISTRATION ALLOCATED | 0.0% | \$0 | 0.0% | \$0 | \$0 |
| | | | | TOTALS | 100% | \$1,931,676 | 100% | \$1,931,676 | \$0 |

Cr McNab declared an Impartiality Interest.

10.3.5 APPLICATION FOR RATES EXEMPTION – DIVINE YOU INCORPORATED

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| File Reference | A340010 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Divine You Incorporated |
| Previous Item Numbers | Nil |
| Date | 21 September 2022 |
| Author | Amy Lazenby – Rates Officer |
| Authorising Officer | Mark Furr – Executive Manager Corporate Community Services |
| Attachments | 1. Application for Rates Exemption |

Summary

Divine You Incorporated, is a registered charity that operates from 8 Federal Street and provides a range of humanitarian services to members of the local community. In accordance with section 6.26 of the Local Government Act 1995, Council is requested to consider the Officer's recommendation to decline the application from Divine You Incorporated for rates exemption.

Background

8 Federal Street is owned by Sagaya Rosemary Arockiasamy and is her place of residence. This residence is also used to provide services by Divine You Incorporated, to members of the community.

The current rating of the property is based on a Gross Rental Value (GRV) provided by Landgate and in 2019 a revaluation of the property took place following a subdivision and a new GRV of \$9,776.00 was applied. The property is currently undergoing expansion, a shed is being constructed, following planning approval from the Shire. Once completed, a revaluation of the land will be provided by Landgate which may affect the current rated value. See Attachments 1 and 2 for information related to 8 Federal Street.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Executive Manager Corporate & Community Services.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

Section 6.26 (2)(a) of the Local Government Act 1995 states that

The following land is not rateable land -

(g) *“land used exclusively for charitable purposes.”*

Section 6.76 of the Local Government Act 1995 states

- (1) *A person may, in accordance with this section, object to the rate record of a local government on the ground —*
 - (a) *that there is an error in the rate record —*
 - (i) *with respect to the identity of the owner or occupier of any land; or*
 - (ii) *on the basis that the land or part of the land is not rateable land;*
 - or*
 - (b) *if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.*
- (2) *An objection under subsection (1) is to —*
 - (a) *be made to the local government in writing within 42 days of the service of a rate notice under section 6.41; and*
 - (b) *identify the relevant land; and*
 - (c) *set out fully and in detail the grounds of objection.*
- (3) *An objection under subsection (1) may be made by the person named in the rate record as the owner of land or by the agent or attorney of that person.*
- (4) *The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.*
- (5) *The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.*
- (6) *After making a decision on the objection the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.*

Section 6.76 and 6.77 of the Act provides grounds for objection and rights of appeal.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

If the Officers' recommendation is endorsed, there will be no financial implications to the Shire of Narrogin however, if a rates exemption is agreed, the financial implication will be a refunded rates amount of \$1,190 payable to the ratepayer (with effect from 1 July 2022).

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|-----------------------------------------------------------------------------------|
| Objective: | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Strategy: | 2.2.2 | Advocate for mental health and social support services |
| Strategy: | 2.2.3 | Continue and improve provision of in-home care services |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|----------------------|--------------------------------------------------------------------------------------------------------------|
| Incorrect interpretation of rateable property, resulting in reduction of income to the adopted budget. | Unlikely (2) | Insignificant (1) | Low (1-4) | Asset Sustainability | Accept Risk and defend the matter if it is subsequently referred to the State Administrative Tribunal (SAT). |

Risk Matrix

| Consequence \ Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|--------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation, and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

This application has been made on the basis that the property is used exclusively for charitable purposes and fulfills the criteria of Section 6.26 (2) (g) of the Local Government Act 1995, as 'not rateable land'. The Officer believes the application is contradicted by the Act since the land parcel is registered by the Valuer General under the private name of Sagaya Rosemary Arockiasamy and

further declared under the Oaths, Affidavits and Statutory Declarations Act 2005 as Sister Sagaya's place of permanent residence.

The applicant has confirmed in their submission that:

"At 8 Federal Street, free accommodation and meals are given to those in crisis; we give three weeks' time frame for people to stay, find a job and move on with their lives."

This statement also undermines section 6.26 (2) (g) of the Local Government Act 1995 further, as it is a place of residence.

Additionally, the income and expenditure statement provided by Divine You Incorporated, indicates adequate retained earnings to cover the cost of future property rates to be charged. Divine You Incorporated lists several financial sponsors supporting the organisation as well as the requirement to pay an annual membership fee to join the committee within its documentation.

The Officer confirms that the Shire of Narrogin has been rating 8 Federal Street to the proprietor(s), Sagaya Rosemary Arockiasamy and the late Ilija Stajic since the 22 August 2018, being the date of settlement. After checking Shire records there is no indication of previous applications to qualify for an exemption and all previous rates have been paid.

Whilst the applicant claims that the land is used exclusively for charitable purposes, the Administration disagrees with that claim, based on the evidence provided in the Statutory Declaration, signed by the applicant, confirming the ratepayer also utilises the place as a permanent place of residence.

Pursuant to Section 6.26 (2) (g) of the Local Government Act, the Administration is of the view that 8 Federal Street is not used "*exclusively*" for charitable purposes and therefore the status as a rateable property is correct and should continue.

Despite the obvious charitable work being undertaken by Divine You Incorporated, the property's use does not fully satisfy section 6.26 (2)(g) the Local Government Act 1995, because the applicant permanently resides at the premises. Therefore, the Administration recommends this application for rates exemption is declined and the Shire continues to rate the property based on the GRV provided by the Valuer General.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.007

Moved: Cr Seale

Seconded: Cr Alexander

That with respect to the application for rates exemption at 8 Federal Street, Narrogin, the Council decline the application for the reasons outlined within the report and advise the applicant of their right of appeal pursuant to section 6.77 of the Local Government Act 1995.

CARRIED 8/1

For: President Ballard, Cr Broad, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Cr McNab

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)

Shire of
Narrogin
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www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.auCASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

| | | | |
|-------------------|---------------------------------|----------|----------------------|
| Assessment Number | A165500 | | |
| Property Address | DIVINE YOU Inc 8 Federal street | | |
| Suburb/Town | Narrogin | State | WA Western Australia |
| | | Postcode | 6312 |

PROPERTY OWNER DETAILS

| | | | |
|-------------------|------------------------|---------------------|-----------------|
| Owner's Surname | AROCKIASAMY | Owner's Other Names | SAGAYA ROSEMARY |
| Organisation Name | DIVINE YOU Inc | | |
| Contact Person | Sr Sagaya | | |
| Postal Address | | | |
| Phone Number | | Mobile Number | |
| Email Address | marysahaya98@gmail.com | | |

APPLICANT DETAILS

| | | | |
|---------------------|-------------------------------|----------------|---------|
| Contact Person | AROCKIASAMY SAGAYA | Position Title | MANAGER |
| Organisation Name | DIVINE YOU Inc | | |
| Residential Address | 8 Federal street . Narrogin . | | |
| Postal Address | | | |
| Phone Number | (08) 9881 2031 | Mobile Number | |
| Email Address | marysahaya98@gmail.com | | |

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
- (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
- (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
- (e) land used exclusively by a religious body as a school for the religious instruction of children: and
- (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
- (g) land used exclusively for charitable purposes: and
- (h) land vested in trustees for agricultural or horticultural show purposes: and
- (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
- (j) land which is exempt from the rates under any other written law; and
- (k) land which is declared by the Minister to be exempt from rates.

(3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.

(4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.

(5) Notice of any declaration made under subsection (4) is to be published in the Gazette.

(6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – 'Religious Body'.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of s6.26(2) to s6.26(6) of the Local Government Act 1995 are you claiming the rates exemption under?
A place of residence for Sr Sagaya, provides chaplain service to the schools, local community and aged care facilities, as well as to the hospital.

2. Briefly describe what the property is used for?
*homeless, Emergency relief, centre for people with mentally challenged, Free training and workshop for the needs of the local community, Sewing, knitting, Crochet and self esteem classes for primary & high school students. Regular youth connection program for teens.

ORGANISATION DETAILS

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <ul style="list-style-type: none"> • Is the organisation an incorporated body as per the Association Incorporated Act 1987 (WA)? If <u>yes</u>, please provide a Certificate of Incorporation. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation registered with Australian Charities and Not-for-profits Commission (ACNC) Please provide an extract of the relevant certificate from the ACNC. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has the organisation registered for an ABN number? If <u>yes</u>, please provide the number: <u>89 800 130 774</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name? If <u>yes</u>, please provide a copy of Certificate of Title. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation lease and occupy the rateable property? If <u>yes</u> and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation occupy the whole building? If <u>no</u>, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has planning approval for the land use of the property been obtained? A site inspection may be required by Council before the application is processed. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. A copy of the organisations Constitution.</p> <p>2. Written statement outlining the nature of the Organisation's operations: Details to include are:</p> <ul style="list-style-type: none"> i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995; ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995; iii. Use and occupancy of the land, inclusive of date of commencement; iv. Type of service provided (e.g. community service, food, accommodation/rental etc.); v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.); vi. Is payment received for the service; vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed. <p>3. A plan of the property, showing all buildings and outbuildings; or, A Floor plan of the leased property area, if only part of the property is the subject of this application.</p> <p>4. A copy of the current years audited financial statements for the Organisation <i>(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)</i></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------|---------|
| By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge. | | | |
| Name: | Sr Sagaya Rosemary Arackiasamy | | |
| Position: | Manager | | |
| Organisation: | Divine you Inc. | | |
| Signature of CEO / Trustee: | Sagaya Rosemary Arackiasamy | Date: | 22/7/22 |

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20²²

- (1) Christian name or names and surname of declarant in full (1) I SAGAYA ROSEMARY AROCKIASAMY
- (2) Address (2) of 8 FEDERAL STREET NARROGIN 6312
In the State of Western Australia
- 3) Occupation (3) EDUCATION ASSISTANT.

Sincerely declare as follows:-

| | |
|--------------------------------------------------------|-----------------------------------------------------|
| The property located at | <u>8 FEDERAL ST. NARROGIN WA</u> |
| is used by | <u>DIME 70 (INC.)</u> |
| for the purposes of | <u>ECUMENICAL & COMMUNITY SERVICES</u> |
| Description of the activities the property is used for | <u>"SPIRITUAL & CORPORATE WORKS"</u> |
| | <u>TO ASSIST THE NEEDY</u> |
| for the period << ___ to ___ >> | <u>or from 1/7/22 to JUNE 30th 2022.</u> |

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at NARROGIN WA
 this 22nd day of JULY 20 22
 In the presence of [Signature]
 (Signature of authorised witness)

SEALE. BRIAN WENTWORTH
 (Name of authorised witness and qualification as such a witness)
JUSTICE OF THE PEACE NO 8586

BRIAN WENTWORTH SEALE
 23 Argus Street
 Narrogin WA 6312
 Justice of the Peace
 No. WA 8586

(4) Signature of person making the declaration

(4) [Signature: Sagaya Ruby Arockiasamy]

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailliff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

| CONSIDERATIONS | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|-----------------------------|
| Approval with Shire's Town Planning Scheme? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Has the property been inspected? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Recommend for non-rateable status? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Section of the Local Government Act 1995 6.26(2): | | | |
| Classification: | | | |
| Person(s) or Classes of Persons affected by this decision: | | | |
| Reason for Non-Rateable status: | | | |
| Date of New Application: | | Date of Review of Exemption: | |
| If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change: | | | |
| Amount: | | Date (From): | |
| Rubbish Bin charges to be levied and dates to be applicable from: | | | |
| Amount: | | Date (From): | |

| DECISION – DELEGATED AUTHORITY 1.2.27 | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| The person exercised the power or discharged the duty by the CEO's Sub-delegation: | |
| Renewals less than \$10,000 – Executive Manager Corporate and Community Services Applications and renewals less than \$25,000 – Chief Executive Officer | |
| This application has been: | Comments: |
| <u>DENIED</u> for Non-rateable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Partial Non-rateable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Non-rateable Status <input type="checkbox"/> | |

| | | |
|--------------------------------|-------------------|--------------|
| Executive Manager Name: | Signature: | Date: |
| | | |
| CEO Name: | Signature: | Date: |
| | | |



THIS CERTIFIES THAT

Divine You Inc

ABN:89 800 130 774

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF
27 April 2018

CERTIFIED BY

A handwritten signature in black ink, appearing to read "Gary Johns".

Hon. Dr Gary Johns
Commissioner

Australian Charities and Not-for-profits Commission





Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1024420D

Certificate of Incorporation

This is to certify that

DIVINE YOU INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
thirteenth day of April 2018

David Hillyard
Commissioner for Consumer Protection

CERTIFICATE



Divine You

Mission Statement for Divine You is:

Divine You seeks to put Love into action.

The Vision Statement:

A Community where all individuals achieve their full human potential.

Objects of the Association are:

Divine You seeks to put Love into action by:

- 7 days a week we offer individual capacity building and community connection program for the Accessibility (People with Mentally Challenged)
- We give free meal every Saturday from 11 to 1 noon.
- In winter we give new blankets for those who need.
- For the homeless Divine You offers Emergency assistance seven days a week.
- At 8 Federal Street, Free accommodation and meal is given to those in crisis; we give 3 weeks' time frame for people to stay, find job and move on to their lives.
- On a regular basis, our members visit both aged care facilities; units, residential homes and hospitals to support those who are lonely, terminally ill.
- We run Funeral services for the free of charge for those who struggle financially.

- We run Holiday programs on holidays, self – esteem and human values taught on every Sunday 2:30 to 4.
- Every Saturday from 2 to 4 pm, sewing, crochet and knitting classes are conducted by the volunteers for Adults and the students- primary and secondary schools.
- Every year from Morley senior high school teenagers year 10, 11 &12 minimum 50 students and teachers come to Divine you for the community connection programs.
- Every Mother’s day, Father’s day and Christmas people those who are nowhere to go come to Divine You for a special meal. Every year the number increases.
- For those who are struggling financially we support the students by meeting up with the principals and provide the help the family needs.

**DIVINE YOU INC
ABN: 89 800 130 774**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2021**

McWhirter & Leong Pty Ltd

"Liability limited by a scheme approved under Professional Standards Legislation"

DIVINE YOU INC
ABN: 89 800 130 774

COMMITTEE'S REPORT

Your committee members submit the financial report of the DIVINE YOU INC for the financial year ended 30 June 2021.

Committee Members

The name of each member of the committee during the year and if different, at the date of the report;

Sagaya Rosemary Arockiasamy
Lynne Yorke
Janette Liddelow
Mary Martin
Melissa Greives
Ilija Stajic
Roxanne McNab
Beena Abraham
Claire Graham
Lynn Tulipna
Marie-Louise Turner
Fiona Hastie
Mereana Lewis

Principal Activities

The principal activities of the organisation during the financial year were:

To help and support the poor and needy people in the local community, provide meals, self esteem classes, sewing classes and spiritual input.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit of the organisation amounted to \$1,411.00.

Signed in accordance with a resolution of the Members of the Committee.

Committee Member: Sagaya Rosemary Arockiasamy
Sagaya Rosemary Arockiasamy

Committee Member: Janette Liddelow
Janette Liddelow

DIVINE YOU INC
ABN: 89 800 130 774

INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021

| | Note | 2021 \$ | 2020 \$ |
|-----------------------------------------------------------|------|------------|------------|
| INCOME | | | |
| Grants | | 1,000 | - |
| Membership Fees | | 210 | 240 |
| Donations | | 10,611 | 24,801 |
| Accessibility | | 950 | - |
| Venue Hire | | 460 | - |
| Cash For Can Collection | | 79 | - |
| | | 13,310 | 25,041 |
| EXPENDITURE | | | |
| Administration & Office Expenses | | - | 178 |
| Advertising | | 140 | - |
| Bank Charges | | 3 | - |
| Building Improvements/Repairs | | 3,677 | 6,345 |
| Charity | | - | 3,898 |
| Charitable Payments | | 666 | - |
| Electricity & Water to Premises | | - | 2,400 |
| Free Meals | | 2,335 | 6,733 |
| Garden Expenses | | 235 | 129 |
| Insurance | | 690 | 624 |
| Medical Supplies | | 639 | - |
| Meeting Expense | | 50 | - |
| Postage, Printing & Stationery | | 425 | 186 |
| Repairs & Maintenance | | 667 | 329 |
| Self Esteem | | 125 | 750 |
| Sewing | | 348 | 265 |
| Sundry Expenses | | 724 | - |
| Telephone | | 425 | - |
| Travelling Expenses | | 750 | 285 |
| | | 11,899 | 22,122 |
| Profit before income tax | | 1,411 | 2,919 |
| Profit for the year | | 1,411 | 2,919 |
| Retained earnings at the beginning of the financial year | | 5,090 | 2,171 |
| Retained earnings at the end of the financial year | | 6,501 | 5,090 |

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report of McWhirter & Leong Pty Ltd.

DIVINE YOU INC
ABN: 89 800 130 774

BALANCE SHEET
AS AT 30 JUNE 2021

| | Note | 2021 \$ | 2020 \$ |
|----------------------------------|------|------------|------------|
| ASSETS | | | |
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 6,501 | 5,090 |
| TOTAL CURRENT ASSETS | | 6,501 | 5,090 |
| TOTAL ASSETS | | 6,501 | 5,090 |
| LIABILITIES | | | |
| CURRENT LIABILITIES | | | |
| TOTAL CURRENT LIABILITIES | | - | - |
| TOTAL LIABILITIES | | - | - |
| NET ASSETS | | 6,501 | 5,090 |
| MEMBERS' FUNDS | | | |
| Retained earnings | 4 | 6,501 | 5,090 |
| TOTAL MEMBERS' FUNDS | | 6,501 | 5,090 |

The accompanying notes form part of these financial statements.
 These statements should be read in conjunction with the attached compilation
 report of McWhirter & Leong Pty Ltd.

DIVINE YOU INC
ABN: 89 800 130 774

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the organisation is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 7:

1. Presents a true and fair view of the financial position of DIVINE YOU INC as at 30 June 2021 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that DIVINE YOU INC will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President: _____
Sagaya Rosemary Arockiasamy

Treasurer: Janette Liddelow
Janette Liddelow

Dated this 20 **day of** September 2021

**COMPILATION REPORT
TO DIVINE YOU INC
ABN: 89 800 130 774**

We have compiled the accompanying special purpose financial statements of DIVINE YOU INC which comprise the balance sheet as at 30 June 2021, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in the notes to the accounts.

The responsibility of the committee of management

The Committee of Management of DIVINE YOU INC is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our responsibility

On the basis of the information provided by the committee of management we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in the notes to the financial statements and APES 315: Compilation of Financial Information.

We have applied professional expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in the notes to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Name of Firm: McWhirter & Leong Pty Ltd
Accountants & Business Advisors

Name of Director: 
Brian Evans

Address: 57 Fortune St Narrogin 6312

Dated this 20th day of September 2021

DIVINE YOU INC
ABN: 89 800 130 774

CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, Lynne Yorke of , certify that:

- (a) I attended the annual general meeting of the organisation held on .
- (b) The financial statements for the year ended 30 June 2021 were submitted to the members of the organisation at its annual general meeting.

Dated this *20* day of *September*

Committee Member:


Lynne Yorke

DIVINE YOU INCORPORATED CONSTITUTION

ADOPTED 13TH APRIL 2018

Name of Association: Divine You Incorporated

Preamble : Divine You Inc is ecumenical and social out-reach formed to assist and support Contemplation and Spirituality. It offers both spiritual and physical help for those in need. It promotes spiritual expressions and traditions to help people connect with God, self, others and the environment.

Mission Statement: Striving for Higher Spiritual Enlightenment through raising awareness of God, Self, Others and the Environment

Objects of the Association: The Purpose of the Organization is to live the Spiritual and Corporal Works of Mercy by

- Feeding the hungry
- Helping the poor
- Sheltering the homeless and those in crisis
- Helping the sick
- Supporting the terminally ill
- Advocating for people with disability
- Caring for the elderly
- Comforting the dying
- Counselling the needy
- Visitation and support of the lonely housebound
- Ongoing Spiritual awareness program for all ages
- Healing prayers offered for the community and environment
- Encouraging youth and children to grow spiritually and be caring of others in the community and environment

Operation

In its activities the Association has adopted the following model rules, including requiring a quorum of five members at a general meeting and a quorum of four members for a committee meeting. Annual membership is set at \$15 and the financial year is from 1st July to the 30th June.

PART 1 — PRELIMINARY

1. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

associate member means a member with the rights referred to in rule 8(6);

Association means the incorporated association to which these rules apply;

books, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

by laws means by-laws made by the Association under rule 64;

chairperson means the Committee member holding office as the chairperson of the Association;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

committee means the management committee of the Association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial records includes —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial report, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year, of the Association, has the meaning given in rule 2;

general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association;

ordinary committee member means a committee member who is not an office holder of the Association under rule 27(3);

ordinary member means a member with the rights referred to in rule 8(5);

register of members means the register of members referred to in section 53 of the Act;

rules means these rules of the Association, as in force for the time being;

secretary means the committee member holding office as the secretary of the Association;

special general meeting means a general meeting of the Association other than the annual general meeting;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the committee under rule 48(1)(a);

tier 1 association means an incorporated association to which section 64(1) of the Act applies;

tier 2 association means an incorporated association to which section 64(2) of the Act applies;

tier 3 association means an incorporated association to which section 64(3) of the Act applies;

treasurer means the committee member holding office as the treasurer of the Association.

Financial Year

1. Financial year is from 1st July to 30th June

- (1) The first financial year of the Association is to be the period 13th April to 30th June 2018
- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

2. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or

- (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
- (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

PART 3 — MEMBERS

Division 1 — Membership

3. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.

4. Applying for membership

- (1) A person who wants to become a member must apply in writing to the Association.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

5. Dealing with membership applications

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant —
 - (a) is eligible under rule 4; and
 - (b) has applied under rule 5.
- (5) The committee may reject an application even if the applicant —
 - (a) is eligible under rule 4; and
 - (b) has applied under rule 5.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

6. Becoming a member

An applicant for membership of the Association becomes a member when —

- (a) the committee accepts the application; and
- (b) the applicant pays \$15 annual membership fee payable to Divine You Inc

7. Classes of membership

- (1) The Association consists of ordinary members and any associate members provided for under subrule (2).
- (2) The Association may have any class of associate membership approved by resolution at a general meeting, including junior membership, senior membership, honorary membership and life membership.
- (3) An individual who has not reached the age of 15 years is only eligible to be an associate member.
- (4) A person can only be an ordinary member or belong to one class of associate membership.
- (5) An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.
- (6) An associate member has the rights referred to in subrule (5) other than full voting rights.
- (7) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

8. When membership ceases

- (1) A person ceases to be a member when any of the following takes place —
 - (a) for a member who is an individual, the individual dies;
 - (b) for a member who is a body corporate, the body corporate is wound up;
 - (c) the person resigns from the Association under rule 10;
 - (d) the person is expelled from the Association under rule 15;
 - (e) the person ceases to be a member under rule 12(4).
- (2) The secretary must keep a record, for at least one year after a person ceases to be a member, of —
 - (a) the date on which the person ceased to be a member; and
 - (b) the reason why the person ceased to be a member.

9. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect —
 - (a) when the secretary receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

10. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

Division 2 — Membership fees

11. Membership fees

- (1) The committee must determine the entrance fee \$0 and the annual membership fee \$15 to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the 30th June.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
 - (a) the committee may, at its discretion, accept that payment; and
 - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

12. Register of members

- (1) The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

13. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

14. Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Association if —
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
 - (a) when and where the committee meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must —
 - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide —
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (8) If notice is given under subrule (7), the member who gives the notice and the committee are the parties to the mediation.

15. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

Division 3 — Resolving disputes

16. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person —

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

17. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

18. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

19. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 19, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
 - (a) the parties to the dispute; and

- (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
 - (a) when and where the committee meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the secretary stating that the party —
 - (i) does not agree to the dispute being determined by the committee; and
 - (ii) requests the appointment of a mediator under rule 23,
 the committee must not determine the dispute.

20. Determination of dispute by committee

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 — Mediation

21. Application of Division

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
 - (a) by a member under rule 15(7); or
 - (b) by a party to a dispute under rule 20(5)(b)(ii) or 21(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 23.

22. Appointment of mediator

- (1) The mediator must be a person chosen —
 - (a) if the appointment of a mediator was requested by a member under rule 15(7) — by agreement between the Member and the committee; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under rule 20(5)(b)(ii) or 21(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a member under rule 15(7); or
 - (b) a party to a dispute under rule 20(5)(b)(ii); or
 - (c) a party to a dispute under rule 21(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

23. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated association's rules.

24. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 15(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

25. Committee

- (1) The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Committee and duties of members

26. Committee members

- (1) The committee members consist of —
 - (a) the office holders of the Association; and
 - (b) at least one ordinary committee member.
- (2) The committee must determine the maximum number of members who may be ordinary committee members.
- (3) The following are the office holders of the Association —
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the secretary;
 - (d) the treasurer.

- (4) A person may be a committee member if the person is —
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member.
- (5) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time

27. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

28. Secretary

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

29. Treasurer

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;

- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

Division 3 — Election of committee members and tenure of office

30. How members become Committee members

A member becomes a committee member if the member —

- (a) is elected to the committee at a general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 38.

31. Nomination of committee members

- (1) At least 42 days before an annual general meeting, the secretary must send written notice to all the members —
 - (a) calling for nominations for election to the committee; and
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.
- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary committee member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 33(2) or 34(2)(b).

32. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.

- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

33. Election of ordinary committee members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

- (4) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

34. Term of office

- (1) The term of office of a committee member begins when the member —
 - (a) is elected at an annual general meeting or under subrule 36(3)(b); or
 - (b) is appointed to fill a casual vacancy under rule 38.
- (2) Subject to rule 37, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (3) A committee member may be re-elected.

35. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect —
 - (a) when the notice is received by the secretary or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution —
 - (a) remove a committee member from office; and
 - (b) elect a member who is eligible under rule 27(4) to fill the vacant position.

- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

36. When membership of committee ceases

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 36; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

37. Filling casual vacancies

- (1) The committee may appoint a member who is eligible under rule 27(4) to fill a position on the committee that —
 - (a) has become vacant under rule 37; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 36(3)(b).
- (2) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 45, the committee may act only for the purpose of —
 - (a) appointing committee members under this rule; or
 - (b) convening a general meeting.

38. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

39. Payments to committee members

- (1) In this rule —
committee member includes a member of a subcommittee;
committee meeting includes a meeting of a subcommittee.
- (2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
 - (a) in attending a committee meeting or
 - (b) in attending a general meeting; or
 - (c) otherwise in connection with the Association's business.

Division 4 — Committee meetings

40. Committee meetings

- (1) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- (3) Special committee meetings may be convened by the chairperson or any 2 committee members.

41. Notice of committee meetings

- (1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

42. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each committee meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.

- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

43. Use of technology to be present at committee meetings

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

44. Quorum for committee meetings

- (1) Subject to rule 38(4), no business is to be conducted at a committee meeting unless a quorum of 4 is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
 - (b) at least 2 committee members are present at the meeting,
 those members present are taken to constitute a quorum.

45. Voting at committee meetings

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

46. Minutes of committee meetings

- (1) The committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
 - (a) the names of the committee members present at the meeting;
 - (b) the name of any person attending the meeting under rule 43(5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

47. Subcommittees and subsidiary offices

- (1) To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following —
 - (a) appoint one or more subcommittees;
 - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee —
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

48. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

non-delegable duty means a duty imposed on the committee by the Act or another written law.

- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- (7) The committee may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

49. Annual general meeting

- (1) The committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows —
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) to receive and consider —
 - (i) the committee's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other committee members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.

- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

50. Special general meetings

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

51. Notice of general meetings

- (1) The secretary or, in the case of a special general meeting convened under rule 51(5), the members convening the meeting, must give to each member —
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must —
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 32(2); and
 - (d) if a special resolution is proposed —
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with rule 53(7).

52. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.

- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form —
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 52 must —
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the committee has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

53. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

54. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum of 5 is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting — the meeting lapses; or
 - (b) in the case of the annual general meeting — the meeting is adjourned to —
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —

(a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and

(b) at least 2 ordinary members are present at the meeting,

those members present are taken to constitute a quorum.

55. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 52.

56. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.
- (3) A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member —
 - (a) must have been an ordinary member at the time notice of the meeting was given under rule 52; and
 - (b) must have paid any fee or other money payable to the Association by the member.

57. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

58. Determining whether resolution carried

- (1) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy —
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

59. Minutes of general meeting

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record —
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting under rule 53(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(ii) or (iii); and

- (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

60. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

61. Control of funds

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (3) The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —
 - (a) 2 committee members; or
 - (b) one committee member and a person authorised by the committee.
- (5) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

62. Financial statements and financial reports

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) if the Association is a tier 1 association, the preparation of the financial statements; and



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10.3.6 APPLICATION FOR RATES EXEMPTION – ACCESSABILITY WA INCORPORATED

| | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Reference | A278900/A340043/A163110/A340044/A340045/A340046/A340047 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Accessability WA Incorporated |
| Previous Item Numbers | Nil |
| Date | 22 September 2022 |
| Author | Amy Lazenby – Rates Officer |
| Authorising Officer | Mark Furr – Executive Manager Corporate Community Services |
| Attachments | <ol style="list-style-type: none">1. Rates Exemption Application – 93 Narrakine Road2. Rates Exemption Application - 64 Federal Street3. Rates Exemption Application - Unit 1, 99 Federal Street4. Rates Exemption Application - Units 1-4, 121 Clayton Road |

Summary

Accessability WA Incorporated is a not-for-profit organisation that provides services via supported independent living for persons living with disability. They offer a range of developmental services and supports aimed at building an individuals, stability, autonomy, and wellbeing.

In accordance with section 6.26 of the Local Government Act 1995 and based on the information provided by Accessability WA Incorporated's application for rates exemption, Council is requested to consider the officers' recommendation to approve the application for an exemption for 99 Federal Street and decline the applications for the remaining three (3) properties.

Background

Accessability WA Incorporated are the legal owners of four properties within Narrogin, all of which are used for various purposes, they are:

- 93 Narrakine Road – Independent living and respite service facility;
- Units 1-4, 121 Clayton Road – Independent living and respite service facility;
- 64 Federal Street – Administration / Head office; and
- Unit 1 99 Federal Street – A Community hub.

Accessability WA Incorporated has lodged an objection in accordance with section 6.76,(1),(a) of the Local Government Act 1995 stating:

(1) A person may, in accordance with this section, object to the rate record of a Local Government on the ground –

(a) That there is an error in the rate record –

(ii) On the basis that the land or part of the land is not rateable land.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Executive Manager Corporate Community Services.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

Section 6.26 (2)(a) of the Local Government Act 1995 states that
The following land is not rateable land -

(g) *“land used exclusively for charitable purposes.”*

Section 6.76 of the Local Government Act 1995 states

- (1) *A person may, in accordance with this section, object to the rate record of a local government on the ground —*
 - (a) *that there is an error in the rate record —*
 - (i) *with respect to the identity of the owner or occupier of any land; or*
 - (ii) *on the basis that the land or part of the land is not rateable land;*
 - or
 - (b) *if the local government imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.*
- (2) *An objection under subsection (1) is to —*
 - (a) *be made to the local government in writing within 42 days of the service of a rate notice under section 6.41; and*
 - (b) *identify the relevant land; and*
 - (c) *set out fully and in detail the grounds of objection.*
- (3) *An objection under subsection (1) may be made by the person named in the rate record as the owner of land or by the agent or attorney of that person.*
- (4) *The local government may, on application by a person proposing to make an objection, extend the time for making the objection for such period as it thinks fit.*
- (5) *The local government is to promptly consider any objection and may either disallow it or allow it, wholly or in part.*
- (6) *After making a decision on the objection the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.*

Section 6.76 and 6.77 of the Act provides grounds for objection and rights of appeal.

Financial Implications

If Council endorses the officers' recommendation to decline the application for rates exemption for the properties applied for with the exception of Unit 1, 99 Federal Street, the Shire of Narrogin will be required to refund \$1,674.35 for the one property, with the recommended date of effect being 1 July 2022.

If Council approves rates exemption on all properties listed, the Shire will be required to refund a total amount of \$12,176.37 to Accessibility WA Incorporated for the 2022/23 Financial Year.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|-----------------------------------------------------------------------------------|
| Objective: | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Strategy: | 2.2.2 | Advocate for mental health and social support services |
| Strategy: | 2.2.3 | Continue and improve provision of in-home care services |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------|----------------------|--------------------------------------------------------------------------------------------------------------|
| Incorrect interpretation of rateable property resulting in reduced income to the adopted budget. | Unlikely (2) | Minor (2) | Low (1-4) | Asset Sustainability | Accept Risk and defend the matter if it is subsequently referred to the State Administrative Tribunal (SAT). |

Risk Matrix

| Consequence \ Likelihood | | Consequence | | | | |
|--------------------------|---|---------------|------------|------------|--------------|--------------|
| | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation, and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

The following properties are listed under the sole ownership of Accessibility WA Incorporated. In written statements, the applicant has cited that they are using the properties exclusively for charitable purposes pursuant to sub-section 6.26(2)(g) of the Local Government Act 1995.

93 Narrakine Road, Narrogin

In reference to the written statement provided by Accessibility WA Incorporated, 93 Narrakine Road is used for *“supporting independent living arrangements and respite for people living with a disability.”* This statement contradicts the quoted sub-section of the Local Government Act 1995 to which they are claiming rates exemption. A land used exclusively for charitable purposes does not include respite services and residency, regardless of permanent or temporary living arrangements. Based on this evidence and the principle that it is typically significantly subsidised housing provided for aged persons that qualifies for rate exemption, the Administration recommends that Council decline the application on the basis that the property usage does not meet the qualifying criteria for exemption.

64 Federal Street, Narrogin

Accessibility uses 64 Federal Street as their head office. This premises hosts administrative affairs such as annual general meetings, monthly board meetings, planning meetings and introductory appointments between support workers and new or existing participants. The Executive Manager Corporate Community Services and the Rates Officer conducted a site visit and determined the complex is evidently used for the purpose of agency conferences and administrative duties. All assets are funded by the National Disability Insurance Scheme (NDIS) as advised by the company.

In reference to the written statement and the application provided by Accessibility WA Incorporated for 64 Federal Street, there is no indication of charity events held within the building and therefore the Officer recommends declining the application on the basis that the property is not compliant with section 6.26(2)(g) of the Local Government Act 1995, as not being held exclusively for charitable purposes.

Unit 1 99 Federal Street, Narrogin

In reference to Accessibility WA Incorporated's property description:

“99 Federal Street is used solely by Accessibility WA Inc to therapeutic support services and social communities' participation to people living with a disability.”

The Executive Manager of Corporate and Community Services and the Rates Officer conducted a site visit to 99 Federal Street, and in accordance with section 6.26(2)(g) of the Local Government Act 1995, this building complies with the description of being *‘not rateable land.’* As it is a place solely used for charitable purposes, by offering a range of intellectual and developmental activities for those living with disabilities and is owned by an organisation qualifying as a registered charity. Accordingly, the Administration recommends Council approve rates exemption to Accessibility WA Incorporated's Community Hub.

Units 1 – 4, 121 Clayton Road, Narrogin

With reference to Accessibility WA Incorporated's property description:

“Units 1,2,3,4 – 121 Clayton Road are used by accessibility WA Inc to provide respite services and support independent living arrangements for people living with a disability.”

Accessibility provided a written statement that the property, comprising of units 1 – 4, 121 Clayton Road, is being used for charitable purposes, being accommodation for people with a disability. The

view of the Administration is that this does not qualify for exemption under the normal definition of charitable activities for accommodation (the aged).

With the exception of unit 1, 99 Federal Street, which the Administration is of the view that it is being used exclusively for charitable purposes in accordance with section 6.26 of the Local Government Act 1995, the Administration recommends to Council that all remaining properties are considered rateable land and should continue to be rated.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.008

Moved: Cr Alexander

Seconded: Cr Pomykala

That with respect to Accessibility WA Incorporated's application for rates exemption, the Council:

1. Approve the application for rates exemption for Unit 1, 99 Federal Street on the basis that the property is and continue to be used exclusively for charitable purposes with date of effect being 12 July 2022.
2. Decline the application for rates exemption on the following properties for the reason outlined within the report:
 - a) 93 Narrakine Road;
 - b) 64 Federal Street; and
 - c) Units 1 – 4, 121 Clayton Road.
3. Request the Administration to advise the applicant of their rights of appeal pursuant to section 6.77 of the Local Government Act 1995.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)


**Shire of
Narrogin**
Love the life


 89 Earl Street
PO Box 1145
Narrogin WA 6312


 (08) 9890 0900


 www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

| | | | | | |
|-------------------|-------------------|-------|----|----------|------|
| Assessment Number | | | | | |
| Property Address | 93 Narrakine Road | | | | |
| Suburb/Town | Narrogin | State | WA | Postcode | 6312 |

PROPERTY OWNER DETAILS

| | | | |
|-------------------|--------------------------------|---------------------|------------|
| Owner's Surname | N/A | Owner's Other Names | N/A |
| Organization Name | Accessibility WA Inc | | |
| Contact Person | Jake Eardley-Wilmot | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

APPLICANT DETAILS

| | | | |
|---------------------|--------------------------------|----------------|-----------------|
| Contact Person | Jake Eardley-Wilmot | Position Title | Finance Manager |
| Organization Name | Accessibility WA Inc | | |
| Residential Address | N/A | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children: and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes: and
 - (h) land vested in trustees for agricultural or horticultural show purposes: and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – ‘Religious Body’.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of **s6.26(2) to s6.26(6)** of the Local Government Act 1995 are you claiming the rates exemption under?

S6.26(2)(g) - land used exclusively for charitable purposes

2. Briefly describe what the property is used for?

93 Narrakine Road is used by Accessibility WA Inc to provide respite services and support independent living arrangements for people living with a disability.

ORGANISATION DETAILS

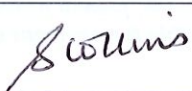
| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <ul style="list-style-type: none"> • Is the organisation an incorporated body as per the <i>Association Incorporated Act 1987 (WA)</i>? If <u>yes</u>, please provide a Certificate of Incorporation. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation registered with <i>Australian Charities and Not-for-profits Commission (ACNC)</i>? Please provide an extract of the relevant certificate from the ACNC. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has the organisation registered for an ABN number? If <u>yes</u>, please provide the number: <u>16 121 614 620</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name? If <u>yes</u>, please provide a copy of Certificate of Title. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation lease and occupy the rateable property? If <u>yes</u> and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation occupy the whole building? If <u>no</u>, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has planning approval for the land use of the property been obtained? A site inspection may be required by Council before the application is processed. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. A copy of the organisations Constitution.</p> <p>2. Written statement outlining the nature of the Organisation's operations: Details to include are:</p> <ul style="list-style-type: none"> i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995; ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995; iii. Use and occupancy of the land, inclusive of date of commencement; iv. Type of service provided (e.g. community service, food, accommodation/rental etc.); v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.); vi. Is payment received for the service; vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed. <p>3. A plan of the property, showing all buildings and outbuildings; or, A Floor plan of the leased property area, if only part of the property is the subject of this application.</p> <p>4. A copy of the current years audited financial statements for the Organisation (If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|----------|
| By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge. | | | |
| Name: | Shanthi Collins | | |
| Position: | Chief Executive Officer | | |
| Organisation: | Accessability WA Inc | | |
| Signature of CEO / Trustee: |  | Date: | 27/07/22 |

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and surname of declarant in full (1) I Shanthi Anthony Collins
(2) Address (2) Of 78 Mokine Road, Narrogin, WA, 6312
In the State of Western Australia
(3) Occupation (3) Chief Executive Officer

Sincerely declare as follows:-

| |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| The property located at 93 Narrakine Rd |
| is used by Accessibility WA Inc |
| for the purposes of <u>Disability Support Service Provision</u> |
| Description of the activities the property is used for <u>Supported Independent Living and respite services for people with a Disability</u> |
| for the period << ___ to ___ >> or from ___ to ___ |

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Narrogin
this 28th day of 7 2022
In the presence of [Signature] (4) Signature of person making the declaration
[Signature] (4) [Signature]
(Name of authorised witness and qualification as such a witness)

Narrogin Guardian Pharmacy
74 Federal Street
PO BOX 105
Narrogin, WA 6312
Phone 08 9861 1006

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------|-----------------------------|
| CONSIDERATIONS | | | |
| Approval with Shire's Town Planning Scheme? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Has the property been inspected? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Recommend for non-rateable status? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Section of the Local Government Act 1995 6.26(2): | | | |
| | | | |
| Classification: | | | |
| | | | |
| Person(s) or Classes of Persons affected by this decision: | | | |
| | | | |
| Reason for Non-Rateable status: | | | |
| | | | |
| Date of New Application: | | Date of Review of Exemption: | |
| | | | |
| If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change: | | | |
| Amount: | | Date (From): | |
| Rubbish Bin charges to be levied and dates to be applicable from: | | | |
| Amount: | | Date (From): | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| DECISION – DELEGATED AUTHORITY 1.2.27 | |
| | |
| The person exercised the power or discharged the duty by the CEO's Sub-delegation: | |
| Renewals less than \$10,000 – Executive Manager Corporate and Community Services | |
| Applications and renewals less than \$25,000 – Chief Executive Officer | |
| This application has been: <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/> | Comments: |

| | | |
|--------------------------------|-------------------|--------------|
| Executive Manager Name: | Signature: | Date: |
| | | |
| CEO Name: | Signature: | Date: |
| | | |

Written Statement for 93 Narrakine Road Narrogin

- i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;

N/A

- ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;

Accessibility WA Inc is a registered non-for-profit organization and the land is used exclusively for charitable purposes S6.26(2)(g).

- iii. Use and occupancy of the land, inclusive of date of commencement;

Commenced occupancy and use of the land on 01/04/2021

- iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);

Accommodation Services - Supported Independent Living Arrangements and respite for people living with a disability

- v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);

Daily

- vi. Is payment received for the service;

Yes, funds received from the NDIS

- vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.

Revenue is used to pay for support workers, admin staff, building costs and overheads.



Australian Government



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Accessability WA Inc.

ABN:16 121 614 620

IS A REGISTERED CHARITY
AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

3 December 2012

CERTIFIED BY

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request



Shire of
Narrogin

NARROGIN

Landgate

Landga

gate

93

95

RATES EXEMPTION APPLICATION


Local Government Act 1995 – Section 6.26

(FCCS016)


**Shire of
Narrogin**
Love the life


 89 Earl Street
PO Box 1145
Narrogin WA 6312


 (08) 9890 0900


 www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

| | | | | |
|-------------------|-------------------|-------|----|---------------|
| Assessment Number | | | | |
| Property Address | 64 Federal Street | | | |
| Suburb/Town | Narrogin | State | WA | Postcode 6312 |

PROPERTY OWNER DETAILS

| | | | |
|-------------------|--------------------------------|---------------------|------------|
| Owner's Surname | N/A | Owner's Other Names | N/A |
| Organization Name | Accessibility WA Inc | | |
| Contact Person | Jake Eardley-Wilmot | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

APPLICANT DETAILS

| | | | |
|---------------------|--------------------------------|----------------|-----------------|
| Contact Person | Jake Eardley-Wilmot | Position Title | Finance Manager |
| Organization Name | Accessibility WA Inc | | |
| Residential Address | N/A | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children: and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes: and
 - (h) land vested in trustees for agricultural or horticultural show purposes: and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – ‘Religious Body’a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of **s6.26(2) to s6.26(6)** of the Local Government Act 1995 are you claiming the rates exemption under?

S6.26(2)(g) - land used exclusively for charitable purposes

2. Briefly describe what the property is used for?

64 Federal Street is Accessibility WA Inc’s Head office. The premises is used for administration purposes for all lines of Services including Disability Support and Therapy Services for people with a Disability. It is a central place for people with Disability to have planning meetings regarding their Disability Services including meetings with Support workers and new and existing participants. This is also used to hold Monthly board meetings.

ORGANISATION DETAILS


| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <ul style="list-style-type: none"> • Is the organisation an incorporated body as per the <i>Association Incorporated Act 1987 (WA)</i>? If <u>yes</u>, please provide a Certificate of Incorporation. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation registered with <i>Australian Charities and Not-for-profits Commission (ACNC)</i>? Please provide an extract of the relevant certificate from the ACNC. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has the organisation registered for an ABN number? If <u>yes</u>, please provide the number: <u>16 121 614 620</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation’s name? If <u>yes</u>, please provide a copy of Certificate of Title. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation lease and occupy the rateable property? If <u>yes</u> and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation occupy the whole building? If <u>no</u>, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has planning approval for the land use of the property been obtained? A site inspection may be required by Council before the application is processed. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation's operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|------------|
| By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge. | | | |
| Name: | Shanthi Collins | | |
| Position: | Chief Executive Officer | | |
| Organisation: | Accessibility WA Inc | | |
| Signature of CEO / Trustee: |  | Date: | 27/07/2022 |

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20____

- (1) Christian name or names and surname of declarant in full (1) Shanthi Anthony Collins
I
(2) Of 78 Mokine Road, Narrogin, WA, 6312
(2) Address In the State of Western Australia
3) Occupation (3) Chief Executive Officer

Sincerely declare as follows:-

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The property located at 64 Federal Street |
| is used by Accessibility WA Inc |
| for the purposes of Office space for administration of Disability Supports, Therapy Supports, used by workers and participants |
| Description of the activities the property is used for Therapy Supports Admin, Board Meeting, Disability Support planning and training for Support Staff |
| for the period << ___ to ___ >> or from ___ to ___ |

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

Declared at Narrogin
this 25th day of July 2022
In the presence of
(Signature of authorised witness)
(Name of authorised witness and qualification as such a witness)
Pharmacist

(4) Signature of person making the declaration

(4)

Narrogin Guardian Pharmacy
74 Federal Street
PO BOX 105
Narrogin, WA 6312

Narrogin Guardian Pharmacy
74 Federal Street
PO BOX 105
Narrogin, WA 6312
Phone 08 9831 1006

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailliff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councillor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

| CONSIDERATIONS | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------|-----------------------------|
| Approval with Shire's Town Planning Scheme? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Has the property been inspected? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Recommend for non-rateable status? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Section of the Local Government Act 1995 6.26(2): | | | |
| | | | |
| Classification: | | | |
| | | | |
| Person(s) or Classes of Persons affected by this decision: | | | |
| | | | |
| Reason for Non-Rateable status: | | | |
| | | | |
| Date of New Application: | | Date of Review of Exemption: | |
| | | | |
| If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change: | | | |
| Amount: | Date (From): | | |
| Rubbish Bin charges to be levied and dates to be applicable from: | | | |
| Amount: | Date (From): | | |

| DECISION – DELEGATED AUTHORITY 1.2.27 | |
|-------------------------------------------------------------------------------------------|------------------|
| | |
| The person exercised the power or discharged the duty by the CEO's Sub-delegation: | |
| Renewals less than \$10,000 – Executive Manager Corporate and Community Services | |
| Applications and renewals less than \$25,000 – Chief Executive Officer | |
| This application has been: | Comments: |
| <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/> | |

| | | |
|--------------------------------|-------------------|--------------|
| Executive Manager Name: | Signature: | Date: |
| | | |
| CEO Name: | Signature: | Date: |
| | | |

Written Statement for 64 Federal Street Narrogin

- i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;

N/A

- ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;

Accessibility WA Inc is a registered non-for-profit charity organization and the land is used exclusively for charitable purposes S6.26(2)(g).

- iii. Use and occupancy of the land, inclusive of date of commencement;

Commenced occupancy and use of the land on 15/12/2021.

- iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);

Administrative Support for Disability Support Services

- v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);

Used 7 days a week

- vi. Is payment received for the service;

Yes, funds received from the NDIS

- vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.

N/A



Australian Government



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Accessability WA Inc.

ABN:16 121 614 620

IS A REGISTERED CHARITY
AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

3 December 2012

CERTIFIED BY

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request



Shire of Narrogin

NARROGIN

RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

| | | | |
|-------------------|-------------------|-------|----|
| Assessment Number | | | |
| Property Address | 99 Federal Street | | |
| Suburb/Town | Narrogin | State | WA |
| Postcode | 6312 | | |

PROPERTY OWNER DETAILS

| | | | |
|-------------------|--------------------------------|---------------------|------------|
| Owner's Surname | N/A | Owner's Other Names | N/A |
| Organization Name | Accessability WA Inc | | |
| Contact Person | Jake Eardley-Wilmot | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

APPLICANT DETAILS

| | | | |
|---------------------|--------------------------------|----------------|-----------------|
| Contact Person | Jake Eardley-Wilmot | Position Title | Finance Manager |
| Organization Name | Accessability WA Inc | | |
| Residential Address | N/A | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children: and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes: and
 - (h) land vested in trustees for agricultural or horticultural show purposes: and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – ‘Religious Body’a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of **s6.26(2) to s6.26(6)** of the Local Government Act 1995 are you claiming the rates exemption under?

S6.26(2)(g) - land used exclusively for charitable purposes

2. Briefly describe what the property is used for?

99 Federal Street, Narrogin is used solely by Accessibility WA Inc to Therapeutic Support Services and social communities participation to people living with a disability.

ORGANISATION DETAILS

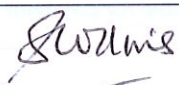
| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <ul style="list-style-type: none"> • Is the organisation an incorporated body as per the <i>Association Incorporated Act 1987 (WA)</i>? If <u>yes</u>, please provide a Certificate of Incorporation. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation registered with <i>Australian Charities and Not-for-profits Commission (ACNC)</i>? Please provide an extract of the relevant certificate from the ACNC. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has the organisation registered for an ABN number? If <u>yes</u>, please provide the number: <u>16 121 614 620</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name? If <u>yes</u>, please provide a copy of Certificate of Title. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation lease and occupy the rateable property? If <u>yes</u> and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation occupy the whole building? If <u>no</u>, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has planning approval for the land use of the property been obtained? A site inspection may be required by Council before the application is processed. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.
2. Written statement outlining the nature of the Organisation’s operations: Details to include are:
 - i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
 - ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
 - iii. Use and occupancy of the land, inclusive of date of commencement;
 - iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
 - v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
 - vi. Is payment received for the service;
 - vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.
3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.
4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organization, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|----------|
| By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge. | | | |
| Name: | Shanthi Collins | | |
| Position: | Chief Executive Officer | | |
| Organisation: | Accessability WA Inc | | |
| Signature of CEO / Trustee: |  | Date: | 26/07/22 |

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

(1) Christian name or names and surname of declarant in full (1) I Shanthi Anthony Collins
(2) Address (2) Of 78 Mokine Road, Narrogin, WA, 6312
3) Occupation In the State of Western Australia
(3) Chief Executive Officer

Sincerely declare as follows:-

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| The property located at 99 Federal Street |
| is used by Accessibility WA Inc |
| for the purposes of <u>Disability Services Provision</u> |
| Description of the activities the property is used for <u>community participation, therapy, independent living activities for people with disability</u> |
| for the period << ___ to ___ >> or from ___ to ___ |

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Narrogin
this 28th day of 07 20 22
In the presence of Nandini Patel Pharmacist
(Signature of authorised witness) (4) [Signature]
(Name of authorised witness and qualification as such a witness)

**Narrogin Guardian Pharmacy
74 Federal Street
PO BOX 105
Narrogin, WA 6312
Phone 98 9881 1006**

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

| CONSIDERATIONS | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|-----------------------------|
| Approval with Shire's Town Planning Scheme? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Has the property been inspected? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Recommend for non-rateable status? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Section of the Local Government Act 1995 6.26(2): | | | |
| | | | |
| Classification: | | | |
| | | | |
| Person(s) or Classes of Persons affected by this decision: | | | |
| | | | |
| Reason for Non-Rateable status: | | | |
| | | | |
| Date of New Application: | | Date of Review of Exemption: | |
| | | | |
| If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change: | | | |
| Amount: | | Date (From): | |
| Rubbish Bin charges to be levied and dates to be applicable from: | | | |
| Amount: | | Date (From): | |

| DECISION – DELEGATED AUTHORITY 1.2.27 | |
|-------------------------------------------------------------------------------------------|------------------|
| | |
| The person exercised the power or discharged the duty by the CEO's Sub-delegation: | |
| Renewals less than \$10,000 – Executive Manager Corporate and Community Services | |
| Applications and renewals less than \$25,000 – Chief Executive Officer | |
| This application has been: | Comments: |
| <u>DENIED</u> for Non-ratable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Partial Non-ratable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Non-ratable Status <input type="checkbox"/> | |

| | | |
|--------------------------------|-------------------|--------------|
| Executive Manager Name: | Signature: | Date: |
| | | |
| CEO Name: | Signature: | Date: |
| | | |

Written Statement for 99 Federal Street Narrogin

- i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;

N/A

- ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;

Accessability WA Inc is a registered non-for-profit organization and the land is used exclusively for charitable purposes S6.26(2)(g).

