Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

22 MARCH 2023

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

Signed: …… Date: 23 March 2023

These minutes were confirmed at the Ordinary Council Meeting held on 26 April 2023

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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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

Shire of Narrogin

Love the life

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

FCEO027

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

CONTENTS

ORDINARY COUNCIL MEETING
22 MARCH 2023

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
8 Members of Public

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

Name	Item No	Interest	Nature
Cr Fisher	10.3.3	Financial/Proximity	Owns a property which is subject to change in policy
Cr Wiese	10.4.1	Impartiality	Is a member of the Highbury District Community Council

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following responses were provided to Mr Clive Bartron in response to the questions taken on notice at the February Council Meeting:

1. *A risk assessment is now included in Council motions. Has a risk assessment been made and documented in regard to Council use of Glyphosate*?*

   Response: Glyphosate is an approved herbicide by APVMA. APVMA advise that before a chemical product can be sold or manufactured in Australia, it must first go through scientific assessment by the APVMA to check its safety and whether it works as expected and claimed by the manufacturer. These checks are designed to protect the health and safety of people, animals and the environment. If a product meets the legislative criteria for safety and efficacy, it is registered for use in Australia. APVMA advise that products containing glyphosate are safe to use in areas which will be later used by people and animals provided the label instructions are followed.

   Glyphosate, along with many other chemicals that are used by the Shire, have been risk assessed for usage and storage in accordance with governing legislation. The risk assessment for the use and storage of all chemicals that the Shire use are based on the chemicals label, Material Safety Data Sheet, amount used/stored and location of use. These records are maintained on the Shire's Hazardous and Dangerous Chemicals Risk Register with Glyphosate identified as low risk.

2. *Are measures in place to mitigate the identified risks?*

   Response: Yes

3. *What are those measures?*

   Response: Our employees are trained in herbicide use and utilise the herbicide in accordance with approved label instructions, utilise appropriate protective clothing and equipment and masks, place signage in certain areas (such as parks and reserves), and do not spray when wind levels are high. Material Safety Data Sheets (MSDS) are retained in a Register to inform users and users are trained in the approved Safe Work Method Statement (SWMS) in relation to its application and use.

5. PUBLIC QUESTION TIME

5.1 Mr Clive Bartron

Submitted the following questions prior to the March Ordinary Council Meeting:

1. Considering the recent work done on the "Cooramining Centre" (painting the whole of the back shed in Aboriginal flag colours). What is the current situation with this building/land?

   Chief Executive Officer Response: Council is unaware as to the current situation of building or land from an occupancy perspective; however, the Council has issued instructions to the Administration to commence proceedings to dispose of the property for rates that have been unpaid despite our best endeavors to recover them for a period greater than 3 years. An Auction date is imminent.

2. Has there been a reply to the CEO's letter to the minister regarding the Shire's objection to the mandated reduction of Shire Councillors from eight to six for this October's election?

   Yes

3. What is the latest with this issue?

   Chief Executive Officer Response: Verbally, the Ministers office has advised that his decision will be made in coming weeks with the passing of the legislation. His advice was that as the Council chose not to undertake a voluntary reduction of numbers that he would be seeking to do that for the Council now. Having said that, the Shire is about the write to the Minister again, conceding and seeking a slight reduction of numbers of Elected Members from 9 to 7 however, over two election cycles. Time will tell whether the Council will be successful with that request, or if it must occur this October with a complete spill of the Council.

4. Has the Shire made enquiries to HomesWest regarding the number of their properties around Narrogin in a state of damage/abandonment?

   Chief Executive Officer Response: The last formal enquiry was about a year ago. Since that time both the Regional Manager and local Area Manager have left the employ of the Department.

5. If not, would the Shire consider making such an approach as these properties, mainly on the east side of town, are an eyesore and potential embarrassment to our reputation as a desirable place to visit/live?

   Response: The Shire's Administration will write to the new Regional and local Area Managers to lobby for derelict properties to be refurbished to be made available as a matter of priority.