- iii. Use and occupancy of the land, inclusive of date of commencement;

Commenced occupancy and use of the land on 23/12/2020.

- iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);

Disability Support Services provided including Therapy Services, Community and Independent Living activities for people living with a disability.

- v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);

Used 5 days a week (Monday to Friday)

- vi. Is payment received for the service;

Yes, funds received from the NDIS

- vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.

Revenue raised is used to pay admin staff, support workers, overheads and vehicle costs. Revenue is also used to fund activities and support.



Australian Government



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Accessability WA Inc.

ABN:16 121 614 620

IS A REGISTERED CHARITY
AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

3 December 2012

CERTIFIED BY

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request

3/99-103

Shire of
Narrogin

NARROGIN


RATES EXEMPTION APPLICATION

Local Government Act 1995 – Section 6.26

(FCCS016)


**Shire of
Narrogin**
Love the life


 89 Earl Street
PO Box 1145
Narrogin WA 6312


 (08) 9890 0900


 www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course.

Please attach any additional documents requested, as failure to do so may result in the application being refused.

Privacy

The personal information collected on this form will only be used by the Shire of Narrogin for the sole purpose of providing requested and related services. Information will be stored securely by the Shire and will not be disclosed to any third parties without your express written consent.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

PROPERTY DETAILS

| | | | | |
|-------------------|------------------------------------|-------|----|---------------|
| Assessment Number | | | | |
| Property Address | Units, 1, 2, 3, 4 121 Clayton Road | | | |
| Suburb/Town | Narrogin | State | WA | Postcode 6312 |

PROPERTY OWNER DETAILS

| | | | |
|-------------------|--------------------------------|---------------------|------------|
| Owner's Surname | N/A | Owner's Other Names | N/A |
| Organization Name | Accessibility WA Inc | | |
| Contact Person | Jake Eardley-Wilmot | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

APPLICANT DETAILS

| | | | |
|---------------------|--------------------------------|----------------|-----------------|
| Contact Person | Jake Eardley-Wilmot | Position Title | Finance Manager |
| Organization Name | Accessibility WA Inc | | |
| Residential Address | N/A | | |
| Postal Address | PO Box 453, Narrogin, WA, 6312 | | |
| Phone Number | 9881 4557 | Mobile Number | [REDACTED] |
| Email Address | [REDACTED] | | |

NON RATEABLE LAND

Council can apply for rates and charges to all land, with the following exceptions as per section 6.26, subsections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) the following land is not rateable land –

- (a) land which is property of the Crown and –
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except –
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting license held under the Mining Act 1978 in respect of the land the area of which does not exceed 10 ha or a miscellaneous license held under the Act: or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land:
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for the purposes of trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government: and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood: and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children: and
 - (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
 - (g) land used exclusively for charitable purposes: and
 - (h) land vested in trustees for agricultural or horticultural show purposes: and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from the rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that company or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

WHAT IS THE CURRENT USE OF THE PROPERTY?

Please complete the section below, detailing what the property is currently being used for:

For example:-

- S6.26(2)(d) – ‘Religious Body’.....a place of residence of a minister of religion, a convent, nunnery.....
- Current use of property – place of residence for Sisters of X, who provide a chaplain service to the local community, local schools and aged care facilities.

1. Please quote what sub-section of **s6.26(2) to s6.26(6)** of the Local Government Act 1995 are you claiming the rates exemption under?

S6.26(2)(g) - land used exclusively for charitable purposes

2. Briefly describe what the property is used for?

Units 1, 2, 3, 4 - 121 Clayton Road is used by Accessibility WA Inc to provide respite services and support independent living arrangements for people living with a disability.

ORGANISATION DETAILS

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <ul style="list-style-type: none"> • Is the organisation an incorporated body as per the <i>Association Incorporated Act 1987 (WA)</i>? If <u>yes</u>, please provide a Certificate of Incorporation. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation registered with <i>Australian Charities and Not-for-profits Commission (ACNC)</i>? Please provide an extract of the relevant certificate from the ACNC. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has the organisation registered for an ABN number? If <u>yes</u>, please provide the number: <u>16 121 614 620</u> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Is the organisation the owner and occupier of the land with the rate notice being issued in the organisation's name? If <u>yes</u>, please provide a copy of Certificate of Title. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation lease and occupy the rateable property? If <u>yes</u> and the lessee is responsible for the payment of the rates, please provide a copy of the lease agreement showing the lessee is responsible for payment of the rates. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Does the organisation occupy the whole building? If <u>no</u>, please provide a copy of the floor plans showing the areas leased and/or areas claiming rate exemption. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Has planning approval for the land use of the property been obtained? A site inspection may be required by Council before the application is processed. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Please provide a copy of the following documents (in addition to those documents already specified in the previous sections).

1. A copy of the organisations Constitution.

2. Written statement outlining the nature of the Organisation’s operations: Details to include are:


- i. Confirm the grounds upon which an objection is being made to the rateage record under Section 6.76 of the Local Government Act 1995;
- ii. Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995;
- iii. Use and occupancy of the land, inclusive of date of commencement;
- iv. Type of service provided (e.g. community service, food, accommodation/rental etc.);
- v. Frequency of the service provision (e.g. daily, weekly, short-term, long-term etc.);
- vi. Is payment received for the service;
- vii. If there is commercial activities conducted on the land, please provide details of the activity and if revenue is raised, where it is disbursed.

3. A plan of the property, showing all buildings and outbuildings;
or,
A Floor plan of the leased property area, if only part of the property is the subject of this application.

4. A copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

Please read through and check the information you have provided before continuing with the Authorisation and Statutory Declaration.

AUTHORISATION

| | | | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------|------------|
| By signing this Application, I hereby certify that the information provided is true and correct to the best of my knowledge. | | | |
| Name: | Shanthi Collins | | |
| Position: | Chief Executive Officer | | |
| Organisation: | Accessability WA Inc | | |
| Signature of CEO / Trustee: |  | Date: | 26/07/2022 |

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20__

- (1) Christian name or names and surname of declarant in full (1) Shanthy Anthony Collins
I
- (2) Address (2) Of 78 Mokine Road, Narrogin, WA, 6312
- (3) Occupation **In the State of Western Australia**
(3) Chief Executive Officer

Sincerely declare as follows:-

| |
|--------------------------------------------------------------------------------------------------------------------------------|
| The property located at 121 Clayton Road |
| is used by Accessibility WA Inc |
| for the purposes of <u>Disability Support Service Provision</u> |
| Description of the activities the property is used for <u>Supported Independent Living, Respite for people with disability</u> |
| for the period << ___ to ___ >> or from ___ to ___ |

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at [Signature] (4) Signature of person making the declaration
this 28 day of Sept 20 22

In the presence of [Signature] (4) [Signature]
(Signature of authorised witness)

[Signature]
(Name of authorised witness and qualification as such a witness)

**Narrogin Guardian Pharmacy
74 Federal Street
PO BOX 105
Narrogin, WA 6312
Phone 08 9831 1006**

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailliff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councilor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Officer manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

OFFICE USE ONLY

| CONSIDERATIONS | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------|-----------------------------|
| Approval with Shire's Town Planning Scheme? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Has the property been inspected? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Recommend for non-rateable status? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Section of the Local Government Act 1995 6.26(2): | | | |
| | | | |
| Classification: | | | |
| | | | |
| Person(s) or Classes of Persons affected by this decision: | | | |
| | | | |
| Reason for Non-Rateable status: | | | |
| | | | |
| Date of New Application: | | Date of Review of Exemption: | |
| | | | |
| If Approved, amount of rates to be exempted and dates to be applicable from ('Application Date'). The Approval will be for a period of 3 years, unless circumstances change: | | | |
| Amount: | Date (From): | | |
| Rubbish Bin charges to be levied and dates to be applicable from: | | | |
| Amount: | Date (From): | | |

| DECISION – DELEGATED AUTHORITY 1.2.27 | |
|-------------------------------------------------------------------------------------------|------------------|
| | |
| The person exercised the power or discharged the duty by the CEO's Sub-delegation: | |
| Renewals less than \$10,000 – Executive Manager Corporate and Community Services | |
| Applications and renewals less than \$25,000 – Chief Executive Officer | |
| This application has been: | Comments: |
| <u>DENIED</u> for Non-rateable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Partial Non-rateable Status <input type="checkbox"/> | |
| <u>APPROVED</u> for Non-rateable Status <input type="checkbox"/> | |

| | | |
|--------------------------------|-------------------|--------------|
| Executive Manager Name: | Signature: | Date: |
| | | |
| CEO Name: | Signature: | Date: |
| | | |



Australian Government



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Accessability WA Inc.

ABN:16 121 614 620

IS A REGISTERED CHARITY
AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

3 December 2012

CERTIFIED BY

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request

121

**Shire of
Narrogin**

NARROGIN

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

Crs McNab, Pomykala, Early and Broad all declared Impartiality Interests.

10.4.1 COMMUNITY CHEST GRANT APPLICATIONS

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| File Reference | 15.1.1 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Nil |
| Previous Item Numbers | Nil |
| Date | 28 September 2022 |
| Author | Sharon Bell – Community Development Officer |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | 1. Community Chest Applications |

Summary

Council is requested to support the recommendations made by the Community Chest Fund Reference Group at the meeting held on 12 September 2022.

Background

The Shire's Community Chest 2022/23 Round 1 opened on 15 July 2022, with an amount of \$40,000 allocated to this financial year's Annual Budget, (inclusive of \$15,000 for carryovers) to assist eligible groups with a range of community based projects. Applications for Round 1 closed on 31 August 2022.

The maximum amount for which any group could apply is \$2,500.

A total of 11 Community Chest applications were received for 2022/23 Round 1. The estimated total project cost across all applications is \$162,789.39. The total request for cash from the Community Chest Fund is \$23,674.99 representing 14.5% of total project costs. Across all applications, a total cash contribution of \$111,337 or 68% to total project costs is offered, with \$1,250 of in-kind contributions offered.

Table 1 below presents a summary of total project cost, cash and in-kind contributions offered, cash and in-kind requested across the 11 community groups, along with the original Officers' Recommendation and Reference Group's Recommendation. Officers are accepting of the Reference Group's Recommendations and now recommend to Council similarly.

| Community Group | Total Project Cost \$ | Contribution Offered | | | Community Chest Request | | Recommendation |
|------------------------------------------|-----------------------|----------------------|--------------|-----------|-------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------|
| | | Cash \$ | In-kind \$ | % of Cost | Cash \$ | In-kind \$ | |
| Narrogin Gliding Club Inc | 6,250 | 2,500 | 1,250 | 60 | 2,500 | 0 | Officers': Support \$2,500 being 40% Ref Group: \$2,500 |
| Narrogin Squash Club Inc | 18,004 | 15,771 | 0 | 88 | 675 | 1,158 | Officers': Support \$1,833 being 10% Ref Group: \$1,833 |
| Narrogin Towns Cricket Club Inc | 74,276.40 | 47,017.60 | 0 | 63 | 2,500 | 0 | Officers': Not support Ref Group: \$2,500 |
| Highbury District Community Council Inc | 9,665 | 7,165 | 0 | 74 | 2,500 | 0 | Officers': Support \$2,500 being 26% Ref Group: \$2,500 |
| Dryandra Regional Equestrian Association | 31,888 | 29,388 | 0 | 92 | 2,500 | 0 | Officers': Support \$2,500 being 8% Ref Group: \$2,500 |
| Narrogin Men's Shed Inc | 2,000 | 0 | 0 | 0 | 2,000 | 0 | Officers': Partially Fund \$1,000 being 50% Ref Group: \$1,000 |
| Narrogin Cottage Homes Inc | 7,171 | 4,461 | 0 | 62 | 2,500 | 0 | Officers': Support \$2,500 being 35% Ref Group: Not supported through this fund but support through Events Funding |
| East Narrogin Primary School P&C | 999.99 | 0 | 0 | 0 | 999.99 | 0 | Officers': Not support Ref Group: Not supported |
| Narrogin Repertory Club Inc | 7,535 | 5,035 | 0 | 67 | 2,500 | 0 | Officers': Support \$2,500 being 33% Ref Group: \$2,500 |
| Narrogin Revheads | \$2,500 | 0 | 0 | 98 | 2,500 | 0 | Officers': Support \$1,250 being 50% of the tables Ref Group: Not supported |
| Divine You | 2,500 | 0 | 0 | 0 | 2,500 | 0 | Officers': Not support Ref Group: Not supported |
| TOTAL | 162,789.39 | 111,337.60 | 1,250 | 83 | 23,674.99 | 1,158 | Officers': \$16,583 Ref Group:\$15,333 |

The Council is requested to consider the 2022/23 Round 1 applications, based on the assessment and eligibility criteria set out below, as per the Community Chest Guidelines.

Assessment and Eligibility Criteria

What may be funded

- Professional fees and charges associated with an event or project (e.g. entertainment, adjudicators, printing, fixed equipment, skilled labour).
- Expenses associated with the production of an event or project (e.g. equipment hire, materials, advertising, venue hire).

What will not be funded

- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned or are the property of the State Government.
- Projects, programs, events or activities coordinated by religious organisations.

Eligibility

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest program.
- Successful applicants from Rounds 1 or 2 in the preceding financial year are ineligible to apply.
- No individual application shall receive in excess of \$2,500 (cash or in-kind).
- The applicant group must be able to demonstrate substantial community support for the project.
- Evidence of the association's incorporation should be provided with the application.
- Projects are required to be completed within the financial year of receiving the grant.

Assessment criteria

- Applications should be submitted using the Application Form, with copies of quotes attached.
- Applications should be received by the closing date.
- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash, donated and in-kind contributions to the proposed project.
- Copies of quotes for materials and services to deliver the project.
- Membership of the organisation is primarily Shire of Narrogin residents.
- Aims and objectives of the organisation benefit primarily the Narrogin community.
- Provision of a detailed cash budget showing expenditure and income including grant amount requested.
- Demonstrate the extent of community involvement and the contribution in cash or in-kind by the organisation.
- Compliance with all acquittal requirements for any previous Shire funding received.
- Compliance with appropriate Local Laws, Policies, Acts, Regulations and Standards.

Consultation

Consultation has also occurred with the following:

- Chief Executive Officer;
- Community Chest Applicants; and
- Community Chest Fund Reference Group.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

Council Policy 1.14 Community Engagement relates and has been complied with. No other policy implications relate.

Financial Implications

The balance remaining for the Community Chest Funds for Round 1 (and 2) for the current Financial Year is \$25,000.

It should also be noted that all amounts referenced are exclusive of GST and, if any groups are so registered, the Shire's contribution can be grossed up to include the additional component of GST.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|-----------------------------------------------------------------------------------|
| Objective | 1 | Economic Objective (Support growth and progress, locally and regionally) |
| Outcome: | 1.1 | Growth in revenue opportunities |
| Strategy: | 1.1.2 | Promote Narrogin and the Region |
| Outcome: | 1.2 | Increased Tourism |
| Strategy: | 1.2.1 | Promote, develop tourism and maintain local attractions |
| Objective | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Outcome: | 2.1 | Provision of youth services |
| Outcome: | 2.2 | Build a healthier and safer community |
| Strategy: | 2.2.2 | Advocate for mental health and social support services |
| Outcome: | 2.3 | Existing strong community spirit and pride is fostered, promoted and encouraged |
| Strategy: | 2.3.2 | Engage and support community groups and volunteers |
| Strategy: | 2.3.3 | Facilitate and support community events |
| Strategy: | 2.3.4 | Provide improved community facilities (egg library/recreation) |
| Strategy: | 2.3.5 | Encourage and support continued development of arts and culture |
| Outcome: | 2.4 | Cultural and heritage diversity is recognised |
| Strategy: | 2.4.2 | Support our Narrogin cultural and indigenous community |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|--------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| That the Council has insufficient funds to justify or provide support for projects in Round 2 and or some of the organisations feel aggrieved at the level of the contribution is offering. | Possible (3) | Minor (2) | Medium (5-9) | Engagement Practices | That Council only allocate 61% of the available funds in Round 1 and view the level of contribution offered as being fair and reasonable given the guidelines. |
| That some of the organisations cannot subsequently commence/complete project on time by 30 June 2022. | Possible (3) | Minor (2) | Medium (5-9) | Purchasing and Supply | Accept Risk and work with groups to minimise that likelihood occurring. |

Risk Matrix

| Consequence \ Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|--------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to

the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

Applications requesting cash totalling \$24,832.99 have been received from 11 organisations for projects including:

- Repair and upgrade to ladies' toilet and shower facilities;
- Assistance to host a tournament;
- Upgrade of cricket nets;
- Installation of climate control;
- Construction of horse yards;
- Purchasing of woodworking equipment;
- Assistance to host an event;
- Purchasing of doughnut machine;
- Upgrade of electrical equipment;
- Purchase of bi-fold tables; and
- Purchase of shed/event funding.

The following presents an overall assessment of each application with the Officer's and Reference Group's Recommendations.

Narrogin Gliding Club Inc

Narrogin Gliding Club wishes to repair and upgrade the ladies toilet/shower facilities, including repainting, replacement of vanity, shower cubicles and toilets. Improved facilities will encourage more women to participate in the sport of gliding.

The Group is based in Narrogin, but has a region-wide membership, including members within the Narrogin community. While the membership composition is unknown, it is assumed the application is unlikely to meet the selection criteria that *it is... "primarily Shire of Narrogin residents"*. That said, the Group works to promote their activities through the hosting of events, and this could be viewed as outweighing the question of membership.

The Group has not applied for Community Chest Funds before. It did receive one-off seed funding of \$2,500 from the Events budget in 2019/20, which did not require acquittal. The event was the inaugural October Fly In event.

The group requests \$2,500 (40% of total project costs) cash paid in advance. It is offering a cash contribution of \$2,500 (40% of total project costs) and an in-kind contribution of \$1,250 (20% of total project costs).

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation .

Narrogin Squash Club Inc

Narrogin Squash Club wishes to run a squash tournament on behalf of WA Squash on the weekend of 18 – 20 November 2022. The tournament will be open to all registered players from across the

State. It is anticipated that 100 players will participate in the competition, including Juniors and Seniors. A dinner will be held on the Saturday evening.

The club has 53 registered members who play in a local graded competition on weekdays in all four terms of the year. The club believes that holding a local tournament will allow members to participate in a higher level of competition, as well as exposing Narrogin residents to the benefits of playing squash.

The club has not received Community Chest Funds before.

The club requests \$675 in cash and \$1,558 in-kind (court hire and JHCC hire). It is offering a cash contribution of \$15,771 made up of club monies, sponsorship, fundraising, participants entrance fees, as well as food and liquor sales (88% of total project costs).

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Narrogin Towns Cricket Club Inc

Narrogin Towns Cricket Club wishes to upgrade the cricket nets located at Clayton Oval. The nets have sustained damage over the winter from flooding and wiring being climbed, leaving holes and gaps in the nets. The concrete has started to crack, and the synthetic turf is wearing thin. The club believes that the nets are not safe to train on, particularly if both lanes were to be used at the same time. The nets are used by the club, as well as members of the Narrogin community.

The club has not received Community Chest Funds before.

The club requests \$2,500 (3% of total project costs) cash paid in arrears. It is offering a cash contribution of \$47,017.60 (63% of total project costs and is seeking the remaining 33% of the project costs from the Shire as a direct contribution (approximately \$25,000). No request was submitted by the group as part of the Council's 2022/23 Budget deliberations nor was it aware of plans by the club prior to lodging this request, one week prior to the Community Chest Grants closing.

The Reference Group recommends that this application is supported at this time to the extent of \$2,500 only, primarily due to the fact that the Club has already commenced construction, contrary to the principles of awaiting Council's consideration, subject to the conditions in the Officer's and Reference Group's Recommendation.

Highbury District Community Council Inc

Highbury District Community Council wishes to install two split system air conditioners in the Highbury Hall. Currently there is no climate control within the Hall. The Hall is used by the Highbury community for local events, meetings and training sessions. The organisation believes that the project will allow future events to be held in a more comfortable environment, as well as hosting more events and trainings.

The organisation has received Community Chest Funds before, in 2017/18 and 2019/20. All funds were acquitted.

The organisation requests \$2,500 (26% of total project costs) cash paid in advance. It is offering a cash contribution of \$7,165 (74% of total project costs).

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Dryandra Regional Equestrian Association Inc

Dryandra Regional Equestrian Association Inc wishes to build an additional 20 horse yards. The facility has 50 existing yards. The Association reports that these are booked out within 15 minutes of entries opening for events, held on a weekly basis. The equestrian grounds in Cuballing are the only designated equine evacuation area for the region.

The association has received Community Chest Funds before, in 2020/21. The funds were acquitted.

The association requests \$2,500 (8% of total project costs) cash paid in arrears. The association is putting in \$16,888 of cash (53% of total project costs), and has secured funding of \$2,500 (8% of total project costs) from the Shire of Cuballing. They have submitted an application to the CBH Grass Roots Funding program for \$10,000 (31% of total project costs), which is unsecured.

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Narrogin Men's Shed Inc

Narrogin Men's Shed Inc wishes to purchase woodworking equipment, including a bandsaw and chisel morticer, which will supplement their woodworking section. The new equipment will enable them to carry out more projects, as well as assist Shed members in developing new skills.

The organisation carries out a range of projects for the local community, including the Narrogin Independent Play Group, and the Shire of Narrogin.

The organisation has received Community Chest Funds before, in 2020/21. The funds were acquitted.

The organisation requests \$2,000 (100% of total project costs) cash paid in advance. It is not offering a cash contribution.

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Narrogin Cottage Homes Incorporated

Narrogin Cottage Homes Incorporated will be celebrating their 60th anniversary this year, and wish to celebrate with a dinner and awards night for its staff and Board members as a way of saying thank you to their loyal supporters over the years. The organisation provides services to Narrogin residents, and employs local residents.

The organisation has received Community Chest Funds before, in 2020/21. The funds were acquitted.

The organisation requests \$2,500 (38% of total project costs) paid in arrears. It is offering a cash contribution of \$4,461 (62% of total project costs).

The Reference Group recommends that this application is not supported from the Community Chest Fund, however, is supported through the Festival and Events Fund, at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

East Narrogin Primary School P&C

East Narrogin Primary School P&C wishes to purchase a doughnut maker. The P&C supply and sell food and drinks at school and external events to raise funds for school resources to improve their school community. They run a canteen three days per week. The funds they raise go towards paying for incursions and excursions, as well as improving facilities at East Narrogin Primary School.

During the COVID restrictions, the external fundraising capabilities of the P&C have been reduced. This has resulted in a reported lack of school and community connection. They believe that the purchase of the equipment will bring greater financial stability to the P&C, service more school and community events thus promoting the school.

The P&C has received Community Chest Funds before, in 2019/20. The funds were acquitted.

The P&C requests \$999.99 (100% of total project costs) paid in advance. It is not offering a cash contribution. The equipment that they wish to purchase is against the Shire's Healthy Eating Policy, specifically *'Encouraging community events and festivals to have healthy food options available.'*

The Reference Group recommends that this application is not supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Narrogin Repertory Club Inc

Narrogin Repertory Club Inc wishes to upgrade electrical equipment at Thornton Theatre, including a projector and screen, camera for live feed, monitors, speakers, power points and outdoor lights. The club will use the upgraded electrical equipment for movie screenings, backstage support. It is of the view the upgrades will offer fundraising opportunities for other community groups.

As a performing arts group, the club presents shows to the Narrogin community and surrounds, and believe that the project will work to enhance audience engagement and experience. They believe that the funding will significantly compensate the costs of electrical installation, which will assist with further productions and allow the club to be viable.

The club has received Community Chest Funds before, in 2020/21. The funds were acquitted.

The club requests \$2,500 (33% of total project costs) cash paid in advance. It is offering a cash contribution of \$5,035 (67% of total project costs).

The Reference Group recommends that this application is supported at this time, subject to the conditions in the Officer's and Reference Group's Recommendation.

Narrogin RevHeads Inc

Narrogin RevHeads Inc wishes to purchase 20 bi-fold tables to be used at their event, Narrogin RevHeads 2022, as well as at foreseeable events. The tables would also be available for free at community events.

RevHeads supports the local PATS (CATS) car, patient transfer facility, men's mental health, local hockey teams, the local BMX track and the Narrogin Motocross. They believe that by purchasing the tables, they will be able to save money on hire fees and be able to support the Narrogin community more.

The organisation has received Community Chest Funds before, in 2020/21. The funds were acquitted.

RevHeads requests \$2,500 (100% of total project costs – of the purchase of the tables) cash paid in advance. It is offering a cash contribution of \$nil (0% of total project costs). It notes that the tables are part of a project worth over \$136,000, however officers have deemed the running of the annual Revheads Events as not part of the actual project request (tables asset purchase).

The Reference Group recommends that this application is not supported at this time subject to the conditions in the Officer's and Reference Group's Recommendation.

Divine You Narrogin Inc

Divine You Narrogin Inc is seeking funding to purchase and install a shed for additional storage. The remainder of the funding will go towards Divine You's annual outing funded by the organisation for accessibility clients.

The organisation provides assistance to seniors and the disadvantaged in the local community, providing food, shelter and assistance. Food packages are offered, and lunch is provided every Saturday. They believe that the provision of a shed will enable them to store more of what is needed to assist the local community. The organisation also funds an annual trip to Perth for accessibility clients, providing travel and supervision of activities at an appropriate venue. This event is well received by those who attend.

The organisation has not received Community Chest Funds before.

The organisation requests \$2,500 (100% of total project costs) cash paid in advance. It is not offering a cash contribution. The organisation has provided a quote for the shed after the Officer requested one, but no other documents to support the application budget.

The Reference Group recommends that this application is not supported at this time subject to the conditions in the Officer's and Reference Group's Recommendation.

In conclusion, the Officers have amended their original recommendations following the Reference Group Meeting of 12 September 2022. The result is the below Officers' recommendations reflecting support for what was recommended by the Reference Group.

The recommended applications from the 2022/23 Community Chest Fund Round 1 total \$15,333.

Voting Requirements

Simple Majority

The CEO advised that meeting that an error had been made by staff in reporting the amount requested by the Narrogin Squash Club. This amount should have been \$1,558 of in-kind instead of \$1,158. As a result Officers have amended the Recommendation to correct the error to bring the proposed contribution for \$2,233 from \$1,833.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.009 (PART 1 OF 2)

Moved: Cr Wiese

Seconded: Cr Broad

That with respect to the Community Chest Fund 2022/23 Round 1, the Council resolve as follows, noting all approved projects must be delivered within a timeframe which allows for the submission of an acquittal by 30 June 2023:

1. Narrogin Gliding Club Inc receive \$2,500 cash (in advance), representing a 40% Shire contribution to the overall project, towards the repair and upgrade of the ladies' toilet/shower facilities.
2. Narrogin Squash Club Inc receive \$2,233 cash (in advance), representing a 12% Shire contribution to the overall project towards the running of a regional squash carnival.

3. Narrogin Towns Cricket Club Inc receive \$2,500 cash (in arrears), representing a 3% Shire contribution to the overall project, towards the upgrade of the cricket fencing only, as this part of the project has not commenced.
4. Highbury District Community Council receive \$2,500 cash (in advance), representing a 26% Shire contribution to the overall project, towards the installation of split system air-conditioning.
5. Dryandra Regional Equestrian Association Inc receive \$2,500 cash (in arrears), representing an 8% Shire contribution to the overall project, towards the construction of an additional 20 horse yards. The funds offered are subject to the Dryandra Regional Equestrian Association receiving successful funding from another source prior to receipt of those funds.
6. Narrogin Men's Shed Inc receive \$1,000 cash (in advance), representing a 50% Shire contribution to the overall project, towards the purchase of woodworking equipment.
7. Narrogin Cottage Homes Incorporated's application is not supported under the Community Chest Fund, however, is supported with sponsorship of \$2,500 from the Shire of Narrogin's Matching Festivals and Events Budget.
8. East Narrogin Primary School P&C's application is not supported as it is contrary to the principles of the Council's Healthy Eating Policy and no contribution was offered.
9. Narrogin Repertory Club Inc. receive \$2,500 cash (in advance), representing a 33% Shire contribution to the overall project, towards the upgrading or electrical audio visual equipment.
10. Narrogin Revheads Inc. application is not supported as no contribution was offered and the Shire contributes cash and in-kind to the RevHeads event annually.
11. Divine You Narrogin Inc application is not supported as it from a religious based organisation, contrary to the Council's Guidelines.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

OFFICERS' RECOMMENDATION (PART 2 OF 2)

That the Community Chest Guidelines be amended to include a further dot point under *Eligibility* that reads 'Narrogin Revheads Inc. and The Narrogin Agricultural Society Incorporated are ineligible to apply, due to the Council annually providing cash and in-kind contributions to those organisations, with respect to their annual events.'

COUNCIL RESOLUTION 280922.010 (PART 2 OF 2)

Moved: Cr Wiese

Seconded: Cr Alexander

That the Community Chest Guidelines be amended to include a further dot point under *Eligibility* that reads 'Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.'

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

Reason for Change: The Council was of the view that the changes were more able to be equitably applied with the various organisations that currently and or in the future seek funding from the Shire.

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY - FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Gliding Club Inc

Contact Person

David Alley

Address

1 Armstrong Street, Cranbrook, WA 6321

Position

Secretary – Narrogin Gliding Club

Phone

Mobile

[REDACTED]

Email

[REDACTED]

What financial year are you applying in?

2022-2023

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|-------------------------------------|---------|--------------------------|
| Round 1 | <input checked="" type="checkbox"/> | Round 2 | <input type="checkbox"/> |
|---------|-------------------------------------|---------|--------------------------|

Organisation's ABN.

62 361 330 746

Is your organisation registered for GST? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

Is your organisation incorporated? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

3. PROJECT DETAILS

What is the name of your proposed project or event?

Ladies toilet / shower facility repair and upgrade.

Please provide a brief description of project / event (*maximum of 100 words*)

Repaint and replace vanity, shower cubicles and toilets in Ladies shower facilities.

How will your project / event benefit the Narrogin community?

Improved facilities will encourage women participation in the sport of gliding.

Estimated project start date

August 2022

Estimated project completion date

September 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash support to fund purchase of materials and professional labour.

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

Please tell us how the Community Chest funds will be used

Purchase of project materials.
Labour for professional services.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|-----------------------------------------|---------------------------|
| <i>2 persons x 25 hrs each - Labour</i> | <i>\$1250</i> |
| | |
| <i>Total In-kind</i> | <i>\$1250</i> |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------|---------------|
| **Amount of Community Chest Funds requested in cash | \$2500 | Materials | \$3750 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | \$2500 | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | \$1250 | Labour/contractor costs | \$2500 |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| | | | |
| Other grants | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| | | | |
| | | | |
| TOTAL *INCOME | \$6250 | TOTAL *EXPENDITURE | \$6250 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. **ADVERTISING AND PROMOTION**

How will the project/event be advertised and promoted?

We will acknowledge support with details on the Narrogin Gliding Club website, on Facebook and with the Community Chest sign on the building.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i> |
| ✓ | Afix Community Chest sign on project <i>(available on request).</i> |
| | Verbal announcements at event. |
| ✓ | Other <i>(please describe)</i> . <i>Narrogin Gliding Club Website</i> |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Gliding Club Inc

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Alan Arthur

Position (*President or Vice President*)

President NGC

Signature



Date

22/7/2022



Certificate of Incorporation

Associations Incorporation Act, 1895-1962
Section 3 (3)

These are to Certify that

..

..

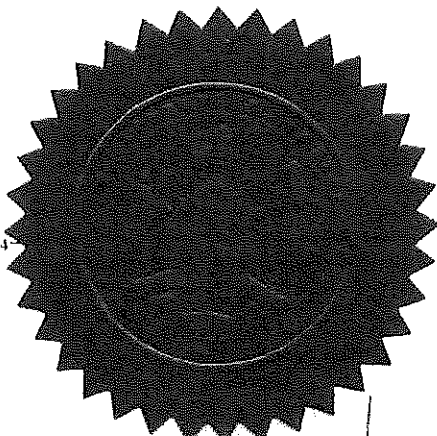
..

THE NARROGIN GLIDING CLUB

..

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1962.

Dated this fifteenth day of February, 19 65.




J. Macfarlane
REGISTRAR OF COMPANIES.

23957/3/84

ESTIMATE FOR LADIES BATHROOM.

| | |
|----------------------------------|---------|
| 2 x Shower cubicles | 1420.00 |
| 1 x VANITY (ESTILO 900mm) | 180.00 |
| 1 x BASIN. | 120.00 |
| 2 x WALL MIRROR | 150.00 |
| 2 x SHOWER TAP SETS. | 200.00 |
| 2 x SHOWER HEADS | 60.00 |
| 1 x TOILET PAN/CISTERN. | 160.00 |
| 2 x SUCTION HANDLES (SHOWERS) | 40.00 |
| PAINT. | 100.00 |
| CLOTHES HOOKS | 60.00 |

2490.00

| | |
|---------------------------------------|-------------------------------------------------------------------------------------|
| WALL SHEETING (HARDI) | 500.00 |
| FRAMING TIMBER. - | 500.00 |
| EXHAUST FAN. | 100.00 |
| LIGHTING | 200.00 |
| FLOOR COATING ? | 200.00 |
| PLUMBER. ? - | 3000.00 |
| KULKARNI PLUMBING MICHAEL KULKARNI |  |

4300.00

TOTAL \$6790.00

Prices based on Bannings CATALOGUE.
Will purchase locally according to availability.

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Squash Club Inc.

Contact Person

Lee Conlan

Address

26 Dalglish St, Narrogin, WA, 6312

Position

Committee member

Phone

Mobile

[REDACTED]

Email

[REDACTED]

What financial year are you applying in?

2022/2023

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|---|---------|--|
| Round 1 | ✓ | Round 2 | |
|---------|---|---------|--|

Organisation's ABN.

48109347583

Is your organisation registered for GST? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

Is your organisation incorporated? ✓

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

3. PROJECT DETAILS

What is the name of your proposed project or event?

Great Southern Wheatbelt Teams Championships - Squash

Please provide a brief description of project / event (*maximum of 100 words*)

Narrogin Squash Club Inc will run a weekend squash tournament on behalf of WA Squash from 18/11/2022-20/11/2022. Nominations for teams will be open to all WA Squash registered players from across the State. It is anticipated that 100 players will participate in the competition over the course of the weekend. The competition will have seven Divisions of mixed ages (Junior and Senior) and mixed gender. A dinner for all participants will be held on Saturday 19/11/2022.

The tournament will promote the Shire of Narrogin to participants from across the State who may not visit Narrogin for any other reason.

How will your project / event benefit the Narrogin community?

The Great Southern Wheatbelt Teams Championships will attract squash players and spectators from around the State to the Shire of Narrogin for the weekend of 18/11/2022-20/11/2022. It will provide a platform for a high level of squash to be played in Narrogin and it is anticipated that State and Nationally ranked players will participate in the competition as well as grassroots local players.

The inaugural Great Southern Wheatbelt Teams Championships was held in 2021 in Katanning and had approximately 130 people involved. Over 70% of participants and spectators attended from outside the region. It is planned that the competition will be held in alternate years in Narrogin and Katanning. The event is sanctioned by WA Squash (the controlling body of the sport of squash in WA) and is placed on their annual calendar. The tournament will increase the exposure of Shire of Narrogin to players and their families who may otherwise not come to Narrogin.

The sport of squash has recently been found to be the healthiest sport in the world (British Journal of Sports Medicine). People who play squash are 47% less likely to die of cardiovascular diseases such as stroke and it is rated "healthiest" for cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, calories burned in 30 minutes and injury risk.

The Narrogin Squash club currently has 53 registered members who play in a local graded competition that runs on weekdays in all 4 terms of the year. Holding a local tournament allows local players to participate in a higher level of competition. It is anticipated that holding this tournament will expose Narrogin residents to squash, hopefully increasing participation in the sport, and improving health of these players.

The Narrogin Squash Club members carry out a variety of fundraising activities to support this tournament. They include, but are not limited to:

- catering for participants from Esperance Hockey club who attended the Upper Great Southern Junior hockey carnival in July 2022
- raffles

The squash club members will also volunteer their time and funds to:

- payment of Tournament referees (Nationally accredited) accommodation and travel expenses
- provide catering over the weekend
- appropriately trained volunteers to run the canteen
- volunteer administration of the tournament
- marquee hire
- liquor licenses
- entertainment for Saturday dinner – local musician
- free town bus for Saturday night for all participants to come to and from event safely

The Squash club have also sourced local sponsorship from South32 (\$2000), R J Smith Engineering (\$800 for trophies) and Albert Facey Motel (discounted accommodation for participants).

The squash club will charge \$60/player to participate in the competition. This will include all court fees, equipment, dinner on the Saturday night. The Club are endeavouring to keep participation cost low to encourage maximum participation. The competition will benefit Shire of Narrogin local business owners with participants utilising them for accommodation, food and other shopping during the weekend.

Narrogin Squash Club have recently entered into a partnership with YMCA Narrogin Regional Leisure Centre to support the implementation of the Narrogin Junior Squash programme. The Club have funded the annual \$450 fee and supplied equipment for the

programme to proceed. Hosting a local tournament decreases travel for local junior players who wish to develop their squash skills. It is anticipated that holding this competition locally will encourage junior players interest in the sport. The club's State and Nationally ranked player (Under 19 - State Number 2 and National number 5) will also be able to participate in a highly competitive tournament locally, rather than spending excessive time and money travelling outside the local area.

Every effort has been made to source products locally, including the use of the following businesses –

Nicholls Bus and Coach Services

Narrogin Hire and Reticulation

Liquor Barons Narrogin

Narrogin Country Fresh Meats

Local caterer (TBA)

Estimated project start date

18/11/2022

Estimated project completion date

20/11/2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

In Kind (\$1558) and Cash Support (\$675). Our first priority is for the in kind support but any cash assistance available will be appreciated.

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes

No

✓

Please tell us how the Community Chest funds will be used

Funds will be used towards the hire of the marquee from local business (\$950 total)

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|------------------------------------------------------------------------------------|---------------------------|
| Competition supervision and food preparation - 5 volunteers x 19 hours x \$25/hour | \$2375 |
| Saturday night dinner volunteers 3 x people x 4 hours x \$25/hour | \$300 |
| Competition Planning – 3 volunteers x 8 hours x \$25/hour | \$600 |
| <i>Total In-kind</i> | <i>\$3275</i> |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| **Amount of Community Chest Funds requested in cash | \$675 | Hire of equipment: Marquee, Tables, Chairs, Racks Cool Room | \$1266 \$125 |
| **Amount of Community Chest funds requested in-kind Squash court Hire and John Higgins Hire | \$1558 | Venue hire | \$1558 |
| NGN Squash Club cash contribution | \$411 | In kind expenditure (@ \$25/hour) Competition supervision and food preparation - 5 volunteers x 19 hours Saturday night dinner volunteers 3 x people x 4 hours Competition Planning – 3 volunteers x 8 hours | \$2375 \$300 \$600 |
| In-kind (<i>volunteer, donated labour</i>) | \$0 | Bar Staff – Warriors Hockey Club | \$500 |
| Sponsorship | \$2800 | Catering costs -dinner – meat, salad, dessert Catering cost – daytime food Consumables – Cutlery and plates serviettes, wrapping, ice | \$2000 \$2000 \$250 \$300 \$150 |
| Donations (<i>cash/materials from others- please list</i>) | - | Liquor Cost | \$3000 |
| Fundraising | \$1800 | | |
| Other grants | \$0 | Travel for referee – calculated at 0.78c/km as per ATO cents-per-km-rate 22/23 400x 078c | \$312 |
| Sales (<i>participant fees 96 x \$60</i>) – entrance fee and dinner | \$5760 | Entertainment | \$600 |
| Food Sales | \$2000 | Liquor License Fee | \$220 |
| Liquor Sales | \$3000 | Trophies - Stein's Embroidered sweat towels Trophies – RJ Smith | \$673 \$675 \$800 |
| | | Bus Hire | \$300 |

| | | | |
|---------------|---------|--------------------|---------|
| TOTAL *INCOME | \$18004 | TOTAL *EXPENDITURE | \$18004 |
|---------------|---------|--------------------|---------|

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. **ADVERTISING AND PROMOTION**

How will the project/event be advertised and promoted?

Event will be advertised on Facebook – multiple squash clubs, WA Squash newsletter (SWAN), WA Squash calendar, all clubs in WA Squash will receive flier via email and will circulate to club members. Posters will be placed locally to advertise event.

Article to be placed in Narrogin Observer, WA Squash newsletter and Narrogin Squash club Facebook page on completion of event.

Shire of Narrogin Community Chest sponsorship will also be acknowledged throughout the event at all presentations.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words “*Sponsored by the Shire of Narrogin*” and the Shire’s logo be displayed at /on your project/event.

| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| ✓ | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| ✓ | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i> |
| | Affix Community Chest sign on project <i>(available on request).</i> |
| ✓ | Verbal announcements at event. |
| | Other <i>(please describe).</i> |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Squash Club Inc

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Clive Bartron

Position (*President or Vice President*)

President

Signature

Clive Bartron

Date

13/08/2022



Certificate of Incorporation

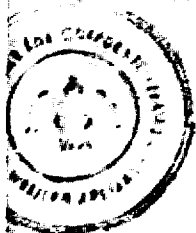
*Associations Incorporation Act 1895-1982
Section 3 (3)*

These are to Certify that

NARROGIN SQUASH CLUB (INC)

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1982.

Dated this Tenth day of February 1987 .



N b King

**ASSISTANT COMMISSIONER FOR CORPORATE
AFFAIRS.**

30-4-1986 - 845 - 8/1987

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Towns Cricket Club Inc

Contact Person

Peter Baker

Address

4 Hough Street, Narrogin, 6312

Position

President

Phone

Mobile

[REDACTED]

Email

[REDACTED]

What financial year are you applying in?

2023

Are you applying for Round 1 or Round 2? ✓

Round 1 ✓ Round 2

Organisation's ABN.

NA

Is your organisation registered for GST? ✓

Yes No ✓

Is your organisation incorporated? ✓

Yes ✓ No

If yes, please attach a copy of Certificate of Incorporation.

2. **PREVIOUS COMMUNITY CHEST FUNDING**

Has your organisation previously received Community Chest funding? ✓

| | | |
|-----|----|---|
| Yes | No | ✓ |
|-----|----|---|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

Upgrade of the nets on Clayton Road Oval.

Please provide a brief description of project / event (*maximum of 100 words*)

To upgrade the cricket nets to a standard that allows the cricket club and Narrogin public to use them safely. The current nets have holes in various places which makes running sessions dangerous. The concrete has started to crack and the synthetic turf has started to wear thin in places. We aim to replace all the concrete, net wire and synthetic turf.

How will your project / event benefit the Narrogin community?

Provide cricket nets available for all to use.

Estimated project start date

1 September 2022

Estimated project completion date

15 October 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes

No



Please tell us how the Community Chest funds will be used

We will put the funds towards the cost of the upgrade of the nets.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|---------------------------------------------------------------------------------------------------------------|---------------------------|
| <i>Club Members Volunteer Labour – Removing Current Structure and assisting with the building of the nets</i> | <i>500</i> |
| Total In-kind | \$500 |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------|------------------|
| **Amount of Community Chest Funds requested in cash | 2,500 | Materials | 64,276.40 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | 0 | Hire of equipment: | |
| Applicant's cash contribution | 47,017.60 | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | 10,000 |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| Other grants – 1/3 Shire Contribution? | 24,758.80 | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| TOTAL *INCOME | 74,276.40 | TOTAL *EXPENDITURE | 74,276.40 |

**Income and *Expenditure amounts must be equal*

****The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.**

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

We will use social media to promote the nets once the project is finalised.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at /on your project/event.

| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i> |
| | Afix Community Chest sign on project <i>(available on request).</i> |
| ✓ | Verbal announcements at event. |
| | Other <i>(please describe).</i> |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Towns Cricket Club Inc

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Peter Baker

Position (*President or Vice President*)

President

Signature

P. Baker

Date

17 August 2022

Towns Cricket Club Narrogin - Upgrading our nets

sales@slatertrellsports.com.au <sales@slatertrellsports.com.au>

31 August 2022 at 11:33

To: [REDACTED]

Morning Peter,

Please find listed below our estimate for your two-bay replacement fencing.

Supply and install two bay practice nets fencing

Roof rails to AS 1725.4-2010

3.15mm gauge pvc black pvc chain wire

45mm nominal pitch diamonds

1200mm (H) nylon belted rubber conveyer to the rear and 6m down division nets

Price: \$35,920 + GST = \$39,512

Price excludes gst.

Kind Regards,

John Gartrell

**John Gartrell - Director**

Tel: (08) 9274 5788 Fax: (08) 9274 2813

66 Helena Street, Midland WA 6056

Email: sales@slatertrellsports.com.au

www.slatertrellsports.com.au

From: [REDACTED]

Sent: Tuesday, 30 August 2022 9:26 AM

To: sales@slatertrellsports.com.au

Subject: Re: Towns Cricket Club Narrogin - Upgrading our nets

G'day John,

The concrete is being poured tomorrow so 25 days would be any time after 25th September.

Towns Cricket Club Narrogin - Upgrading our nets

sales@slatertrellsports.com.au <sales@slatertrellsports.com.au>
To: [REDACTED]

15 August 2022 at 16:19

Thanks Peter.

I wasn't able to open your photo's mate and I assume the area is 23000 x 9000

4500 wide bays are very wide as std bays are no more than 3600 wide.

Our synthetic turf is 12.5mm pile height SG Test Premium.

Lower 9mm pile height turf is available but will not last.

Supply and lay with new lines.

Price: \$6727 per bay $\times 2 = 13,454$

Travel and accommodation.

Price: \$650

| | | |
|-------------------------------------------|--------|--------------------|
| | 650 | |
| | <hr/> | |
| | 14,104 | |
| Prices exclude gst and transport of turf. | + GST | <u>\$15,514.40</u> |

If you have a local company who freight from Perth we could use them.

Mesh we recommend

Heavy duty 3.15mm diameter x 45mm nominal pitch diamond PVC black chain wire

2.50mm diameter wire does not last..

Please be in touch if you need more detail Peter.

Kind Regards,

John Gartrell



John Gartrell - Director

Tel: (08) 9274 5788 Fax: (08) 9274 2813
66 Helena Street, Midland WA 6056
Email: sales@slatertrellsports.com.au
www.slatertrellsports.com.au



MADEJ CONCRETING

86 Forrest Street, NARROGIN WA 6312
Phone: 0427812006
gsbmadej@westnet.com.au
ABN: 89 862 754 909

| | | | |
|--------------|---------------------|-------------------|--------------------|
| Quote | Quote number | Issue date | Expiry date |
| | 00000026 | 29/08/2022 | 05/09/2022 |

Bill to

Brian Evans
Towns Cricket Club
brian@mcwhirters.com.au
NARROGIN WA 6312
Australia

| Description | Tax | Amount (\$) <i>excluding tax</i> |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------|
| Renew practice cricket pitch 25 metres x 10 metres x 130 mm thick. Supply concrete, mesh, chairs, ties and labour | GST | 17,500.00 |
| | Subtotal (<i>exc. tax</i>) | \$17,500.00 |
| | Tax | \$1,750.00 |
| | Total amount <i>including tax</i> | \$19,250.00 |

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Highbury District Community

Contact Person

Mitchell Wray

Address

PO Box 350 Narrogin WA 6312

Position

President

Phone

[REDACTED]

Mobile

[REDACTED]

Email

[REDACTED]

What financial year are you applying in?

2022/2023

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

Organisation's ABN.

86 686 541 952

Is your organisation registered for GST? ✓

Yes

No

Is your organisation incorporated? ✓

Yes

No

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

We received one back in 2016 for new oven, microwaves and heater, we also received one in 2019 for the Water retic in Wilbur Park and one in 2020 for the upgrade of the toilet block.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Install 2 split system air conditioners into the Highbury Hall.

Please provide a brief description of project / event (maximum of 100 words)

Install 2 split system air conditioners.

How will your project / event benefit the Narrogin community?

The installation will allow the community to hold events in a more comfortable environment. Events planned for the future include meetings, community training functions, movie nights, Narrogin Arts Groups etc.
Will give us a chance of holding more courses ie Fire Course, St John Ambulance First Aid

Estimated projects start date

1st October 2022

Estimated project completion date

1st December 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes x No

Please tell us how the Community Chest funds will be used

The community chest will be spent on the attached quote.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| <i>Nil</i> | <i>\$0.00</i> |
| <i>Total In-kind</i> | <i>\$0.00</i> |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------|-------------------|
| **Amount of Community Chest Funds requested in cash | \$2,500.00 | Materials | |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | \$7,165.00 | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| | | | |
| Other grants | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| | | | |
| | | | |
| TOTAL *INCOME | \$9,665.00 | TOTAL *EXPENDITURE | \$9,665.00 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

See below.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words “*Sponsored by the Shire of Narrogin*” and the Shire’s logo be displayed at /on your project/event.

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| x | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| x | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| x | Display the Shire of Narrogin flag or banner at your event if possible. (<i>Available upon request from Administration Support Officer</i>). |
| x | Afix Community Chest sign on project (<i>available on request</i>). |
| x | Verbal announcements at event. |
| | Other (<i>please describe</i>). |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Highbury District Community Council

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

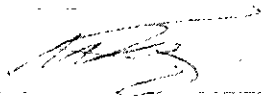
Print Name

Mitchell Wray

Position (*President or Vice President*)

President

Signature



Date

21/08/2022

ASSOCIATIONS INCORPORATION ACT 1987
SECTION 9 (1)

Registered No. ~~1004206~~

Certificate of Incorporation

This is to certify that

**HIGHBURY DISTRICT COMMUNITY COUNCIL
INCORPORATED**

has this day been incorporated under the
Associations Incorporation Act 1987

Dated this ~~5th~~ day of ~~October~~ 1994

.....
FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

AIR RESPONSE

REFRIGERATION & AIRCONDITIONING

Air Response Pty Ltd
ACN: 125 899 694
As trustee for
The GC & K Symonds Family Trust
Trading as Air Response



23 Furnival St
Narrogin WA 6312
PH: 0429 410 489
Email:
airresponse@westnet.com.au

Quotation

Date: 18-Aug-2022

Quote #: Q11888

Dear Dani,

Please find quotation below for split airconditioning installation as requested.

Location of airconditioning system(s): Highbury Hall Air Conditioning (excludes kitchen)

Description of Works:

Inclusions:

2 x Split inverter airconditioner(s).
Insulated liquid and suction refrigerant pipes for better efficiency.
7 meter(s) of refrigeration pipe work.
Electrical wiring between the indoor and outdoor unit(s).
Reverberation rubber under the outdoor unit.
The pipe work and electrics would be enclosed in PVC smart ducting covers (white in colour).
Freight (airconditioning unit)
Seven years parts and labour warranty (Toshiba only) domestic use. One year on commercial use (12 months on the installation work).
Installation of circuit breaker(s) / RCD and dedicated power supply to the outdoor airconditioning unit(s).