6. What is the current situation regarding the "Y" managing the Recreation Centre, with staffing in particular and opening hours?

   Chief Executive Officer Response: The Shire's Management has been appraised by the YMCA WA's management that there are severe staffing shortages at the NRLC in particular with respect to qualified lifeguards and duty officers, not just in Narrogin but with agency staff and in other Aquatic Facilities in WA. They are attempting to address that with the Shire's management and Y's management paying specific attention to solutions and strategies to mitigate this to minimise reduction in aquatic services and hours.

5.2 Mr Trevor Williams

Submitted the following questions prior to the March Ordinary Council Meeting:

1. Fortune St 2 crossover traffic points. One mirror broken for 2 years now. Second one a matter of months. When will they be repaired?

   Chief Executive Officer Response: The two converse traffic mirrors in Fortune Street have both been vandalised. This is not an uncommon event with these mirrors being replaced in the past. A works request has been raised to replace these mirrors.

2. Why are there 'no stopping' signs placed in Lock St. A fully residential street?

   Chief Executive Officer Response: Unsure if the enquiry refers to parking signs or MRWA Regulatory STOP signs. Upon inspection, there are nil "NO STOPPING" signs however there are several MRWA Regulatory STOP signs located at each intersection along Lock Street.

   Mr Williams further advised that the signage was on the empty block next to the units.

The Chief Executive Officer advised that the Executive Manager Technical and Rural Services would investigate further.

3. Has the council noticed a general lack of compliance as far as parking restrictions, Exit & Entrances ignored. Do you think maybe through your proliferation of controlling movement signs, the community may be resisting the changes to the way of Life?

   Chief Executive Officer Response: Rangers certainly do issue warnings or fines as appropriate where vehicles unlawfully block entrances and exits, however we have not noticed any increasing trend towards lack of compliance with parking restrictions generally.

   Mr Williams further advised that Rowley St had restricted parking with a 2hr parking time limit, and this was impacting on people who worked and volunteered in the surrounding areas.

4. Why are there no controls at the Coles car park, the most used and busiest of car parks in town.

   Chief Executive Officer Response: The Coles Car Park is managed by that entity and not the Shire. Should you have concerns about the operations of that car park, please address those to Coles Management locally.

5. I ask again – concerning the Williams Rd 'Information Bay'. With a now great looking caravan park why couldn't the immediately next door, 'Bay' been updated? If not your responsibility, chase up whose it is.

   Chief Executive Officer Response: The Visitor Information Bay had an extensive revamp in 2022 and 2021 with resurfacing, repainting of the structure and also a total refresh of the signage. It is acknowledged that the service club's signage is in need of refurbishment and through consultation with the Lions Club it is understand that the Lions Club will consult with other service groups to update the signage.

6. By the by – like the murals being painted the town.
   Chief Executive Officer Response: The Chief Executive Officer noted and thanked Mr Williams for the positive feedback.

5.3 Ms Raylene Storey

Relating to Kooraminning Aboriginal Corporation, dire concerns relating to your request and presentation of legal action against Kooraminning Aboriginal Corporation (Kooraminning), relating to 7 Hartoge Street Narrogin and being Lot 43 on Plan 302647 on Certificate of Title Volume 2022, Folio 635; as well as 2/2-4 Hansard St Narrogin and being Lots 401 & 402 on Plan 302647 on Certificate of Title Volume 1213, Folio 498.

I Raylene Storey, Director of the Kooraminning Aboriginal Corporation ask the following questions on behalf of the Board of Directors and Members. I ask that questions and responses are recorded fot (sic) the minutes and, table this paper at the conclusion of these questions for the minutes.

Question 1.

Can the Shire President confirm that he has received the letter dated 10 March 2023, a letter of objection to the sale of the above mentioned properties from the Kooraminning Aboriginal Corporation Chairperson Mr Laurence Riley?

The Chief Executive Officer advised that the letter was received on 10 March 2023 and was yet to be responded to.

Question 2.