Wall bracket for mounting outdoor unit(s)

Exclusions:

Painting of PVC covers to hide piping and electrics these are white in color as standard.

Qty Airconditioning model(s):

2 Toshiba RAS-36 Seiya Classic(10.8kw, 70m2 Room Size Maximum, 2.4m Ceiling & Insulated) WIFI add \$110

Toshiba Total Price (inc GST): **\$9,665.00**

Note:

The above quotation is current for a period of 30 days from the above date.

New legislation in effect on 14 May 2018 which will require all workers performing work for reward at "domestic-type" premises, turn off all sources of electricity by opening the main electricity switch(es) at the main switchboard before entering the premise roof space. More info:

www.commerce.wa.gov.au/sites/default/files/atoms/files/gn_working_in_roof_spaces.pdf

Thank you for selecting Air Response to quote on your investment.

Please give me a call if there are any questions regarding the above on either 0429410489 or email.

Best Regards,

Grant Symonds.

coolair
by SEELEY INTERNATIONAL

ARC
ARC Licence Approved
RTA #: AU18323

TOSHIBA
AIR CONDITIONING

HITACHI

Carrier

MITSUBISHI
HEAVY INDUSTRIES

FUJITSU

High wall split estimate & Ducted
Shire of Narrogin

COMMUNITY CHEST APPLICATION FORM (FDRS010)



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PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Dryandra Regional Equestrian Association Inc

Contact Person

Joy Gray

Address

PO Box 341, Narrogin

Position

President

Phone

Mobile

Email

What financial year are you applying in?

2022

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|---|---------|--|
| Round 1 | ✓ | Round 2 | |
|---------|---|---------|--|

Organisation's ABN.

21 101 415 364

Is your organisation registered for GST? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

Is your organisation incorporated? ✓

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

Round 1 2021 – Dryandra CCN two day event

3. PROJECT DETAILS

What is the name of your proposed project or event?

Construction of 20 yards for horses to be used for events and evacuation purposes

Please provide a brief description of project / event (*maximum of 100 words*)

Build an additional 20 yards (4m x 4m and 1.2m high, 2 rails plus chain gate) to hold horses for events and also to be used for evacuation purposes as the centre is a designated evacuation area for the region.

How will your project / event benefit the Narrogin community?

Centre is a designated evacuation centre for the region. There is no similar facility within 200 km of Narrogin. Competitors attending events is the key source of revenue and flows flow into local Narrogin businesses. Competitors travel from as far away as Esperance, Kalgoorlie, Bunbury and the metropolitan area for our events. They shop in Narrogin at Coles, Narrogin Fresh, fuel stations, pubs and takeaway food outlets. Judges, officials and competitors use local motels for accommodation. Our canteen is supplied by Narrogin Fresh, We purchase prizes and LPG gas from Narrogin Valley Stockfeeds. We use St Johns Ambulance for our events. The regional equestrian centre is in use nearly every weekend and benefits Narrogin by bringing business to the town as well as providing equestrian facilities for Narrogin residents and being the only livestock evacuation in the area.

Estimated project start date

1/10/2022

Estimated project completion date

31/10/2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

\$2,500 cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes

No

✓

Please tell us how the Community Chest funds will be used

We need to build an additional 20 yards (4m x 4m and 1.2m high, 2 rails plus chain gate) to hold horses for events and also to be used for evacuation purposes as the centre is a designated evacuation area. Currently the facility has 50 yards, these can be fully booked within 15 minutes of entries opening for an event and after that potential entries are lost if riders require a yard to attend the event. Competitors attending events is the key source of revenue for both clubs and the avenue for dollars to flow into local community businesses. The centre is a designated evacuation centre for horses and other livestock in the region, providing a sanctuary and meeting point for community members in times of need.

Please note, local contractors were unable to provide quotations due to work commitments resulting from Narrogin/Wickepin fires. Quotes were obtained from event sponsor, WA Farm Shop, for materials. If successful with grant applications, intention is to obtain quotes from J&D Rural Fencing and McKenzies Fencing to ensure opportunity for local contractors. However, if this is not possible, we intend to proceed on the basis of quotes provided.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| <i>Total In-kind</i> | <i>Nil</i> |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------|---------------|
| **Amount of Community Chest Funds requested in cash | 2,500 | Materials | 17,838 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | 16888 | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | 14,050 |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| Other Grants: | | | |
| CBH Grass Roots Funding (unsecured) | 10,000 | | |
| Shire of Cuballing | 2,500 | | |
| | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| TOTAL *INCOME | 31,888 | TOTAL *EXPENDITURE | 31,888 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Affix signage at the yards showing who contributed.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i> |
| ✓ | Affix Community Chest sign on project <i>(available on request).</i> |
| | Verbal announcements at event. |
| | Other <i>(please describe).</i> |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Dryandra Regional Equestrian association

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Joy Gray (President)

Position (*President or Vice President*)

President

Signature

A handwritten signature in blue ink that reads "Joy Gray". The signature is stylized with a large, looped initial 'J' and a trailing dot at the end.

Date

24/8/2022



Government of **Western Australia**
Department of **Commerce**

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 18(6))

Registered No: A0790115B

**Certificate of Incorporation
on Change of Name**

This is to certify that

NARROGIN EQUESTRIAN ASSOCIATION (INC)

which was on the twenty-second day of February 1980
incorporated under the *Associations Incorporation Act 1987*
changed its name on the eighteenth day of August 2011 to:

DRYANDRA REGIONAL EQUESTRIAN ASSOCIATION INC

Dated this eighteenth day of August 2011

A handwritten signature in black ink, appearing to read 'D. G. Smith', written over a horizontal line.

Commissioner for Consumer Protection

QUOTE

Dryandra Equestrian

Date
16 Aug 2022

Hills Rural Contracting

Expiry
15 Sep 2022

Quote Number
QU-0026

ABN
56 531 854 727

| Description | Quantity | Unit Price | GST | Amount AUD |
|-----------------------------------------------------------------------------|----------|------------|------------------|------------------|
| Install 20 4x4m steel horse yards back to back. Price includes concrete. | 1.00 | 10,292.50 | 10% | 10,292.50 |
| Travel to and from Cuballing | 2.00 | 500.00 | 10% | 1,000.00 |
| Accommodation and meals @ Cuballing Tavern for 7 nights | 1.00 | 1,480.00 | 10% | 1,480.00 |
| | | | Subtotal | 12,772.50 |
| | | | TOTAL GST 10% | 1,277.25 |
| | | | TOTAL AUD | 14,049.75 |

Terms

Quotes valid for 30 days



WA FARM SHOP

24 Great Northern Highway
Middle Swan, WA
ABN 92626960003

All Account Enquiries
Phone: (08) 9250 4822
Email: sales@wafarmshop.com.au

Delivery Note :

Customer:
DRYANDRA REGIONAL EQUESTRIAN
ASSOCIATION
DARCY AND SPRING Road
CUBALLING

Delivery Address:
DRYANDRA REGIONAL EQUESTRIAN
ASSOCIATION
DARCY AND SPRING Road
CUBALLING

Customer Account: 471
Order No:
Terms: COD
BSB 016359
Account Number 641371282

Quotation
Delivery Date: 11/07/2022
Invoice Date: 11/07/2022
Invoice Number: Q0000000519
All prices are shown including GST

Invoice Date : 11/07/2022 Invoice Number: Q0000000519 WA FARM SHOP

Page 1 of 1

| Supplier Code | Description | Barcode | Quantity | Unit Price | Unit Discount | Unit Net Price | Extended Price | |
|------------------------|-----------------------------------------------|---------------|----------|------------|---------------|----------------|-------------------------|-----------|
| EZYEND CURVED | GALVANISED EZYEND [Sz:CURVED] | 20176815 | 208 | 11.00 | .0000 | 11.0000 | 2288.00 | |
| 80X2.1 | 80MM x 2.1 METRE CAPPED STRAINER POST | 20182236 | 53 | 98.00 | .0000 | 98.0000 | 5194.00 | |
| RAIL6.1M | CATTLE RAIL [Sz:6.1M] | 20154523 | 84 | 114.40 | .0000 | 114.4000 | 9609.60 | |
| SMHT8120459 | HEX HEAD SCREW - METAL QTY 50 [Sz:12G X 51MM] | 9337357105296 | 17 | 12.30 | .0000 | 12.2980 | 209.07 | |
| CWRLG700262 | WELDED GALVANISED CHAIN [Sz:7MM] | 9337357130991 | 60 | 8.95 | .0000 | 8.9500 | 537.00 | |
| Total Lines : 5 | | | | | | | Total Items: 422 | |
| | | | | | | | Non Taxable | |
| | | | | | | | Taxable | \$17837.6 |
| | | | | | | | GST | \$1621.6 |
| | | | | | | | Total Inc GST | \$17837.6 |

All prices shown include any applicable tax unless otherwise indicated

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm

Shire of Narrogin
RECEIVED

29 AUG 2022

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

| | |
|-------------------------------|------------|
| Shire of Narrogin RECEIVED | |
| Directed to | SHARON |
| 29 AUG 2022 | |
| Ref No | IFM2228215 |
| Property File | |
| Subject File | 15.1.1 |
| Ref | |

1. APPLICANT DETAILS

Name of Organisation

NARROGIN MENS SHED INC.

Contact Person

GREGORY DENIS SMITH

Address

P.O. BOX 525, NARROGIN W.A. 6312

Position

SECRETARY

Phone

[REDACTED]

Mobile

Email

menshedsnarrogin@inet.net.au

What financial year are you applying in?

2022

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|-------------------------------------|---------|--------------------------|
| Round 1 | <input checked="" type="checkbox"/> | Round 2 | <input type="checkbox"/> |
|---------|-------------------------------------|---------|--------------------------|

Organisation's ABN.

26 750 606 735

Is your organisation registered for GST? ✓

| | | | |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

Is your organisation incorporated? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes

✓

No

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

2021

Purchase of fridge and 4 post car hoist.

\$

3. PROJECT DETAILS

What is the name of your proposed project or event?

Purchase and installation of Bandsaw. (Model: HAFCO – BP-360)

Purchase of Chisel Morticer (Model: HAFCO – M-16)

Purchase of Chisel Morticer Set – 5 pc –CMB-5

Please provide a brief description of project / event (*maximum of 100 words*)

The equipment is to supplement our woodwork section in projects to help carry out construction an instruction of shed members.

How will your project / event benefit the Narrogin community?

By enhancing the ability of Menshed Narrogin to carry out a larger range of projects for the community. Such as the restoration of old farm machinery situated at the Old Court House Museum, ie poison cart, montice chisel, hand plow and a thatcher sewing machine.

Also the construction of a set of music wall designs for the NARROGIN INDEPENDENT PLAY GROUP.

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------|-----------------|
| **Amount of Community Chest Funds requested in cash | \$2000 | Materials-cost of machinery. Freight & installation. | \$1848 \$152 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| | | | |
| | | | |
| Other grants | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| | | | |
| | | | |
| TOTAL *INCOME | \$2000 | TOTAL *EXPENDITURE | \$2000 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

Estimated project start date

September 2022

Estimated project completion date

December 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

CASH – to purchase machinery as listed.

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes No

Please tell us how the Community Chest funds will be used

The funds are to be used for the purchase of workshop machinery to aid in instruction of shed members to carry out a greater range of projects

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| | |
| | |
| | |
| Total In-kind | \$ |

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Not applicable.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. (<i>Available upon request from Administration Support Officer</i>). |
| ✓ | Afix Community Chest sign on project (<i>available on request</i>). |
| | Verbal announcements at event. |
| | Other (<i>please describe</i>). |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

NARROGIN MENSHEDED INC

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.


Print Name

Gregory Denis Smith

Position (*President or Vice President*)

Secretary

Signature



Date

26th August 2022



PO BOX 749
Belmont, WA
11 Valentine Street
Kewdale WA 6105 6984
Phone: 0893739999 Fax: 0893739977

QUOTATION

Number: 2600126
Account: 205442
Ordered: 24/08/2022
Processed: 24/08/2022
Page: 1 of 1

ABN 96 000 286 957

BILL TO

COPY OF ORIGINAL DELIVER TO

NARROGIN MENS SHED
166 CLAYTON ROAD
NARROGIN, WA 6312

NARROGIN MENS SHED
166 CLAYTON ROAD
NARROGIN, WA 6312

Order Contact: LESTER GREEN
Order Phone: [REDACTED]

Site Contact: [REDACTED]
Site Phone: [REDACTED]

| Your Order Ref | SalesPerson | WH | Quote Expires |
|----------------|---------------------|----|---------------|
| | Jason Conyers (6CJ) | 69 | 07/09/2022 |

| Code | Item Description | Order | Item EX | Tax% | Order Total EX |
|------|---------------------------------------------------------------|-------|----------|-------|----------------|
| W955 | B/SAW BP-360 360mm 1.5hp 240V (IN STOCK - PERTH WAREHOUSE) | 1 | 1,090.00 | 10.00 | 1,090.00 |
| W347 | CHISEL MORTICER HAFCO M-16 (DUE INTO PERTH IN 7-10 DAYS) | 1 | 520.00 | 10.00 | 520.00 |
| W411 | CHISEL MORTICER SET-5PC CMB-5 (IN STOCK - PERTH WAREHOUSE) | 1 | 70.00 | 10.00 | 70.00 |
| PUP | Customer Pickup (DELIVERY NOT INCLUDED) | 1 | 0.00 | 10.00 | 0.00 |

Gift Cards now available Online and Instore

Payable To: Hare and Forbes Pty Ltd
Payment Terms: Cash

Reference: 2600126
Account: 205442

Funds Transfer:
Bank Name: Westpac Banking Corporation
BSB Number: 032 078
Account Number: 450 278

Credit Card: Call us on 0893739999 to process payment.
(Surcharges for Mastercard and Visa=1%, Amex=1.75% inc. gst apply.)
Cheque: PO BOX 749
Belmont, WA

| | |
|--------------|-----------------|
| ExGST | 1,680.00 |
| GST | 168.00 |
| Total | 1,848.00 |
| Paid | 0.00 |



WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1013952A

Certificate of Incorporation

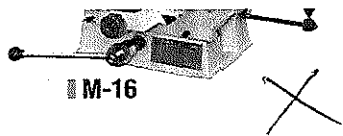
This is to certify that

MENSHEDS NARROGIN INCORPORATED

was on the twenty-second day of October 2008
incorporated under the
Associations Incorporation Act 1987.

Dated this twenty-second day of October 2008

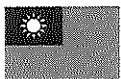
Commissioner for Consumer Protection



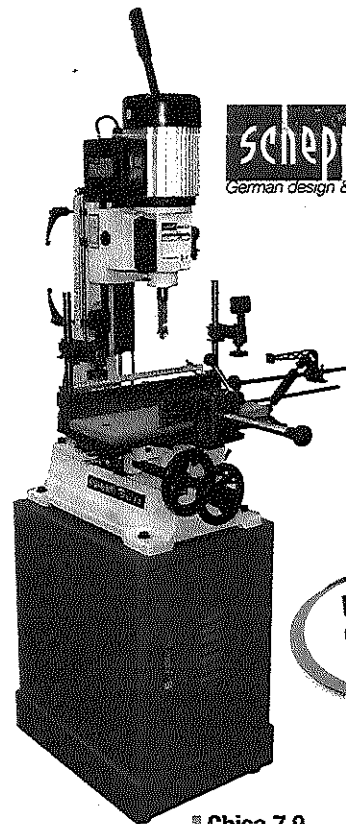
M-16

Chisa 7.0

5mm softwood capacity
 0mm hardwood capacity
 20mm Vertical head stroke
 70 x 140mm table movement
 Quick action material clamps
 Overall height 1520mm
 0.37kW / 1hp 240V motor
 Safety magnetic switch
 Includes 2 x 5/8" chisels,
 Depth stop & storage cabinet

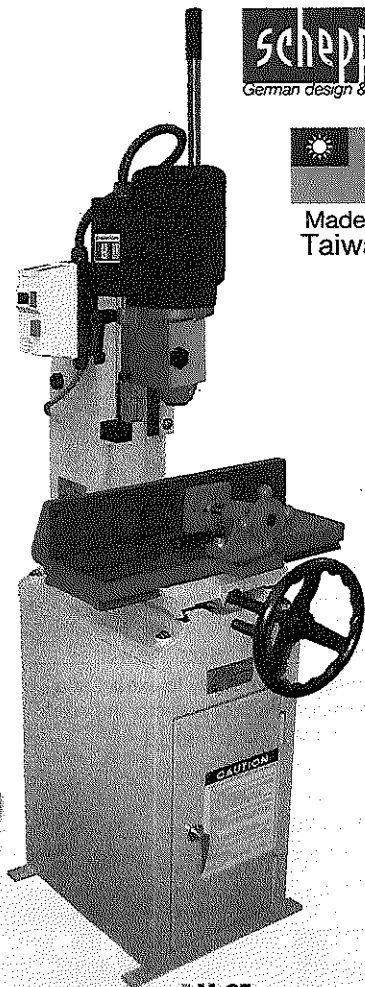


Made in
 Taiwan



Chisa 7.0

Includes
 CABINET
 STAND



M-25

Includes
 CABINET
 STAND

| MODEL | | M-16 | Chisa 7.0 | M-25 |
|-----------------------|---------|--------------|--------------|--------------|
| ORDER CODE | | W347 | W3465 | W345 |
| Timber Capacity | mm | 125 | 145 | 160 |
| Table Movement | mm | 165 x 46 | 170 x 140 | 255 x 180 |
| Vert. Head Stroke | mm | 120 | 220 | 125 |
| Motor Power | kW/hp | 0.37 / 1/2 | 0 / 1 | 0 / 1 |
| Voltage | V/Amp | 240 / 10 | 240 / 10 | 240 / 10 |
| Overall Height | mm | 1400 | 1520 | 1700 |
| Shipping Dim. (LxWxH) | cm | 67 x 45 x 36 | 56 x 88 x 83 | 65 x 89 x 85 |
| Weight | kg | 42 | 98 | 160 |
| PRICE | ex GST | \$520 | \$1,190 | \$2,150 |
| PRICE | inc GST | \$572 | \$1,309 | \$2,365 |

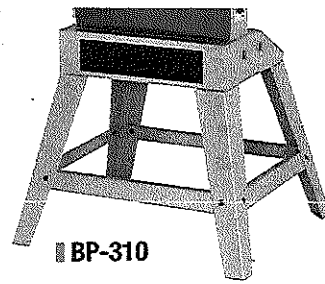
is inc GST unless ex GST is specified • Specifications & Prices are subject to change without notification • Plug & lead not supplied on 415V machines

12) 9890 9111 Melbourne (06) 9212 9422 Brisbane (07) 3716 2200 Perth (08) 9373 9999 www.minatara.com.au Minatara@minatara.com.au Meeting 20 September 2022

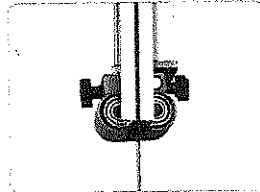
HARE FORBES

235

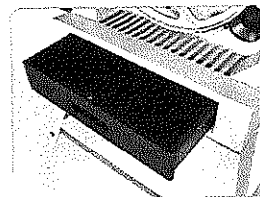
| | | | | | |
|--------|-------------|--------|-------|------|---------|
| Carbon | 3 | Coarse | W420B | \$13 | \$14.30 |
| Carbon | 6 Narrow | Medium | W420F | \$15 | \$16.50 |



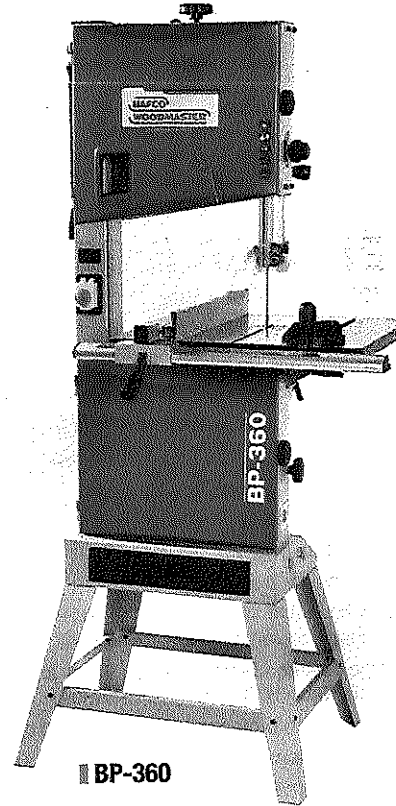
BP-310



Ball Bearing Blade Guides



Dust Collection Drawer



BP-360

BP-360




- 1100W / 1.5hp 240V induction motor
- Ball bearing blade guides to ensures smooth operation
- Safety magnetic switch with dust cover and emergency stop
- LED work light on flexible arm
- Cast iron table tilts 0-45° with mitre guide
- Quick release blade tension lever
- 2 blade speeds - 370 & 800m/min
- Aluminium rip fence with quick action lock
- Steel stand with slide dust compartment drawer
- Includes 100mm dust port, push stick, allen keys & spanner

Blades to suit: BP-360 **Excision** Melb Perth **Starrett** Syd Bris

| TYPE | TPI | TYPE | CODE | ex GST | inc GST |
|--------|-------------|--------|-------|--------|---------|
| Carbon | 6 | Medium | W955A | \$20 | \$22 |
| Carbon | 3 | Coarse | W955B | \$20 | \$22 |
| Carbon | 6 Narrow | Medium | W955F | \$20 | \$22 |

Includes: BP-255, BP-310 & BP-360

Stand ✓ Mitre Guide ✓ Rip Fence ✓

| MODEL | | BP-255 | BP-310 | BP-360 |
|-----------------------|---------|-----------------|-----------------|-------------------------------------------------------------------------------------------|
| ORDER CODE | | W950 | W952 | W955  |
| Throat Capacity | mm | 245 | 305 | 340 |
| Wheel Diameter | mm | Ø255 | Ø310 | Ø360 |
| Height Capacity | mm | 152 | 165 | 225 |
| Table Size | mm | 360 x 320 | 480 x 390 | 545 x 515 |
| Assembled Height | mm | 1430 | 1620 | 1730 |
| Blade CODE | No. | W950A/B/F | W420A/B/F | W955A/B/F |
| Blade Size (LxWxT) | mm | 1826 x 12.5 x 0 | 2240 x 12.5 x 0 | 2560 x 16 x 0 |
| Motor Power | kW/hp | 0.375 / 0.5 | 0 / 1 | 1.1 / 1.5 |
| Voltage | V/Amp | 240 / 10 | 240 / 10 | 240 / 10 |
| Shipping Dim. (LxWxH) | cm | 100 x 45 x 37 | 122 x 53 x 45 | 135 x 58 x 45 |
| Weight | kg | 39.5 | 63 | 82 |
| PRICE | ex GST | \$540 | \$890 | \$1,090 |
| PRICE | inc GST | \$594 | \$979 | \$1,199 |

All prices inc GST unless otherwise specified • Specifications & Prices are subject to change without notification • Plug & lead not supplied on 415V machines

Syd: (02) 9890 9111 Melb: (03) 9212 4422 Bris: (07) 3715 2200

Porth: (08) 9373 9999

www.machineryhouse.com.au

HAREGEORGE'S
MACHINERYHOUSE

215

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

20ducation \$5000

Round 1 opens 15 July & closes 31 August

Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Cottage Homes Incorporated

Contact Person

Heather Martyka

Address

50 Felspar Street, Narrogin WA 6312

Position

Executive Assistant

Phone

9881 1677

Mobile

Email

exec.assistant@nch.org.au

What financial year are you applying in?

2022/2023

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|-------------------------------------|---------|--------------------------|
| Round 1 | <input checked="" type="checkbox"/> | Round 2 | <input type="checkbox"/> |
|---------|-------------------------------------|---------|--------------------------|

Organisation's ABN.

27 465 964 008

Is your organisation registered for GST? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

Is your organisation incorporated? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

2020/2021 Governance Education \$5000

3. PROJECT DETAILS

What is the name of your proposed project or event?

Celebration Night

Please provide a brief description of project / event (*maximum of 100 words*)

Narrogin Cottage Homes Incorporated will be celebrating our 60th year this year. We are in the process of organising a Celebratory Dinner and Awards night for our Staff and Board Members to celebrate this milestone and to recognise achievements of our loyal staff members and to thank everyone for their efforts and support through our Covid outbreak, so now is the time for celebrations post Covid.

How will your project / event benefit the Narrogin community?

As we are a Community Based facility, we employ local residents from Narrogin and surrounding areas and by providing a service to Narrogin's local residents. We are hoping to engage Public Speakers for this event.

This will be our way of saying thank you for you loyal support over the years.

Estimated project start date

Novemeber 2022

Estimated project completion date

November 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

| | | | |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

Please tell us how the Community Chest funds will be used

To fund Catering and Venue Hire

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| NIL | |
| | |
| | |
| Total In-kind | \$ |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|-----------|
| **Amount of Community Chest Funds requested in cash | \$2500 | Materials | NIL |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | NIL |
| Applicant's cash contribution | \$4461 | Venue hire | \$314.50 |
| In-kind (<i>volunteer, donated labour</i>) | NIL | Labour/contractor costs | NIL |
| Sponsorship | NIL | Advertising | NIL |
| Donations (<i>cash/materials from others- please list</i>) | NIL | Catering costs | \$6600 |
| | | | |
| | | | |
| | | | |
| Other grants | NIL | Entertainment | NIL |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | NIL | Office/administration | \$256.50 |
| Other income (<i>please list</i>) | NIL | Other expenditure (<i>please list</i>) | NIL |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL *INCOME | \$7171 | TOTAL *EXPENDITURE | \$7171 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

We will be advertising through invitations to Staff and Board Members.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words “*Sponsored by the Shire of Narrogin*” and the Shire’s logo be displayed at /on your project/event.

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| ✓ | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| ✓ | Display the Shire of Narrogin flag or banner at your event if possible. (<i>Available upon request from Administration Support Officer</i>). |
| ✓ | Afix Community Chest sign on project (<i>available on request</i>). Can go on "invites" |
| ✓ | Verbal announcements at event. |
| ✓ | Other (<i>please describe</i>). Posters at facility, Newsletters to relatives/next of kin. |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Cottage Homes Incorporated

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Heather Martyka

Position (*President or Vice President*)

Executive Assistant

Signature



Date

30 August 2022

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

East Narrogin Primary School P&C

Contact Person

Emma Peddey

Address

27 Doney st Narrogin

Position

Member

Phone

Mobile

Email

What financial year are you applying in?

2022-2023

Are you applying for Round 1 or Round 2? ✓

Round 1

x

Round 2

Organisation's ABN.

57 306 788 542

Is your organisation registered for GST? ✓

Yes

No

x

Is your organisation incorporated? ✓

Yes

x

No

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

2019 to fund painting refurbishment of the Junior toilets. Including artwork and affirmations- 2,500.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Catering Grant to fund a Doughnut Maker

Please provide a brief description of project / event (*maximum of 100 words*)

East Narrogin P and C volunteers supply and sell food and drinks at school and external events to raise funds for school resources to improve our school community. Through this funding we run a school canteen 3 days a week, pay for incursions and excursions and other in school projects to improve facilities for students at our small school. Being a small school our strong volunteer numbers are limited as well as their capacity to donate goods for sale.

The purchase of a Doughnut machine will compliment our stalls and generate much needed income.

How will your project / event benefit the Narrogin community?

Students, Teachers and families are part of the Narrogin Community. Since COVID restrictions, we have had to reduce our external fundraising efforts. This has resulted in a reported lack of school and community connection. A purchase of this equipment will give the P & C greater financial stability. It will also allow us to service more school and community events thus promote the school.

Estimated project start date

When funds recieved

Estimated project completion date

ongoing

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

| | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

Please tell us how the Community Chest funds will be used

The funds will be used to purchase a doughnut machine that can be taken and used at school and community events to fundraise. This increase in income will directly benefit East Narrogin Primary School and thus the Narrogin community.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| | |
| | |
| | |
| Total In-kind | \$0 |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|-----------|
| **Amount of Community Chest Funds requested in cash | \$999.99 | Materials | 999.99 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | 0 | Hire of equipment: | n/a |
| Applicant's cash contribution | 0 | Venue hire | n/a |
| In-kind (<i>volunteer, donated labour</i>) | 0 | Labour/contractor costs | n/a |
| Sponsorship | 0 | Advertising | n/a |
| Donations (<i>cash/materials from others- please list</i>) | 0 | Catering costs | n/a |
| | | | |
| | | | |
| | | | |
| Other grants | 0 | Entertainment | 0 |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | 0 | Office/administration | 0 |
| Other income (<i>please list</i>) | 0 | Other expenditure (<i>please list</i>) | 0 |
| | | | |
| | | | |
| | | | |
| TOTAL *INCOME | 9,999 | TOTAL *EXPENDITURE | 999.99 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Once grant is received and equipment purchased and acquitted a thank-you notice will be placed in the school's newsletter and Facebook page. The CDO will be invited to our school assembly to receive public acknowledgement and the items will have a plaque stating Funded by Community Chest Grant from the Shire of Narrogin

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| y | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
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| y | Display the Shire of Narrogin flag or banner at your event if possible. (<i>Available upon request from Administration Support Officer</i>). |
| y | Afix Community Chest sign on project (<i>available on request</i>). |
| y | Verbal announcements at event. |
| | Other (<i>please describe</i>). <i>Community chest/ Shire of Narrogin logo on machine</i> |

6. FUNDING CONDITIONS

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2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
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Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

East Narrogin Primary School

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Belinda Furphy

Position (*President or Vice President*)

president

Signature

See attachment

Date

30/08/2022

6. FUNDING CONDITIONS

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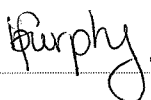
Print Name

Belinda Furphy

Position (*President or Vice President*)

ENPS P&C President

Signature



Date

29 August 2022

QZDTTQJ4P00000001V3

Automatic Donut Maker Machine Automatic Donut Maker 4-Row Commercial Donut Maker

4.8 6 Reviews | 3 answered questions

Share f t p



AU \$999.99

skip capacity: 5.5 L

5.5 L
AU \$999.99

- **[PREMIUM QUALITY]** - The whole automatic donut making machine is made of food-grade high-quality 304 stainless steel, with the advantages of clean, sanitation, easy operation and power-saving.
- **[PRECISE CONTROL]** - The oil temperature and frying time can be easily controlled by an intelligent control panel. With multiple indicators for clearer observation of the working status.
- **[HIGH EFFICIENCY & FLEXIBILITY]** - The hopper is equipped with 4 donut molds, able to produce 1800pcs donuts per hour. This 4-row donut machine supports the conveyance of four rows of donuts, for more efficient donut making; The donut size ranged from 30-50mm, with 5 gears adjustment.
- **[LARGE CAPACITY]** - The large hopper can hold 5.5L material for effective donut forming; The oil groove is 15.3"x9.8"x2.5" (388x248x63mm) (10.8L) in dimensions; The conveyor is 15.0"x10.8"x2.4" (380x275x60mm) in dimensions.
- **[MULTI-FUNCTION]** - This commercial donut making machine integrates donut forming, dripping, frying, turning, and outputting into one, fully automatic, largely saving your time and energy.

AU \$999.99

Free Shipping To Your Location

Delivery Date: **Tuesday, August 23**
- Saturday, August 27

Delivery to Australia

In Stock

QTY: - 1 +

Add to Cart

Buy Now

+ Add to Wish List



People Who Bought This Item Also Bought

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>VEVOR Wood Fried Pizza Oven Portable Wood Fired Machine Wood Burning Pizz</p> <p>★★★★★ (1)</p> <p>-35% AU \$239⁹⁹ AU \$367.46</p> <p>Add to Cart</p> |  <p>3KW Commercial Automatic Donut Maker Machine Dnout Fryer w/ 3 Sets Mold 2 Trays</p> <p>★★★★★ (4)</p> <p>-36% AU \$1,129⁹⁹ AU \$1,761.96</p> <p>Add to Cart</p> |  <p>50pcs Electric Dutch Pancake Baker Maker Stainless Steel Poffertjes</p> <p>★★★★★ (26)</p> <p>-44% AU \$229⁹⁹ AU \$408.36</p> <p>Add to Cart</p> |  <p>VEVOR Spit Roaster 94.4CM 60kg Family Cooking Grill Outdoor BBQ Griller Deluxe</p> <p>★★★★★ (3)</p> <p>-35% AU \$339⁹⁹ AU \$526.70</p> <p>Add to Cart</p> |  <p>VEVOR Electric Waffle Maker Nonstick Hamburger Pancake Baker One-Head</p> <p>★★★★★ (5)</p> <p>-39% AU \$259⁹⁹ AU \$423.59</p> <p>Add to Cart</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

QZDTTQJDP0000001V3

3KW Commercial Automatic Donut Maker Machine Dnout Fryer w/ 3 Sets Mold 2 Trays

★★★★★ 3.8 4 Reviews | 4 answered questions

Share f t p



AU \$1,129.99 ~~AU \$1,761.06~~

Save AU \$631.07 (36%)

skip capacity 7 L

7 L
AU \$1,129.99

【PREMIUM QUALITY】 - The whole automatic donut making machine is made of food-grade high-quality 304 stainless steel, with the advantages of clean, sanitation, easy operation and power-saving.

【INTELLIGENT CONTROL】 - The oil temperature and frying time can be easily controlled by an intelligent control panel. With indicators for clearer observation of the working status.

【LARGE CAPACITY】 - The large hopper can hold 7L material for effective donut forming: The inner oil tank is 32.1"x6.9"x3.9" (815x175x100mm) (15L) in dimensions; The conveyor is 32.1"x8.1"x4.9" (815x205x125 mm) in dimensions.

【MULTI-FUNCTION】 - This commercial donut making machine integrates donut forming, dripping, frying, turning, and outputting into one, fully automatic, largely saving your time and energy.

【3 SIZES AVAILABLE】 - Three different donut molds are included (25 mm/35 mm/45 mm), able to produce 1100pcs 30-50 mm donuts per hour, 950pcs 55-90 mm donuts per hour, or 850pcs 70-120 mm donuts per hour.

Lighting Deals

84%

Ends in 25 day(s)

AU \$1,129.99

Free Shipping To Your Location

Delivery Date **Tuesday, August 23**
- **Saturday, August 27**

Delivery to Australia

In Stock

QTY. - 1 +

Add to Cart

Buy Now

+ Add to Wish List

People Who Bought This Item Also Bought



Automatic Donut Maker Machine Automatic Donut Maker 4-Row Commercial.

★★★★★ (6)

AU \$999⁹⁹

Add to Cart



VEVOR Wood Fired Pizza Oven Portable Wood Fired Machine Wood Burning Pizz

★★★★★ (1)

-35% AU \$239⁹⁹
AU \$367.46

Add to Cart



50pcs Electric Dutch Pancake Baker Maker Stainless Steel Poffertjes..

★★★★★ (26)

-44% AU \$229⁹⁹
AU \$409.36

Add to Cart



VEVOR Spit Roaster 94.4CM 60kg Family Cooking Grill Outdoor BBQ Grillr Deluxe

★★★★★ (3)

-35% AU \$339⁹⁹
AU \$526.70

Add to Cart



VEVOR Electric Waffle Maker Nonstick Hamburger Pancake Baker One-Head..

★★★★★ (5)

-39% AU \$259⁹⁹
AU \$423.59

Add to Cart

SYPBTTQJ5L0000001V0

VEVOR 5L Donut Dispenser Maker DIY Doughnut Depositor Hopper Bakery Kitchen Tool

★★★★★ 4.5 2 Reviews | 1 answered questions

Share f t p



AU \$79.99 ~~AU \$133.37~~

Save AU \$53.38 (40%)

Shape: Round

Round
AU \$79.99

- **[FOOD-GRADE MATERIAL]** - Doughnut dispenser, constructed with food-grade aluminum and stainless steel material, can be easily disassembled for easy cleaning. Designed for perfectly shaped home-made doughnuts.
- **[LARGE CAPACITY]** - This donut plunger is equipped with a 5L capacity hopper, φ6.7"x7.3" (φ17x18.5cm) in size, allowing several donuts to be produced at one loading.
- **[6 THICKNESSES ADJUSTMENT]** - The thickness of the mini donut press can be adjusted according to different demands, with six levels available.
- **[EASY TO OPERATE]** - Easy operation with just one hand, dues to the integrated control bar; the donut maker dispenser comes with one stand holder for easy storage.
- **[WIDE APPLICATION]** - The donut dropper is ideal for you to make delicious doughnuts, perfect for restaurants, cafes, bakeries, and home kitchens.

Lighting Deals

92%

Ends in 25 day(s)

AU \$79.99

Free Shipping To Your Location

Delivery Date: **Tuesday, August 23 - Saturday, August 27**

Delivery to Australia

In Stock

QTY: - 1 +

Add to Cart

Buy Now

+ Add to Wish List

People Who Bought This Item Also Bought



Automatic Donut Maker Machine Automatic Donut Maker 4-Row Commercial.

★★★★★ (6)

AU \$999⁹⁹

Add to Cart



VEVOR Wood Fired Pizza Oven Portable Wood Fired Machine Wood Burning Pizz..

★★★★★ (1)

-35% AU \$239⁹⁹
AU \$367.46

Add to Cart



3KW Commercial Automatic Donut Maker Machine Dnout Fryer w/ 3 Sets Mold 2 Trays

★★★★★ (4)

-36% AU \$1,129⁹⁹
AU \$717.61.06

Add to Cart



50pcs Electric Dutch Pancake Baker Maker Stainless Steel Poffertjes.

★★★★★ (26)

-44% AU \$229⁹⁹
AU \$408.36

Add to Cart



VEVOR Spit Roaster 94.4CM 60kg Family Cooking Grill Outdoor BBQ Grillor Deluxe

★★★★★ (3)

-35% AU \$339⁹⁹
AU \$526.79

Add to Cart

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Repertory Club

Contact Person

Vicki Chadwick

Address

PO Box 1051, NARROGIN WA 6312

Position

President

Phone

Mobile

[REDACTED]

Email

narroginrepertoryclub@gmail.com

What financial year are you applying in?

2021/22

Are you applying for Round 1 or Round 2? ✓

Round 1 Round 2

Organisation's ABN.

94 201 507 214

Is your organisation registered for GST? ✓

Yes No

Is your organisation incorporated? ✓

Yes No

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

2020/21 Financial Year – for the upgrade of the theatre’s ablution blocks.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Thornton Theatre Electrical Upgrade

Please provide a brief description of project / event (*maximum of 100 words*)

The works will include:

- Drop down projector screen installation on stage area.
- Projector installation facing stage.
- Camera facing stage for live feed of productions.
- Two screens (one installed in the sound room and another backstage, connected to the stage camera) to connect live feed of the production for backstage support.
- Existing mounted speakers (do not work) to be disconnected and replaced with speakers purchased by the Club prior.
- Installation of new power points.
- Installation of outdoor light toilets.

How will your project / event benefit the Narrogin community?

The projector screen and projector will be used for movie screenings (such as Arts Narrogin’s annual Flickerfest event) and can be utilised as a fundraising opportunity for other community groups.

The stage cameras and screens will be used for future productions for backstage support (monitoring of production progress, assisting with prompting, greater communication between backstage and sound/lighting room).

The Narrogin Repertory Club provides performing arts for the Narrogin community and surrounds, and the project will work to enhancing the experience for all involved.

Estimated project start date

30/09/2022

Estimated project completion date

30/10/2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash.

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes No

Please tell us how the Community Chest funds will be used

The Community Chest funds will significantly compensate the costs of electrical installation for the mentioned works, which will be assist with future productions and allow the Club to continue to be viable.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| | |
| | |
| | |
| Total In-kind | \$ |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------|--------------|
| **Amount of Community Chest Funds requested in cash | 2,500 | Materials | 7,535 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | 5,035 | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| Other grants | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| TOTAL *INCOME | 7,535 | TOTAL *EXPENDITURE | 7,535 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be promoted on the Narrogin Repertory Club's Facebook page, updating members and patrons of the new installation and how it will benefit them.

An email update will also be sent to the Club's member list, giving them a detailed update of the project and the Shire's sponsorship.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| ✓ | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. (<i>Available upon request from Administration Support Officer</i>). |
| | Affix Community Chest sign on project (<i>available on request</i>). |
| ✓ | Verbal announcements at event. |
| | Other (<i>please describe</i>). |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Repertory Club

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Vicki Chadwick

Position (*President or Vice President*)

President

Signature



Date

31/08/2022



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0570047H

Replacement Certificate of Incorporation

This is to certify that

THE NARROGIN REPERTORY CLUB

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
fourth day of December 1957

Lanie Chopping
Commissioner for Consumer Protection

This replacement certificate is issued on the 04/03/2021

CERTIFICATE

Broad Electrical and Air Conditioning

Broad Electrical and Air Conditioning
EC10814
PH: 0427966614
Email: broadelectrical@outlook.com

65 Williams Road Narrogin
WA 6312

Quote

QT00006

| | | | | |
|---------------------------------------------------------------------------------|-------------------|--------------|--------------------|-------------------|
| Narrogin Repertory Club 38 Fairway St NARROGIN WA 6312 Australia | Job Number | Job No:00021 | Date | 30 August 2022 |
| | | | Expiry Date | 29 September 2022 |
| | | | ABN | 58560590151 |

Quote for Electrical Works at Narrogin Repertory Club including

- Installing projector Screen above stage just behind top curtain and hidden from audience. 200 Inch screen provided and installed. Screen will drop down to floor and be around 500mm from side curtains in width.
- Install Projector at rear of building on adjustable bracket. \$1000 Ex Gst put aside for suitable and best quality projector
- Install Camera pointing at stage and have monitor backstage and in control room to view. Both TV/monitors provided. Flat screen with monitor backstage installed on wall bracket
- Install 2 GPO's near backstage monitor
- Install GPO near backstage fridge
- Install weatherproof LED 4ft Batten in new roof between new building and toilet Block
- Install GPO near backstage Sink
- Hang existing speakers in control room near stage, supply and install speaker cables back to control room
- Move light that is behind new roof between toilet block and building so it is not shining on roof

| Description | Quantity | Unit Price | Amount |
|-------------------------------------------|----------|------------------|-----------------|
| Price for all items listed in description | 1 | 6,850.00 | 6,850.00 |
| | | Subtotal | 6,850.00 |
| | | Total GST | 685.00 |
| | | Total AUD | 7,535.00 |

15.1.1 / 1FM222 8252

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

RECEIVED
CASHIER HOURS:
8:30am - 4:30pm
MONDAY - FRIDAY
30 AUG 2022

Round 1 opens 15 July closes 31 August
Round 2 opens 1 February closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Narrogin Revheads

Contact Person

Kyle Zolopa

Address

Bannister Street Narrogin WA 6312

Position

Secretary

Phone

Mobile

Email

What financial year are you applying in?

2022/23

Are you applying for Round 1 or Round 2?

Round 1 Round 2

Organisation's ABN

72233927473

Is your organisation registered for GST?

Yes No

Is your organisation incorporated?

Yes No

If yes, please attach a copy of Certificate of Incorporation

Yes No

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

| |
|------------------------------------------------------------------------------------------------------------------------------------------|
| In 2020/2021 we were granted \$2500 to purchase Marquees for Last Blast of Summer / Narrogin Revheads |
| The marquees were an ongoing expense to hire and this enabled us to eliminate the expense from future events. |
| The marquees have been loaned for Australia Day by the Shire of Narrogin and we are happy to help out any community event in the future. |

3. PROJECT DETAILS

What is the name of your proposed project or event?

| |
|-----------------------------------------------|
| Narrogin Revheads 2022 and Foreseeable events |
|-----------------------------------------------|

Please provide a brief description of project / event (*maximum of 100 words*)

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Narrogin Revheads is an annual event held at Thomas Hogg Oval.</p> <p>We are non for profit organisation and strive to get local community sporting teams to volunteer their time in turn paying their sporting club for their time. Narrogin Revheads also supports the PATS Car, patient transfer facility, men's mental health, local hockey teams, BMX Track and the Narrogin Motor Cross just to name a few.</p> <p>As we are non for profit organisation the more we can save on expenses the more we can give back to the Narrogin Community and Surrounds.</p> <p>This Community Chest Round Narrogin Revheads would like to put in an application to purchase Bi-Fold Tables. Bi-Fold tables are used throughout the event under marquees offering somewhere for our patrons to sit and relax or enjoy their meal.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

How will your project / event benefit the Narrogin community?

Please see previous

Estimated project start date

November 2022

Estimated project completion date

Until Narrogin Revheads
Ceases

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity?

| | |
|------------|----|
| Yes | No |
|------------|----|

Please tell us how the Community Chest funds will be used

The Community Chest Funds will be used to purchase 20 x 6f Bi-Fold Tables

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| | |
| | |
| | |
| | |
| <i>Total In-kind</i> | |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------|-----------|
| **Amount of Community Chest Funds requested in cash | 2500 | Food | 15,358 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: Tables, Chairs, Generators, Toilets | 10,939 |
| Applicant's cash contribution | 592 | Security | 21,621 |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | 3414 |
| Sponsorship | 8150 | Advertising | 3355 |
| Sales – Tickets / Food / Alcohol | 110,289 | Alcohol | 24511 |
| Online Nominations | 17,015 | Entertainment | 8640 |
| | | Wristbands | 989 |
| | | Merchandise | 15,606 |
| | | Prize Money | 16,250 |
| | | Gas | 1014 |
| | | Office/administration | 3493 |
| | | Sporting Club Helpers | 8450 |
| | | Accommodation | 2731 |
| | | Fuel | 1372 |
| | | Insurance | 803 |
| TOTAL *INCOME | 138546 | TOTAL *EXPENDITURE | 138546 |

**Income and *Expenditure amounts must be equal*

***The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.*

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Narrogin Revheads is advertised on social media, posters and radio advertising

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words “*Sponsored by the Shire of Narrogin*” and the Shire’s logo be displayed at /on your project/event. Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

| | |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page |
| <input checked="" type="checkbox"/> | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers |
| <input checked="" type="checkbox"/> | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i> |
| <input checked="" type="checkbox"/> | Afix Community Chest sign on project <i>(available on request)</i> |
| <input checked="" type="checkbox"/> | Verbal announcements at event |
| <input type="checkbox"/> | Other <i>(please describe)</i> |

6. FUNDING CONDITIONS

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2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
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6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (*insert name below*)

Narrogin Revheads Inc

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

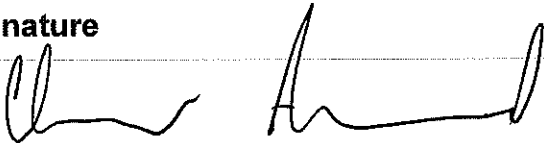
Print Name

Clinton Ackland

Position (*President or Vice President*)

President

Signature



Date

30th August 2022



Government of **Western Australia**
Department of **Commerce**

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

Registered No: A1021877J

Certificate of Incorporation

This is to certify that

NARROGIN REVHEADS INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the second day of March 2017

David Hillyard
Acting Commissioner for Consumer Protection

CERTIFICATE

BUNNINGS



Bunnings Group Ltd (Australia)
ABN 26 008 672 179

Cannington Warehouse
27 Liege Street
Cannington WA 6107
Phone 08 6350 5600

Quotation

Customer: NARROGIN REVHEADS FOUNDATION

Date: 18/07/2022

Delivery Address:

Contact: NARROGIN REVHEADS FOUNDATION
Phone: [REDACTED]

Delivery Instructions: [REDACTED]

Delivery Date: 20/07/2022

We have pleasure in submitting our Quotation No: 312352754 for the following job:

Job Address: annear@westnet.com.au

| Summary | Amt Excl Gst | GST Payable | Amt Incl Gst |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|
| AS PER SCHEDULE 200 OUTDOOR LIVING | 2,356.36 | 235.64 | 2,592.00 |
| Prices in this quotation are valid for a period of 30 days from the date of the Quotation, after which Bunnings will requote if required. | Total | \$2,356.36 | \$2,592.00 |

*** Quote Valid until 17-AUG-2022 ***

For further enquiries concerning this Quotation would you please contact our representative.

Cheryle 346494

Tel No: 08 6350 5600

IMPORTANT NOTES

- Bunnings takes all reasonable care in preparing quotations and orders but is unable to accept any responsibility for any errors or omissions in its quotation or in the plans, drawings, or specifications you provide to us for the purpose of quoting. It is your responsibility to carefully check and confirm all items, quantities, and measurements before placing an order. Where Bunnings accepts any order placed, unless specifically agreed otherwise, it does so on the basis that you bear full responsibility for ensuring the accuracy of all items, quantities and measurements and that they comply with any plans, drawings or other specifications provided.
- The construction industry is currently experiencing industry wide product shortages, in particular timber, and there may be some delay or difficulties in fulfilling orders. Bunnings will contact you if the shortages or delays will affect your order. Bunnings may be able to offer a replacement product or alternative sized or graded timber which may be at more cost to you, which you can accept or decline.
- Hardwood Species will be supplied at Bunnings discretion unless otherwise requested. Note: To ensure correct pricing, it is important to state the Quotation number when ordering.

Subject to Bunnings Standard Terms & Conditions of Supply as set out in this Quotation.

*** This Quotation is strictly confidential ***



www.officeworks.com.au

Officeworks East Victoria Park

PH: (08) 9473 2600

Officeworks Ltd ABN 36 004 763 526

QUOTE (Q1 2022/23) 27/07/2022

Email: [REDACTED]

QUOTE

(valid for 7 days from date of issue)

LT6FTBIFWN \$1,780.00

LIFETIME COMM 6FT BI-FOLD TBL

20 at \$89.00

TOTAL \$1,780.00

GST Included in Total \$161.82

* GST Free item

Your privacy is important to us
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Team Member: Austin



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15.1.1 / IFM222 8253

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Round 1 opens 15 July & closes 31 August
Round 2 opens 1 February & closes 28 February

The Shire of Narrogin provides funding assistance through the Community Chest to community organisations for events or projects which benefit the general Narrogin community.

Cash and in-kind support is available up to a maximum of \$2,500.

Grants must be acquitted within the financial year of approval.

Applications should be submitted to the undersigned by the closing date.

**Shire of Narrogin
RECEIVED
31 AUG 2022**

Chief Executive Officer
Shire of Narrogin
89 Earl Street
PO Box 1145
Narrogin WA 6312
enquiries@narrogin.wa.gov.au

1. APPLICANT DETAILS

Name of Organisation

Divine You Narrogin Inc

Contact Person

Sister Sagaya

Address

8 Federal Street Narrogin

Position

President

Phone

Mobile

[REDACTED]

Email

[REDACTED]

What financial year are you applying in?

2002-2023

Are you applying for Round 1 or Round 2? ✓

| | | | |
|---------|---|---------|--|
| Round 1 | / | Round 2 | |
|---------|---|---------|--|

Organisation's ABN.

89800 130 774

Is your organisation registered for GST? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | / |
|-----|--|----|---|

Is your organisation incorporated? ✓

| | | | |
|-----|---|----|--|
| Yes | / | No | |
|-----|---|----|--|

If yes, please attach a copy of Certificate of Incorporation.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

| | | | |
|-----|--|----|---|
| Yes | | No | / |
|-----|--|----|---|

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received

Erection of new shed behind existing Divine You building.

Yearly outing for accesability Narrogin to Perth.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Shed Construction.

Accesabiity Narrogins Yearly Outing to Perth.

Please provide a brief description of project / event (*maximum of 100 words*)

Assistance in funding the erection of our shed on site at Divine You Narrogin.
The shed will provide much need storage for the essentials needed to help the Elderly and needy in Narrogin.

Funding will also help to pay for and supervise an outing to an appropriate venue activities in Perth for Accesability Narrogins annual outing which is provided by Divine You.

How will your project / event benefit the Narrogin community?

Divine You helps the Elderly and needy in Narrogin by providing food, shelter and assistance to all who need our services.

Lunch is provided every Saturday at Devine You for all Elderly and community members who wish to attend..

Food Packages are also made available.