What actions have that Shire President and the Shire Council taken to remedy concerns raised in the letter dated 10 March 2023 from Kooraminning Aboriginal Corporation as related to the above mentioned properties?

This question was Taken on Notice and Ms Storey was advised that she would receive a written response.

Question 3.

Does the Shire Council understand its role and responsibilities of implementing the Closing the Gap National Agreement, specifically Priority Reform One – Formal Partnership and Shared Decision Making, and Priority Reform Two – Building the Community-controlled Sector; and What does the Shire intend to do in relation to honouring the National Agreement considering Local Government is a signatory Party to the Agreement, as it relates directly to Kooraminning Aboriginal Corporation?

This question was Taken on Notice and Ms Storey was advised that she would receive a written response.

Question 4.

Hass immediate cessation of legal action for sale of the above mentioned properties occurred as a result of the letter from Kooraminning to the Shire dated 10 March 2023, if not, why not?

This question was Taken on Notice and Ms Storey was advised that she would receive a written response.

Question 5.

Is the Shire President, with support of the Shire Council inclined and committed to supporting the way forward through improvement, advancement and progression of Aboriginal Affairs in every Priority Reform area and every Socio-economic outcome of the National Agreement, if not, why not?

This question was Taken on Notice and Ms Storey was advised that she would receive a written response.

Question 6.

Is the Shire President and the Shire Council, prepared to apply a rates exemption for the properties of Kooraminning Aboriginal Corporation, in line with the Objectives of the Closing the Gap National Agreement, to better support the local Aboriginal community in Narrogin, and its surrounds, so not to disadvantage the Aboriginal people from losing economic base, if not, why not?

The Shire President advised that this would be a discussion for Council and no decision had been made at this stage.

The Shire President advised that he would respond in writing after reading the letter.

Ms Storey said that she was speaking on behalf of the Aboriginal People and stated that if was felt that the Shire is not supportive.

The Shire President and Chief Executive Officer advised that the building was still available to be used and that the Shire does not have keys to building.

Ms Storey also said that the Aboriginal Community felt that it was unfair that the Narrogin RevHeads was still being held on Noongar Reserve and that it would be best held at the Speedway Grounds.

5.4 Deborah Hughes-Owen

Question relating to 10.4.2 Visitor Centre Naming

Do all councillors feel well informed and adequately advised to make a decision on remaining the Dryandra Country Visitor Centre tonight at this meeting?

Such a decision will inevitably cost a considerable amount of money in rebranding and then marketing and what will, in effect, be an entirely new player on the WA tourism scene. It will also need to be relevant and appropriate for two or more decades and in a very different recreational environment.

Do you have a clear understanding of what motivates travellers to visit this town and region and, particularly, to stay beyond an hour or two?

I fully support the comments made by Cr Dawson Bradford and would mention that many of the volunteers, who have supported the visitor centre over the past 20 years, have in fact been residents of surrounding shires.

I urge you to undertake further investigations and consult with both tourism professionals and local stakeholders before making this momentous decision.

Response: The Shire President advised that this will be considered and a decision tonight by the Elected Members.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 26 April 2023.

COUNCIL RESOLUTION 220323.01

Moved: Cr Wiese Seconded: Cr Broad

That Cr Pomykala and Cr Early be granted a Leave of Absence for the Council Meeting which will be held on 26 April 2023.

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. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 220323.02

Moved: Cr Fisher Seconded: Cr McNab

That the minutes of the Ordinary Council Meeting held on 22 February 2023 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

10.2.1 LANDCARE PROJECT FUNDING APPLICATIONS

File Reference	15.1.2
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	13 March 2023
Author	Wendy Russell – Executive Support Officer
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments 1. Landcare Project Funding Application – Mr A Borthwick 2. Landcare Project Funding Application – Ms C Wright	

Summary

Applications were invited from residents within the Shire of Narrogin, to apply for Shire Landcare Project Funding for the purpose of purchasing native vegetation to rehabilitate degraded land within the Shire.