Having a new shed will enable us to provide and store more of what is needed to help the people in our community who require assitance whether they be Elderly, sick, infirm or disabled who are not able to care for themselves by providing a friendly chat, suppling food and assistance.

Estimated project start date

As Soon As Possible

Estimated project completion date

December 2022

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

If you are requesting cash, do you require the Community Chest funds prior to your proposed event / activity? ✓

Yes / No

Please tell us how the Community Chest funds will be used

As previously stated - to assist with the erection of our new shed and to help with the funding of the outing to Perth for Accesabiity Narrogin.

In-kind contributions:

Please calculate and list below the value of any in-kind contributions and include in the Total Project Budget; (e.g. volunteer or donated labour.)

Volunteer and donated labour is calculated at \$25 per hour per person

| <i>Contributions</i> | <i>Estimated value \$</i> |
|----------------------|---------------------------|
| | |
| | |
| | |
| Total In-kind | \$ |

Project Budget – Total Project Income and Expenditure

| TOTAL PROJECT INCOME | \$ | TOTAL PROJECT EXPENDITURE | \$ |
|----------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|-----------|
| **Amount of Community Chest Funds requested in cash | \$2,500 | Materials | \$1,900 |
| **Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | | Venue hire | |
| In-kind (<i>volunteer, donated labour</i>) | | Labour/contractor costs | |
| Sponsorship | | Advertising | |
| Donations (<i>cash/materials from others- please list</i>) | | Catering costs | |
| Event to Perth (Bus Hire) | | | \$600 |
| | | | |
| | | | |
| Other grants | | Entertainment | |
| Sales (<i>stall fees, event tickets/food/merchandise</i>) | | Office/administration | |
| Other income (<i>please list</i>) | | Other expenditure (<i>please list</i>) | |
| | | | |
| | | | |
| | | | |
| TOTAL *INCOME | \$2,500 | TOTAL *EXPENDITURE | \$2,500 |

**Income and *Expenditure amounts must be equal*

****The total combined Community Chest cash and in-kind request cannot be greater than \$2,500.**

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Advertise in Narrogin Observer.

Word of mouth to all who frequent and volunteer at Divine You.

Acknowledgement of Shire of Narrogin sponsorship

It is a requirement of funding approval that the words "*Sponsored by the Shire of Narrogin*" and the Shire's logo be displayed at /on your project/event.

| | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship: |
| / | Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page. |
| / | Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers. |
| | Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer).</i> |
| / | Afix Community Chest sign on project <i>(available on request).</i> |
| / | Verbal announcements at event. |
| | Other <i>(please describe).</i> |

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant local laws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

Please ensure you have read the above Funding Conditions before signing below

Our organisation (insert name below)

Divine You Inc

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Sister Sah=gaya SISTER SAGAYA ROSEMARY ROCCLIASAMY

Position (President or Vice President)

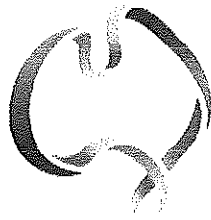
President

Signature

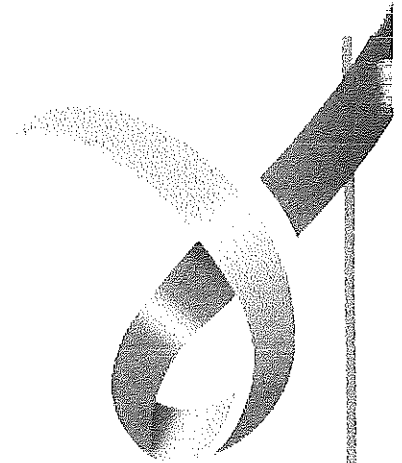
S. Sagaya Rosemary Roccliasamy

Date

29/8/22



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Divine You Incorporated

ABN: 89800130774

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF
27/04/2018

CERTIFIED BY

Hon. Dr Gary Johns
Commissioner

Australian Charities and Not-for-profits Commission



QUOTATION

FROM R. Martin Phone 0420 512 448
17936 Great Southern Highway Narrogin

TO Sister Sahaya, 8 Federal Street
Narrogin

THE FOLLOWING QUOTATION IS SUBMITTED FOR YOUR CONSIDERATION

Supply of a 9 metre by 7.6 metre
with 3 meter height clearance SHED.

Includes cell cladding, support frames, purlins
& girts, fixings and door (sliding + track)
for \$5,000.

This quote includes delivery and GST.

QUOTE IS VALID UNTIL

SIGNED R. Martin

DATE 1st Sept. 2022

10.4.2 ARTS NARROGIN INCORPORATED LEASE FOR PORTION OF LOT 1679, FEDERAL STREET, NARROGIN

| | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Reference | A115340 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Arts Narrogin Incorporated |
| Previous Item Numbers | Nil |
| Date | 12 September 2022 |
| Author | Victoria Anderson – Records & Governance Officer |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | <ol style="list-style-type: none">1. Arts Narrogin Incorporated existing Lease2. Arts Narrogin Incorporated proposed Lease3. Current occupied Offices Map |

Summary

Arts Narrogin Incorporated have requested a lease from the Shire for a portion of Lot 1679 on Deposited Plan 222890, of the Railway Institute Building, 105 Federal Street, Narrogin, currently occupied by the Dryandra Country Visitor Centre (DCVC). The facility is soon to be vacated by that group, when they relocate to the Shire's Railway Station Visitor Centre (name still to be agreed by the Council), under management of the Shire.

Background

The Association holds a lease with the Shire on one portion of Lot 51 & 52 (84-86) Federal Street, including the Narrogin Regional Town Hall Complex, Shop 1 and 2 (and office) and Office 3 (refer Attachment 3). This lease expired on 30 June 2019 and they have remained in occupation on an agreed month by month basis. The Shire has a potential new lessee for Shops 1 and 2 and potentially, Office 3. These leases would be the subject of subsequent (and separate) reports to Council in due course. However, early relocation of Arts Narrogin would facilitate these other interested parties and assist derive additional revenue for the Shire.

Consultation

Consultation has been undertaken with:

- Shire President;
- Deputy Shire President;
- Elected Members at the Shire's Monthly Briefing Session in August
- Chief Executive Officer;
- DCVC and their Volunteers; and
- President and staff of Arts Narrogin Incorporated.

Statutory Environment

The Local Government Act 195, Section 3.58 and accompanying Local Government (Function and General) Regulations 1996, Regulation 30, provides for exemptions from the disposition requirements for not for profit community groups (resulting in legal requirement to advertise).

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

The Lessee is expected to maintain the upkeep of the premises, therefore responsibility for all matters pertaining to non-structural remains with the Association.

The Shire annually considers a significant financial contribution to Arts Narrogin to assist promote arts and cultural activities within the district. The 2022/23 Adopted Budget includes \$58,000 for that objective. Arts Narrogin have traditionally paid \$2,500 to the Shire in annual rent for the Town Hall offices and not had to meet power or water costs, as they were both incorporated into the annual rent, and greater Town Hall Complex and difficult to 'separate' out via sub-meter etc.

The Council has the option perhaps of increasing its annual contribution and charging an equivalent in rent (to maintain equilibrium as it were), for the new premises, or to remain with the suggested \$1 per annum, and recognise the 'subsidy' of rent in schedule 10 as a notation for the 'public record'.

Officers have chosen the latter option and deemed the rental discount to be worth \$15,000 per annum. This estimate is purely based on the principle that Town Hall Complex Shops 1 and 2, albeit 'shopfronts' and in the main retail strip, compared to the Railway Institute Offices, are valued at approximately \$22,000 pa, for slightly less square meterage (compared to the new leased premises).

Officers have not sought a market appraisal for the proposed rent for this lease.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|------------------------------------------------------|-------|-----------------------------------------------------------------------------------------|
| Objective | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Outcome: | 2.2 | Build a healthier and safer community |
| Strategy: | 2.2.1 | Support the provision of community security services and facilities |
| Outcome: | 2.3 | Existing strong community spirit and pride is fostered, promoted and encouraged |
| Strategy: | 2.3.2 | Engage and support community groups and volunteers |
| Objective | 3. | Environment Objective (Conserve, protect and enhance our natural and built environment) |
| Outcome: | 3.3 | Efficient use of resources |
| Strategy: | 3.3.1 | Increase resource usage efficiency |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|--------------|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| That the Council agrees to a lease and a 'higher and better use' tenant or higher rent paying tenant subsequently presents. | Possible (3) | Minor (2) | Medium (5-9) | Asset Sustainability | Accept Risk in recognition that the role Arts Narrogin plays in promoting arts and cultural activities in the district. |

Risk Matrix

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|------------|------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Almost Certain | 5 | Medium (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely | 4 | Low (4) | Medium (8) | High (12) | High (16) | Extreme (20) |
| Possible | 3 | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Unlikely | 2 | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed draft lease provides for a 5 year term with 5 year option.

Item 10 of the Schedule to the proposed new Lease incorporates the following specifics that pertain to the use of the property.

“Additional terms and covenants

- a) *The Lessee is to pay outgoings including but not limited to all, water and sewerage rates, local authority rates and refuse charges, emergency service levies (ESL) and utilities on the property.*
- b) *Water utility charges will be paid in full by the Lessee, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastics Club Inc.), where the water utility charges will be divided equally amongst both lessees.*
- c) *Electricity charges will be paid in full by the Lessee, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastic Club Inc.) where the electricity charges will be divided by an agreed percentage based on deemed and usage.*

With respect to clauses b) and c), the agreed percentage will be reviewed between the two lessees if there is a dispute, with the final determination at the discretion and decision of the lessor.

- d) *Notwithstanding clause (a) above:*
 - i. *The Council will consider waiving the local government’s rates (not refuse or ESL) each year, pursuant to section 6.47 of the Local Government Act 1995.*
- e) *The fixed building assets on the property being insured by the Lessor and the Lessee is required to reimburse the Lessor for that expense in full, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastics Club Inc.), where the insurance will be discounted by 50%, based approximately on square metres of leased area of the entire Railway Institute Complex.*
- f) *For clarity, the Lessee is entitled to all income derived from the property, to be utilised by the Lessee in accord with its objects of Association and / or the upkeep or improvements to the premises.*
- g) *The Lessors Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.*
- h) *Pursuant to Clause 11.8; the Lessor requires that all painting carried out on the Premises be completed to a professional standard.*
- i) *Notwithstanding Clauses 12(8), (9), 13.1 and 13.2 and acknowledging that the Lessee may organise special events on the Premises from time to time, the Lessor approves the Premises to be used for the occasional consumption and sale of alcohol without application to the Lessor, noting that sale of alcohol may require obtaining appropriate licence from other parties such as the Director of Liquor Licensing.*
- j) *Due to the nature of the activities undertaken by the Lessee for the Lessor in promoting arts and culture in the District, which is recognised by a separate annual consideration, not part of the lease, the Rent at Item, of \$1 per annum reflects a deemed discount to market rent of \$15,000, per annum.”*

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 280922.011

Moved: Cr Pomykala

Seconded: Cr Fisher

That with respect to the proposed lease of portion of Lot 1679 on Deposited Plan 222890, of the Railway Institute Building, 105 Federal Street, Narrogin to Arts Narrogin Incorporated, Council authorise the Shire President and the Chief Executive Officer to;

1. Prepare, sign and affix the common seal to the new Lease, for one portion of Railway Institute Building, 105 Federal Street for a 5 year plus 5 year option in the substantive form of Appendix 2, attached to this report, with an annual lease payment of \$1 pa and an indicative commencement date of 31 October 2022.

CARRIED 9/0

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil

THE SCHEDULE

Item 1 The Lessee

ARtS Narrogin INC

Item 2 Land

Narrogin Regional Town Hall Office 2
(Located within 55 (Lot 51) Federal Street, Narrogin)
Narrogin Regional Town Hall Office 3

Item 3 Term

Period of three years with a three year option for extension subject to agreement by both parties.

Commencement Date

1st July 2013

Expiration Date

30th June 2016

Option Expiration Date

30th June 2019

Item 4 Rent

Rent \$2,500.00 per annum (\$48.08 per week)

The rental charged is to increase by Perth CPI at each 12 month anniversary.

Rent is paid in advance on a quarterly basis.

An additional charge may be imposed to the rent if item 8 applies.

Item 5 Permitted Use

Office administration, and the provision of the activities of ARtS Narrogin which may include resident artists and similar activities.

Other uses as agreed to in writing by the CEO of the Town of Narrogin.

Item 6 Insurance

The Lessee is to provide appropriate workers compensation and volunteers insurance for its operations and officers' actions.

LEASE

DEED dated 27 June 2013

BETWEEN **Town of Narrogin** of 89 Earl Street, Narrogin, Western Australia
(**'Lessor'**)

AND ARtS Narrogin INC (**'Lessee'**) PO Box 1168, Narrogin WA 6312

RECITALS

- A. The Lessor is the registered proprietor of the Land.
- B. The Lessor has agreed to Lease the Premises to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 **Definitions**

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'CEO' means Chief Executive Officer.

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Land referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Premises' means that part of the Land described in the Schedule and all improvements, fixtures and fittings in the Premises;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

‘The Town’ means the Town of Narrogin;

‘this Lease’ means this lease and any variations to it agreed between the parties.

1.2 **Interpretation**

Words importing the masculine gender shall include the feminine gender and shall also have application to corporations.

Words importing the plural number shall include the singular number and words importing the singular number shall include the plural number.

References to statutes shall include all statutes amending the statutes referred to or passed in lieu thereof.

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. **LEASE**

The Lessor LEASES the Premises to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. **RENT**

There will be an annual rent payable to the Town paid in quarterly instalments.

4. **LESSEE’S COVENANTS**

The Lessee COVENANTS with the Lessor as follows:

4.1 **Rates, Taxes & Outgoings**

To pay and discharge all rates and taxes including land tax assessed or charged in respect of the Premises and all other outgoings, including without limitation all telephone, electricity, gas, water, rubbish collection, emergency services levy and sewerage charges levied, charged or imposed upon the Premises or any part of the Premises or arising out of the use of the Premises and whether expressed to be payable by the owner or occupier of the Premises.

4.2 **Maintenance, Repairs & Painting**

The Lessee is to keep and maintain the premises in the condition presented by the lessor. The Lessee is to maintain every part of the Premises and all

additions to the Premises and all lighting and electrical installations, including, air conditioners, electric doors and other such items servicing and general maintenance, and all other fixtures and fittings, including window treatments and flooring in good repair to a standard acceptable to the Lessor and Lessee and to paint all such parts of the interior and exterior of the Premises as are now painted or are usually painted at such times and in accordance with the directions of the CEO of the Town.

4.4 **Cleaning**

At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.

4.5 **Entry by Lessor to View and Undertake Urgent Repairs**

To permit the Lessor, its officers, members or agents at all reasonable times with or without workmen or others to enter the Premises to view the state of repair and condition of the Premises and to forthwith carry out any repairs, cleaning, painting or other works for which the Lessee is responsible under this Lease in accordance with any notice in writing given to the Lessee or left on the Premises by the Lessor.

The Lessor will take all practical steps to advise the Lessee of the need to entry the premises to undertake inspections or urgent repair works.

4.6 **Abatement of Nuisances**

- (a) Not to do or leave undone any act, matter or thing which may be or be deemed to be a nuisance within the meaning of the *Local Government Act*, the *Health Act*, the *Factories and Shops Act* or any other Act or under any local laws or regulations applicable to the Premises or the use or occupation of the Premises by the Lessee and immediately to abate any such nuisance or alleged nuisance.
- (b) To ensure that the Premises are not used in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any land in the vicinity of the Premises and on being required to do so by the Lessor or any officer of the Lessor to immediately abate any such nuisance, disturbance or annoyance.

4.7 **Disorderly Behaviour**

To prevent disorderly behaviour and indecent language in the Premises at all times during the day and night.

4.8 **Compliance with Statutes and Licences**

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or of any requisitions or orders under them applicable to the Premises or the use or occupation of the Premises.
- (b) To take out and keep current any licences required in connection with any activities carried on from the Premises.

4.9 **Permitted Use**

To use the Premises solely for the Permitted Use.

4.10 **Prohibited Use**

Not to use the Premises for any illegal or immoral purpose nor for any business or commercial use without the prior written consent of the Lessor.

4.11 **Insurance**

The Lessee is to take out and keep in force the following policies of insurance with an insurer approved by the Lessor:

- (a) to effect and keep in force throughout the term a public risk policy of insurance in an amount of not less than \$10,000,000 for any one event or such greater amount as the Lessor may require and to produce to the Lessor on request a certificate of the currency of that policy.
- (b) Such policies of insurance as specified in Item 6 of the schedule.
- (c) is to effect and keep in force throughout the term a contents insurance policy to cover all goods owned by the Lessor.

The Lessee is:

- (d) not to do or permit to be done anything whereby any policy of insurance in respect of the Premises may become void or voidable or by which the rate or premium on it may be increased.

4.12 **Alterations and Improvements**

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the Premises nor to make or suffer to be made any alteration in or additions to any building or any other improvements to the Premises nor to remove any such improvements or to cut, maim or injure or suffer to be cut, maimed or injured any of the walls or timbers of the Premises.

4.13 **Fixtures, Fittings and Furniture**

Not without the prior written consent of the Lessor to erect, install or place any fixtures, fittings in or upon the Premises.

4.14 **Assignment or Subletting**

Not to assign, sublet or part with the possession of the Premises or any part of the Premises without the prior consent in writing of the Lessor and it is DECLARED that Sections 80 and 82 of the *Property Law Act 1969* are expressly excluded.

4.15 **Signs**

Not without the prior written consent of the Lessor to permanently affix or exhibit or permit to be affixed to or exhibited upon any part of the exterior of the Premises or in any place visible from beyond the Premises any placard, sign, poster, hoarding or advertisement.

4.16 **Delivery Up of Possession**

At the expiry or sooner determination of the Term peaceably and quietly to deliver up possession of the Premises and all furniture, fixtures and fittings belonging to the Premises in such good and tenantable repair, order and condition as shall be consistent with the covenants contained in this Lease PROVIDED THAT immediately upon the expiry or sooner determination of the term the Lessee shall remove any tenant's fixtures and fittings and shall make good any damage caused to the Premises in doing so.

4.17 **Removal of Trees etc (NOT REQUIRED)**

Unless the Lessee has the prior written consent of the Lessor in each case (which consent the Lessor shall have the unrestricted right to refuse) the Lessee shall not:

- (a) remove or agree to or permit the removal from the Premises any fixtures, fittings or other improvements or any rock, stone, gravel, earth or minerals comprised therein;
- (b) cut or permit to be cut any trees on the Premises or remove or permit the removal of any timber from the Premises.

4.18 **Fire**

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the Premises and to comply with the *Bushfires Act 1965* and with all local laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

The Lessee is to maintain all fire firing equipment in good working order - located within the leased area and ensure that no smoke detectors or system items are not covered or inhibited but not the larger internal building system.

4.19 **Smoking**

All of Councils buildings are smoke free. To allow a person or person's to smoke within the leased area will result in the immediate default termination of the lease.

5. **LESSOR'S COVENANT – QUIET POSSESSION**

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. **MUTUAL AGREEMENTS**

IT IS MUTUALLY AGREED as follows:

6.1 **Default by Lessee**

If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for 14 days after notice has been served on the Lessee by the Lessor; or
- (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
- (c) any mortgagee of the Lessee's property enters into possession of the Premises; or
- (d) any execution or process is made against the property of the Lessee; or
- (e) the Lessee being a natural person shall commit an act of bankruptcy; or
- (f) the Lessee abandons or vacates the Premises;

then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the Premises and as a result of that the Term and the estate and interest of the Lessee in the Premises will immediately determine but without prejudice to any other of the rights and remedies of the

Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Destruction of Premises

- (a) Subject to clause 6.2(b), if the Premises or any part of the Premises shall be burned down, destroyed or damaged by fire so as to render the same unfit for the purpose permitted by this Lease then in such case (unless the insurance of the Premises shall have been forfeited or become null or void or the payment of any moneys payable under such insurance be refused or withheld through any act or default of the Lessee or its members, agents, servants, invitees or licensees) the Rent or a fair and just proportion of the Rent according to the nature and extent of the damage sustained shall cease to be payable until the Premises shall have been rebuilt and rendered fit for the purpose permitted by this Lease. In case of difference touching this paragraph such difference shall be referred to the award of a single arbitrator if the parties can agree upon one and otherwise to two arbitrators one to be appointed by the Lessor and the other by the Lessee and their umpire (to be appointed before proceeding with the arbitration) and in either case in accordance with the provisions of the *Commercial Arbitration Act 1985* or any modification or re-enactment thereof for the time being in force PROVIDED THAT in the event of such difference no part of the Rent shall be allowed by the Lessor to the Lessee as aforesaid but the Lessee shall continue to pay the Rent in full until the date of the award of such arbitrator at which time the Lessor shall refund to the Lessee free of interest any Rent which according to such award shall have been overpaid. In any such arbitration each party shall be entitled to be represented by a duly qualified legal practitioner and this clause shall be deemed to be the agreement in writing referred to in Section 20 of the *Commercial Arbitration Act 1985* in respect of such representation.
- (b) If the Premises or any substantial part thereof be burnt down, destroyed or damaged so as to be wholly unfit for occupation or use this Lease may at the option of the Lessor (such option to be declared in writing within 28 days after such destruction) be determined the Lessee in that event paying the rental hereby reserved up to such determination and all moneys paid or payable under any policy of insurance effected in respect of the Premises shall belong to the Lessor absolutely.

6.3 Entry by Lessor

If the Lessee shall fail to duly and punctually observe or perform any of the Lessee's Covenants the Lessor shall be entitled to carry out the observance or performance of such covenant, condition or agreement and for such purpose the Lessor or the Lessor's agents workmen or architects may if necessary enter the Premises or any part of the Premises and the cost and expense incurred in

such observance or performance together with interest thereon at the rate of 11% per annum shall be a debt due by the Lessee to the Lessor and shall be payable on demand and may be recovered by the Lessor in the same manner as if such debt were for rent due under this Lease in arrear by action in law and such cost expense and interest shall be a charge on the Term.

6.4 **Structural Alterations**

Notwithstanding anything contained in clauses 4.3 (Maintenance, Repairs and Painting), 4.4 (Cleaning), 4.8 (Compliance with Statutes and Licences) and 4.13 (Alterations and Improvements) of this Lease, the Lessee shall not be liable to effect any structural alterations of the Premises unless the same shall be necessitated or occasioned by reason of any act or default of the Lessee.

6.5 **Service of Notices**

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the Premises or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.6 **Headings**

That the headings appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of the clauses of this Lease nor in any way affect this Lease.

7. **ESSENTIAL TERMS**

The covenants by the Lessee contained in this Lease to pay Rent and rates, taxes and insurance in respect of the Premises at the time and in the manner therein respectively prescribed and to only use the Premises for the Permitted Use and Clauses contained in section 4 inclusive are essential terms of this Lease and any breach of any of those covenants shall be regarded by the Lessor and the Lessee as a fundamental breach by the Lessee of this Lease. Should the Lessor determine this Lease following such a breach then (without prejudicing or limiting any other right or remedy of the Lessor arising from such breach or otherwise under this Lease) the Lessor shall be entitled to recover from the Lessee and the Lessee covenants to pay to the Lessor as and by way of liquidated damages for such breach the Rent, rates, taxes and insurance which would have been payable by the Lessee for the unexpired residue of the Term after making allowance for the Rent, rates, taxes and insurance which the Lessor by taking reasonable steps to relet the Premises obtains or could reasonably be expected to obtain by reletting the Premises for such unexpired residue of the Term on reasonable terms as to rent and otherwise PROVIDED THAT:

- (a) any such reletting shall not be required to be on like terms as are expressed and implied in this Lease;
- (b) the Lessor's entitlement to recover damages as aforesaid shall not be prejudiced or limited if:
 - (i) the Lessee abandons or vacates the Premises;
 - (ii) the Lessor elects to re-enter the Premises or to determine this Lease;
 - (iii) the Lessor accepts the Lessee's repudiation of this Lease; or
 - (iv) the parties' conduct constitutes a surrender by operation of law;
- (c) the Lessor shall be entitled to institute proceedings to recover damages either before or after any of the events or matters referred to in subparagraph (b):
- (d) any conduct by the Lessor to mitigate damages shall not of itself constitute acceptance of the Lessee's breach or repudiation or a surrender by operation of law; and
- (e) nothing expressed or implied in this Lease shall be construed to mean that no other covenant in this Lease on the part of the Lessee to be observed or performed may be an essential term.

8. COSTS

The Lessee agrees to pay:

- (a) all the costs of and incidental to preparation , execution and stamping of this lease; and
- (b) all costs, charges and expenses (including solicitors' costs and architects fees) incurred by the Lessor for the purpose of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act, 1969, requiring the Lessee to remedy a breach of any provision of this lease notwithstanding forfeiture for the breach is avoided otherwise than by relief granted by the Court.

9. REPORT ACTS OF VANDALISM

The Lessee is to immediately report to the Lessor any acts of vandalism or incident which occurs on or adjacent to the Premises which is or is likely to involve a breach of the peace or become the subject of a report to the police.

10. ADDITIONAL TERMS

THE SCHEDULE

Item 1 The Lessee

ARtS Narrogin INC

Item 2 Land

Narrogin Regional Town Hall Office 2
(Located within 55 (Lot 51) Federal Street, Narrogin)

Item 3 Term

Period of three years with a three year option for extension subject to agreement by both parties.

Commencement Date

1st July 2013

Expiration Date

30th June 2016

Option Expiration Date

30th June 2019

Item 4 Rent

Rent \$2,500.00 per annum (\$48.08 per week)

The rental charged is to increase by Perth CPI at each 12 month anniversary.

Rent is paid in advance on a quarterly basis.

An additional charge may be imposed to the rent if item 8 applies.

Item 5 Permitted Use

Office administration, and the provision of the activities of ARtS Narrogin which may include resident artists and similar activities.

Other uses as agreed to in writing by the CEO of the Town of Narrogin.

Item 6 Insurance

The Lessee is to provide appropriate workers compensation and volunteers insurance for its operations and officers' actions.

The Lessee is responsible for its own contents insurance.

Item 7 Bond

The Lessee is to pay a bond for the premises of \$500.00.

Item 8 Utilities

Utilities will be charged on a (set rate allocation of \$250 per annum for the first year) where appropriate and possible the service is to be placed in the Lessee's name. This rate is to be reviewed after twelve months.

If the Lessee operates any plant or equipment that substantially increases power consumption then the Lessor will impose an additional charge per week charge which will be added to the rent (Item 4).

EXECUTED as a Deed.

THE COMMON SEAL of the TOWN)
OF NARROGIN was hereunto affixed)
In the presence of:





Mayor

Don Ennis

Name of Mayor



Chief Executive Officer

Aaron Cook

Name of Chief Executive Officer



ARTS Narrogin

Deborah Hughes Owen

Chairperson

**Lease Portion of Railway
Institute Building (Portion of
Lot 1679 on Deposited Plan
222890 (Portion of 105
Federal St, Narrogin)**

Shire of Narrogin

Arts Narrogin Incorporated

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

Table of Contents

| | |
|-----------------------------------------------------|-----------|
| Disclaimer | i |
| Details | 6 |
| Agreed terms | 6 |
| 1. Definitions | 6 |
| 2. Interpretation | 8 |
| 3. Minister for Lands Consent | 9 |
| 4. Grant of lease | 9 |
| 5. Quiet enjoyment | 9 |
| 6. Rent and other payments | 9 |
| Rent | 9 |
| Outgoings | 9 |
| Interest | 10 |
| Costs | 10 |
| Accrual of amounts payable | 11 |
| 7. Rent Review | 11 |
| 8. Insurance | 11 |
| Insurance required | 11 |
| Building Insurance to be effected by Lessor | 11 |
| Details and receipts | 12 |
| Lessee May be Required to Pay Excess on Insurances | 12 |
| Not to invalidate | 12 |
| Report | 12 |
| Settlement of claim | 12 |
| Lessor as attorney | 12 |
| 9. Indemnity | 13 |
| Lessee responsibilities | 13 |
| Indemnity | 13 |
| Obligations Continuing | 13 |
| No indemnity for Lessor's negligence | 14 |
| Release | 14 |
| 10. Limit of Lessor's liability | 14 |
| No liability for loss on Premises | 14 |
| Limit on liability for breach of Lessor's covenants | 14 |
| 11. Maintenance, repair and cleaning | 15 |
| Generally | 15 |
| Cleaning | 15 |
| Repair | 15 |
| Responsibility for Securing the Premises | 16 |
| Maintain surroundings | 16 |
| Lessor's Fixtures and Fittings | 16 |
| Pest control | 16 |
| Painting | 16 |
| Drains | 16 |

| | |
|------------------------------------------------------|-----------|
| 12. Use | 17 |
| Restrictions on use | 17 |
| No warranty | 18 |
| Lessee to Observe Copyright | 18 |
| Premises Subject to Restriction | 18 |
| Indemnity for Costs | 18 |
| 13. Alcohol | 19 |
| Consumption of alcohol | 19 |
| Liquor licence | 19 |
| 14. Minimise nuisance to neighbours | 19 |
| 15. Alterations | 20 |
| Restriction | 20 |
| Consent | 20 |
| Cost of Works | 20 |
| Conditions | 20 |
| 16. Lessor's right of entry | 21 |
| Entry on Reasonable Notice | 21 |
| Costs of Rectifying Breach | 21 |
| 17. Statutory obligations and notices | 21 |
| Comply with Statutes | 21 |
| Indemnity if Lessee Fails to Comply | 22 |
| 18. Report to Lessor | 22 |
| 19. Default | 22 |
| Events of Default | 22 |
| Forfeiture | 23 |
| Lessor may remedy breach | 23 |
| Acceptance of Amount Payable By Lessor | 23 |
| Essential Terms | 23 |
| Breach of Essential Terms | 23 |
| 20. Damage or destruction of Premises | 24 |
| Abatement of Rent | 24 |
| Total Damage or Destruction | 24 |
| 21. Option to renew | 25 |
| 22. Holding over | 25 |
| 23. Restore premises | 25 |
| 24. Yield up the premises | 25 |
| Peacefully surrender | 25 |
| 25. Removal of property from Premises | 25 |
| Remove property prior to termination | 25 |
| Lessor can remove property on re-entry | 26 |
| 26. Casual Hire of Premises | 26 |
| Casual Hire | 26 |
| Lessee remains responsible for Premises at all times | 26 |
| 27. Assignment, Subletting and Charging | 26 |
| No assignment or sub-letting without consent | 26 |
| Lessor's Consent to Assignment and Sub-letting | 26 |

| | |
|--------------------------------------------------------------------|-----------|
| Where sublessee is a community group | 27 |
| Consents of Assignee Supplementary <i>Property Law Act 1969</i> | 27 |
| Costs for assignment and sub-letting | 27 |
| No mortgage or charge | 27 |
| 28. Disputes | 27 |
| Referral of Dispute: Phase 1 | 27 |
| Referral of Dispute: Phase 2 | 28 |
| Appointment of Arbitrator: Phase 3 | 28 |
| Payment of Amounts Payable to Date of Award | 28 |
| 29. Prior notice of proposal to change rules | 28 |
| 30. Provision of information | 28 |
| 31. Right to terminate upon notice | 28 |
| 32. Caveat | 29 |
| No absolute caveat | 29 |
| CEO & Lessor as attorney | 29 |
| Ratification | 29 |
| Indemnity | 29 |
| 33. Goods and services tax | 29 |
| Definitions | 29 |
| Lessee to pay GST | 29 |
| Consideration in Kind | 30 |
| 34. No Fetter | 30 |
| 35. Additional Terms Covenants and Conditions | 30 |
| 36. Commercial Tenancy Act | 31 |
| 37. Acts by agents | 31 |
| 38. Governing law | 31 |
| 39. Statutory powers | 31 |
| 40. Notice | 31 |
| Form of delivery | 31 |
| Service of notice | 31 |
| Signing of notice | 31 |
| 41. Severance | 32 |
| 42. Variation | 32 |
| 43. Moratorium | 32 |
| 44. Further assurance | 32 |
| 45. Payment of money | 32 |
| 46. Waiver | 32 |
| No general waiver | 32 |
| Partial exercise of right power or privilege | 32 |
| Schedule | 33 |
| Signing page | 35 |

Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

Arts Narrogin Incorporated

of PO Box 1168
NARROGIN WA 6312
(Lessee)

Background

- A The Lessor is registered as the proprietor of the land.
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;

- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent

Clause not applicable.

4. Grant of lease

The Lessor, subject to clause 3 of this Lease, leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;

- (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

Costs

- (3) To pay to the Lessor on demand:
- (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;

- (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
- (d) any work done at the Lessee's request; and
- (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6** or any matter arising out of this Lease.

Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

Not applicable.

8. Insurance

Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

Details and receipts

In respect of the insurances required by **clause 8** the Lessee must:

- (f) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (g) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (h) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8**.

Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (i) render any insurance effected under **clause 8** on the Premises, or any adjoining premises, void or voidable; or
- (j) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (k) any damage to the Premises of which they are or might be aware; and
- (l) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8**.

Lessor as attorney

Deleted

9. Indemnity

Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

Indemnity

- (3) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (ii) any work carried out by or on behalf of the Lessee on the Premises;
- (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease;
or
- (vi) an act or omission of the Lessee.

Obligations Continuing

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by

the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9** will be reduced by the extent of such payment.

- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

Release

- (4) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area
- except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring unless caused by the lessor.

Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.

- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:

- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
- (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.

- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:

- (a) any electrical fittings and fixtures;
- (b) any plumbing;
- (c) any air-conditioning fittings and fixtures;
- (d) any gas fittings and fixtures,

in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

- (3) The Lessee must take such reasonable action as is necessary to:

- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
- (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish.

Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the

Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

Maintain surroundings

- (4) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (5) The Lessee agrees that any major pruning of trees must be undertaken by a qualified tree surgeon.
- (6) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (7) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (8) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

Pest control

With the exception of termite control, the Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

Painting

- (9) The Lessee must on or before each repainting date as stated in **Item 9** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally.
- (10) All painting carried out on the Premises must be carried out in a professional manner; and the contractor or other person engaged by the Lessee to paint the Premises must:
 - (a) do so in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

Drains

- (11) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the

Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.

- (12) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

12. Use

Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

Deleted.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

Consumption of alcohol

The Lessee COVENANTS AND AGREES:

- (a) not to use or allow the Premises to be used for the consumption or sale of alcohol without first obtaining the written consent of the Lessor, and the Lessor shall determine any such application in its absolute discretion; and
- (b) that it shall not make an application for a licence or permit under the Liquor Control Act 1988 for the Premises, or apply for an amendment to a licence or permit it has been granted, without first obtaining the written consent of the Lessor.

Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
 - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
 - (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) Deleted

15. Alterations

Restriction

- (1) The Lessee must not without prior written consent:
 - (a) (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
- (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) if the Lessor consents to any matter referred to in **clause 15**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (c) carry out those other works at the Lessee's expense; or

- (d) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

16. Lessor's right of entry

Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;

- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 17**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

Forfeiture

On the occurrence of any of the events of default specified in **clause 19** the Lessor may:

- (h) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (i) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (j) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

Lessor may remedy breach

If the Lessee:

- (k) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (l) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this **clause 19** does not mean or imply that there are no other essential terms in this Lease.

Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (m) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;

- (n) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (o) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;
- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall **consider**, at the lessors absolute discretion, granting to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

25. Removal of property from Premises

Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-

conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

Lessor’s Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;

- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27(c)**.

Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (e) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
 - (f) any consents required under this Lease or at law; and
 - (g) all other matters relating to the proposed assignment or sub-letting,
- whether or not the assignment or Sub-letting proceeds.

No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from

time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (a) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party.
- (b) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

CEO & Lessor as attorney

Deleted

Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

Definitions

- (1) The following definitions apply for the purpose of this clause:
 - (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
 - (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
 - (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
 - (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

Lessee to pay GST

- (2) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (3) The Lessee must pay any increase referred to at **clause 33(2)** whether it is the Lessee or any other person who takes the benefit of any Supply.

- (4) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33(3)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (5) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (6) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (7) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

- (8) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

Service of notice

A Notice to a Party is deemed to be given or made:

- (c) if by personal delivery, when delivered;
- (d) if by leaving the Notice at an address specified in **clause 40(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (e) if by post to an address specified in **clause 40(b)**, on the second business day following the date of posting of the Notice.

Signing of notice

A Notice to a Party may be signed:

- (f) if given by an individual, by the person giving the Notice;

- (g) if given by a corporation, by a director, secretary or manager of that corporation;
- (h) if given by a local government, by the CEO;
- (i) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (j) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Lot 1679 on Deposited Plan 222890 (Portion of 105 Federal St, Narrogin) Narrogin, and comprising portion of the Railway Institute Hall Buildings Complex, as depicted in GREEN outline on Annexure 1.

Premises

That part of the Land depicted on the plan in GREEN outline annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

Item 2 Term

Commencing on 1 October 2022 and expiring on 30 September 2027.

Item 3 Further Term

Five (5) years commencing on 1 October 2027 and expiring on 30 September 2032.

Item 4 Commencement Date

1 October 2022.

Item 5 Rent

\$1 plus GST payable annually in advance on demand.

Item 6 Rent Review

Not applicable

Item 7 Permitted purpose

Arts Administration, exhibitions, workshops and demonstrations.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

31 December 2027.

Item 10 Additional terms and covenants

- a) The Lessee is to pay outgoings including but not limited to all, water and sewerage rates, local authority rates and refuse charges, emergency service levies (ESL) and utilities on the property.
- b) Water utility charges will be paid in full by the Lessee, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastics Club Inc.), where the water utility charges will be divided equally amongst both lessees.
- c) Electricity charges will be paid in full by the Lessee, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastic Club Inc.) where the electricity charges will be divided by an agreed percentage based on deemed and usage.

With respect to clauses b) and c), the agreed percentage will be reviewed between the two lessees if there is a dispute, with the final determination at the discretion and decision of the lessor.

- d) Notwithstanding clause (a) above:
 - i. The Council will consider waiving the local government's rates (not refuse or ESL) each year, pursuant to section 6.47 of the Local Government Act 1995.
- e) The fixed building assets on the property being insured by the Lessor and the Lessee is required to reimburse the Lessor for that expense in full, except where there is a lessee of the adjoining leased area (currently occupied by the Narrogin Gymnastics Club Inc.), where the insurance will be discounted by 50%, based approximately on square metres of leased area of the entire Railway Institute Complex.
- f) For clarity, the Lessee is entitled to all income derived from the property, to be utilised by the Lessee in accord with its objects of Association and / or the upkeep or improvements to the premises.
- g) The Lessors Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.
- h) Pursuant to Clause 11.8; the Lessor requires that all painting carried out on the Premises be completed to a professional standard.
- i) Notwithstanding Clauses 12(8), (9), 13.1 and 13.2 and acknowledging that the Lessee may organise special events on the Premises from time to time the Lessor approves the Premises to be used for the occasional consumption and sale of alcohol without application to the Lessor, noting that sale of alcohol may require obtaining appropriate licence from other parties such as the Director of Liquor Licensing.
- j) Due to the nature of the activities undertaken by the Lessee for the Lessor in promoting arts and culture in the District, which is recognised by a separate annual consideration, not part of the lease, the Rent at Item, of \$1 per annum reflects a deemed discount to market rent of \$15,000, per annum.

Signing page

EXECUTED [add day and month] 2022

THE COMMON SEAL of **THE SHIRE OF NARROGIN** was hereunto affixed in the presence of:

President Leigh Ballard

Chief Executive Officer Dale Stewart

Signed by the Arts Narrogin Incorporated pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Name:

Address:

Office Held:

Office Holder Sign

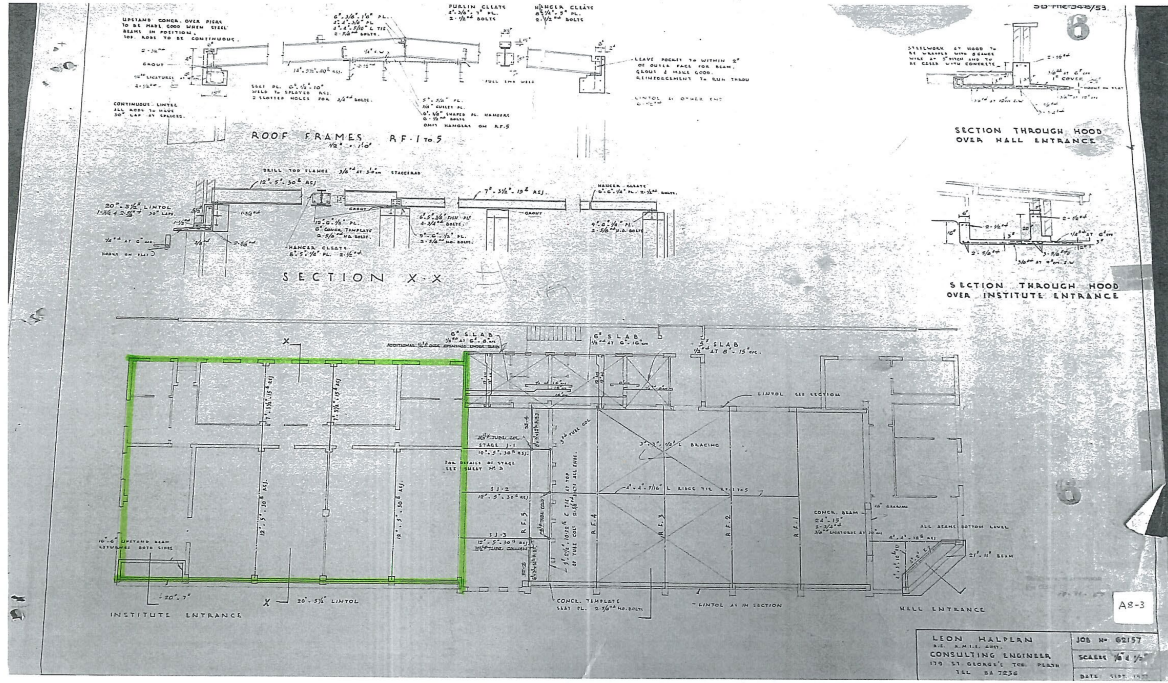
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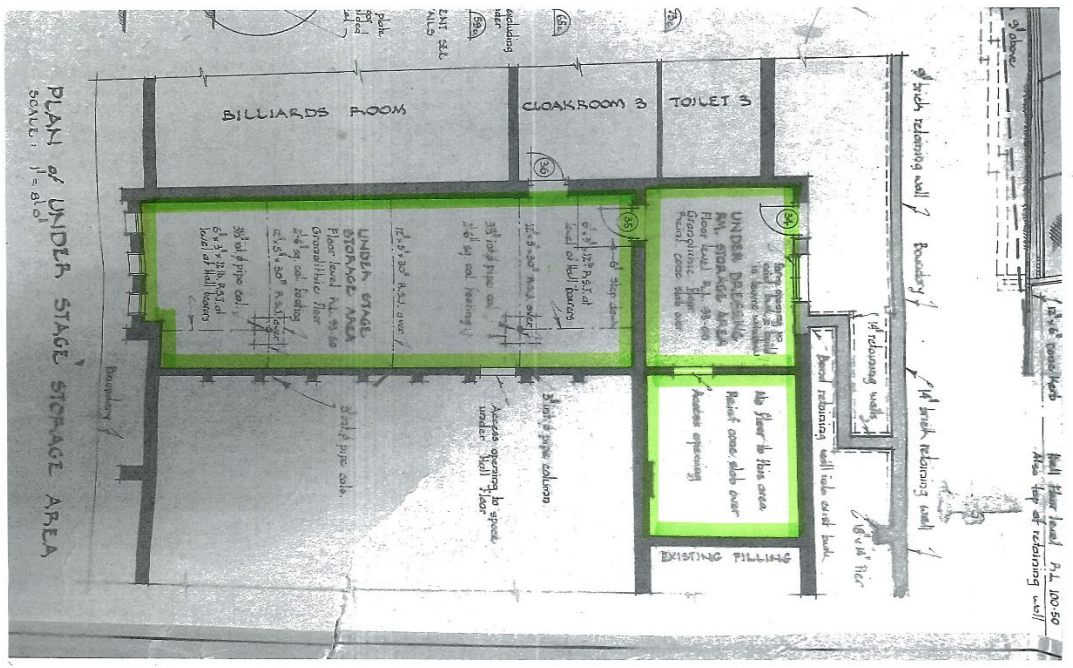
Office Held:

Annexure 1 – Sketch of Premises (Green Outline)

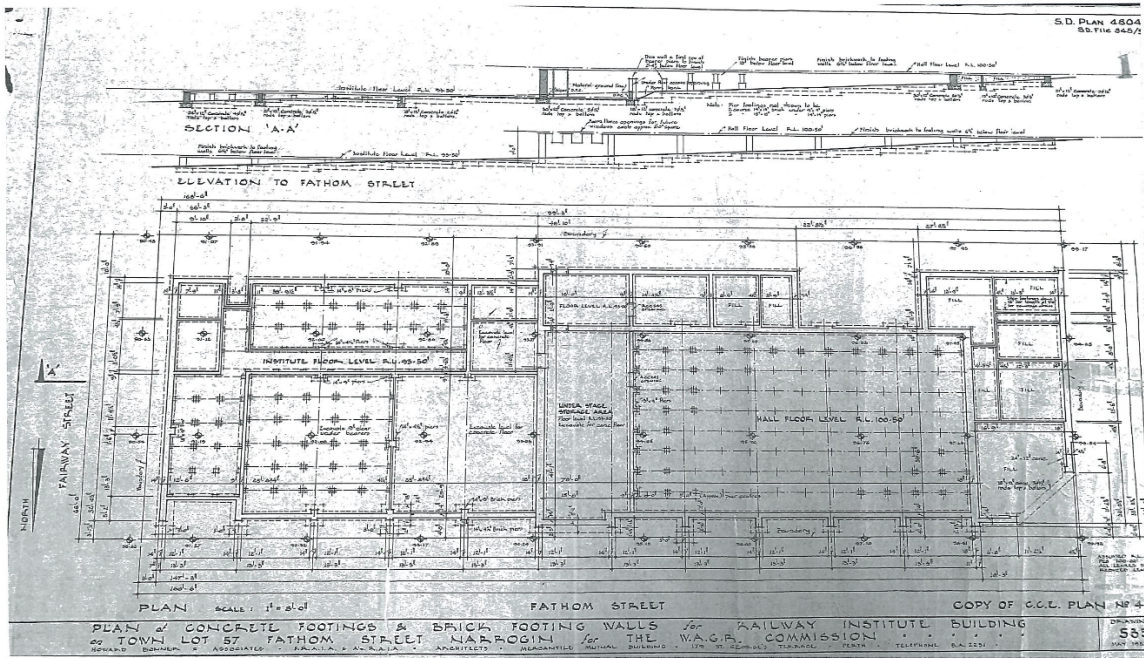
A.



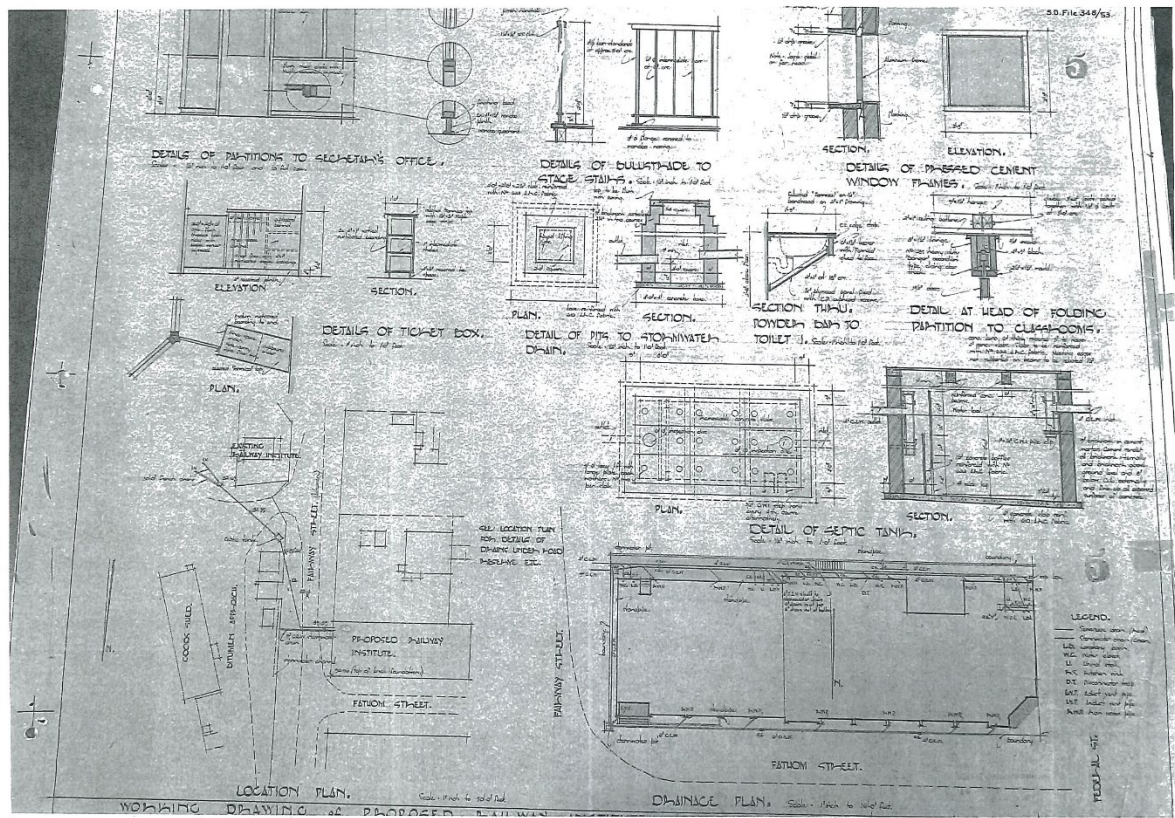
B.



C.



D.



Lot 52 (#82)

Lot 51 (#80)

LANE WAY



FORTUNE STREET

LOT 52 FEDERAL ST

LOT 51 FEDERAL ST



Shire of Narrogin



Shop 1 and 2 of 82 Federal Street, Narrogin WA 6312

Executive Summary

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

1.1 Instructions & property details

| | | |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Basis of valuation | Market Rental Value. | |
| Primary approach | Direct Comparison. | |
| Relevant dates | Valuation date: | 11 February 2021 |
| | Inspection date: | 11 February 2021 |
| Special instructions | None | |
| Site identified by | Physical inspection and reference to the site plan. | |
| Local authority | Shire of Narrogin. | |
| Planning comment | Valuation assumes existing use is permitted by the Shire of Narrogin. | |
| Lease permitted use | Shop 1 is currently vacant. Shop 2 is currently leased to Narrogin Arts as an exhibition space for art, culture and entertainment. (I have been informed this is an informal lease) | |
| Building areas | Shop 1 - 92 m ² Shop 2 - 103 m ² | |
| Brief description | Comprises a single level brick and iron commercial building located within the Central Business District of Narrogin. Each shop provides and open plan shop area. Shop 1 includes a small enclosed storage area at the rear with a hand basin. | |

1.2 Property being valued

| | |
|-----------------------|-----------------------------------------------------------------------------------|
| Submission date | 2 March 2021 |
| Address | 82 Federal Street, Narrogin |
| Title details | Lot 52 on Deposited Plan 222890. Certificate of Title Volume 448 Folio 198. |
| Registered proprietor | Town of Narrogin |
| Encumbrances | Memorial I780195. Heritage of Western Australia Act 1990. Lodged 4 February 2004. |

1.3 Valuation (Exclusive of GST and outgoings)

| | |
|------------------------------|--------------------|
| Shop 1 - Market Rental Value | \$10,120 per annum |
| Shop 2 - Market Rental Value | \$11,330 per annum |

Office
3
15 Annual
Elder?

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 9.05 pm and pursuant to resolution 1021.012 of 27 October 2021, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 26 October 2022, at this same venue.



Shire of
Narrogin
Love the life

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