Two applications have been received by the Administration for Landcare Project Funding. The author is requesting the Council to consider the Community Chest Grants Reference Group's (Reference Group) recommendation that they be approved for funding.

Background

Funding is available for up to 50% of the total spend on native plants, up to a maximum of $5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications are assessed using the Assessment and Eligibility Criteria below:

What will be funded?

- Purchase costs of Australian native plants i.e., trees and shrubs where the Applicant demonstrates dollar for dollar purchasing of native plants up to $5,000.

What will not be funded?

- Deficit funding or retrospective funding, or funds paid in advance.
- Recurrent expenditure (i.e., salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Maintenance, repairs, installation of, or upgrades to machinery, equipment, fencing or other property infrastructure or assets.
- Maintenance, repairs or upgrades to buildings or property which are the property of the State Government.

Eligibility

- Organisations and individuals are eligible to apply for funding.
- No individual application shall receive in excess of $5,000 project funding.
- The project must demonstrate the benefit, improvement and outcomes that will be achieved for the land rehabilitation or regeneration.
- Projects are required to be completed and acquitted by 30 September of each year.
- Organisations or individuals who have failed to acquit previously received Landcare Project funding within the required timeframe may be ineligible to apply.
- Applications should be submitted using the Application Form, with copies of quotes attached.
- Applications should be addressed to the above and received by the closing date.

Assessment Criteria

- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash contribution to the proposed project.
- Funding will be available for the supply of native vegetation i.e., trees or shrubs to improve salt effected, eroded and other land areas in need of rehabilitation.
- Funding is not available for fencing, however projects demonstrating that the Applicant will be supplying and erecting fencing for new vegetation will be viewed favourably.
- Funding will only be available for land outside Narrogin and Highbury town sites, and within the Shire of Narrogin, with no minimum lot size.
- Copies of quotes for materials and services to deliver the project must be provided.
- Provision of a detailed cash project budget showing expenditure and income including project amount requested.
- Demonstrate the extent of and the contribution in cash or in-kind by the Applicant.
- Projects that commit to matching dollar for dollar support will be viewed favourably.
- Applications that can demonstrate that materials will be purchased using local businesses will be viewed favourably.
- Compliance with all acquittal requirements for any previous Shire funding received.

Consultation

Consultation has also occurred with the following:

- Community Chest Grants Reference Group;
- Executive Manager Technical and Rural Services;
- Manager Community Leisure and Culture; and
- The applicants Mr A Borthwick and Ms C Wright.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

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

Financial Implications

There remains in the 2022/23 Budget an amount of $5,000 for Environmental Landcare Community Projects. If Council approves the applications, totalling $4,125, then there would be a balance of $875 in the 2022/2023 Landcare Project Funding grants. Any expenditure approved will be subsequently reimbursed from the Shire's Landcare Reserve Fund, at the end of the financial year, which has a current balance of $89,218.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with Landcare Grant Funding Guidelines	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Risk

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 four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Administration received the following applications for Landcare Project Funding:

Mr A Borthwick – 1733 Yilliminning Rd, Bourdain, WA 6312.

Mr Borthwick has requested Landcare Project funding for the amount of $1,625, which is 50% of the total costs of $3,250 for the purchase of native plants.

This is a continuation of the Applicant's project of tree and shrub planting on low lying and salt affected land. The aim is to restore as much land as possible to prevent further degradation.

The project will stop further salt encroachment and bare areas becoming larger. The plants tolerate saline water, therefore aerating the soil, reduce the water table and allow other plant species and animal life to perpetuate.

The total project cost is estimated at $4,450, with the Applicant contributing $1,625 in cash and $1,200 in-kind.

Supporting documentation is provided by the Applicant in Attachment 1.

Ms C Wright – 646 Birdwhistle Road Yilimminning, WA 6312.

Ms Wright had requested Landcare Project funding for the amount of $5,000, which was the total cost for native plants for her project, this has been amended to $2,500 which is 50% of the total cost of native plants.

The applicant's property was badly affected by the bushfire in 2022 and she is intending to plant salt tolerant plants to begin the rehabilitation of the area. It is anticipated that the new trees will help heal the landscape and improve biodiversity and conservation for native flora and fauna.

The total project cost is estimated at $10,000, with the Applicant contributing $7,500 in cash and in-kind.

Supporting documentation is provided by the Applicant in Attachment 2.

Voting Requirements

Simple Majority

OFFICERS' AND REFERENCE GROUP RECOMMENDATION AND COUNCIL RESOLUTION 220323.03

Moved: Cr Fisher Seconded: Cr Pomykala

That with respect to the Landcare Project Fund applications for Mr A Borthwick and Ms C Wright the Community Chest Reference Group recommend that Council approve the following two applications, subject to complying with the listed conditions:

1. Mr Borthwick – being 50% of the cost of purchase of native vegetation to a maximum of $1,625;
2. Ms Wright – being 50% of the cost of purchase of native vegetation to a maximum of $2,500;

Conditions:

a) The Applicants are to acquit the grant by 30 September 2023 and present copies of paid invoices and receipts related to the purchase of native vegetation and submit to the Administration together with photographs of the completed project.

b) Upon satisfying condition (a) the Shire will reimburse to the applicant the amount of the approved granted funds subject to being provided with a compliant tax invoice.

CARRIED 9/0

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

Against: Nil

ATTACHMENT 1

11.6.4/IFM232 9869

LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)

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

The Shire of Narrogin provides funding assistance through the Landcare Project Fund, to rural applicants within the Shire of Narrogin, for the purchase of native plants to be planted on their property. Funding is available for up to 50 % of the total spend on native plants, up to a maximum of $5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications should be submitted to the Shire by the closing date. Grants must be acquitted by 30 September each year. Click on the link for copy of the Acquittal Form.

1. APPLICANT DETAILS

Name of Applicant

ANDREW BORTHWICK

Property Address

[redacted]

Phone

[redacted]

Mobile

[redacted]

Email

[redacted]

Do you have an ABN?

(Yes) No

ABN

14 415 967 455

Are you registered for GST?

(Yes) No

Shire of Narrogin
RECEIVED
23 FEB 2023

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

(Yes) No

If yes, please tell us what year, a brief description of the project and the amount of Landcare Project funds received.

FUNDING FROM SHIRE OF NARROGIN - LANDCARE PROJECT FUND (2020)

3. PROJECT DETAILS

Please provide the dollar amount being requested. (max $5,000)

$1625.00

On what lot(s) or location(s) numbers are the trees being planted? (please specify Lot/Location/Street number)

ON LOCATIONS - WILLIAMS 4830/4899

Are you the owner of the property?

(Yes) No

If No, who is the owner?

Do you have the owner's permission to undertake this project?

(Yes) No

Please provide a brief description of your project for which you are applying for funds. (maximum of 100 words)

THIS IS a CONTINUATION of PLANTING TREES & SHRUBS ON LOW LYING, WATER & SALT AFFECTED LAND SO AS TO RESTORE IT BACK TO ITS ORIGINAL VEGETIVE STATE AS POSSIBLE

How will your project benefit the land and environment?

TO STOP FURTHER SALT ENCROACHMENT AND BARE AREAS GETTING BIGGER. THESE TREES & SHRUBS TOLLERATE SALINE CONDITIONS, THEREFOR IN TIME AIRATE THE SOIL, REDUCE THE WATER TABLE AND THEN ALLOW OTHER PLANT SPECIES AND ANIMALS TO LIVE & PERPETUATE.

Estimated project start date.

MAY 2023

Estimated project completion date.

OCTOBER 2023.

4. PROJECT BUDGET

Please use the sample budget below as a guide to calculate income and expenditure in the Detailed Project Budget on Page 4. Applicant/in-kind labour is to be calculated at $25 per hour.

Example Budget

INCOME		*EXPENDITURE* *(please attach copies of receipts for cash expenditure)*	
Amount of approved Landcare Project Funds (up to 50% of total spend on native plants)	$3,500	*Materials: Purchase of Australian Native vegetation (ie trees and shrubs)*	$7,000
Applicant's cash contribution	$4,000	*Applicants in-kind expenditure* *labour 300 hours @ $25 p/h = $7,500* *fencing 50m @ $10 p/m = $500*	$8,000
Applicants in-kind contribution *(please list items .i.e .labour/ materials/equipment/machinery/wages)*	$7,500		
Other income		*Other expenditure*	$
*Total *Income*	$15,000	*Total *Expenditure*	$15,000

**Income and *Expenditure amounts must be equal*

Detailed Project Budget

INCOME		**EXPENDITURE** (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	$ 1625	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	$ 3250
Applicant's cash contribution	$ 1625	Applicants in-kind expenditure (please list items)	$ 1500
Applicants in-kind contribution (please list items)	$ 1500		
Other income	$	Other expenditure	$
Total *Income	$ 4750	**Total *Expenditure**	$ 4750

**Total Income and Expenditure should be equal*

Declaration by applicant

I declare that I am authorised to submit this application and that the information presented is correct to the best of my knowledge.

Print Name

ANDREW BORTHWICK

Signature

Date

21 · 2 · 2023

LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)

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

The Shire of Narrogin provides funding assistance through the Landcare Project Fund, to rural applicants within the Shire of Narrogin, for the purchase of native plants to be planted on their property. Funding is available for up to 50 % of the total spend on native plants, up to a maximum of $5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications should be submitted to the Shire by the closing date. Grants must be acquitted by 30 September each year. Click on the link for copy of the Acquittal Form.

1. APPLICANT DETAILS

Name of Applicant

COURTNEY WRIGHT

Property Address

[redacted]

6312 , WA

Phone

[redacted]

Mobile

[redacted]

Email

[redacted]

Do you have an ABN?

Yes | (No) not for this project

ABN

Are you registered for GST?

Yes | (No)

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

Yes	No

If yes, please tell us what year, a brief description of the project and the amount of Landcare Project funds received.

3. PROJECT DETAILS

Please provide the dollar amount being requested. (max $5,000)

$5,000

On what lot(s) or location(s) numbers are the trees being planted? (please specify Lot/Location/Street number)

646 BIRDWHISTLE RD YILLIMINNING 6312, WA

Are you the owner of the property?

Yes	No

If No, who is the owner?

Do you have the owner's permission to undertake this project?

Yes	No

Please provide a brief description of your project for which you are applying for funds. (maximum of 100 words)

Applying fo purchase of Native plants Subject to availability from Nursery in WA that produces salt tolerant plants that will provide habitat for fauna & flora to thrive given that my community was completely devastated by fires on the 6th of feb 2022 and 400+ year old trees were killed on mass. Challenge for me would be availability of Plants to purchase as many Nurseries are Sold out this year.

How will your project benefit the land and environment? Current ecosystem damaged severely by fires, invasion of weeds never seen before seen in this ecosystem. loss of life, loss of food resources, loss of habitat. By planting new trees which will provide biodiversity & improve the soils will help heal the landscape & provide biodiversity & conservation for native flora & fauna

Estimated project start date.

Date of ground work May 2023 - subject to nursery stock availability as many WA Nurseries are already sold out this year.

Estimated project completion date.

September 2023 subject to date of planting native trees.

4. PROJECT BUDGET

Please use the sample budget below as a guide to calculate income and expenditure in the Detailed Project Budget on Page 4. Applicant/in-kind labour is to be calculated at $25 per hour.

Example Budget

INCOME		*EXPENDITURE* (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds (up to 50% of total spend on native plants)	$3,500	*Materials: Purchase of Australian Native vegetation (ie trees and shrubs)*	$7,000
Applicant's cash contribution	$4,000	*Applicants in-kind expenditure* *labour 300 hours @ $25 p/h = $7,500* *fencing 50m @ $10 p/m = $500*	$8,000
Applicants in-kind contribution *(please list items .i.e .labour/ materials/equipment/machinery/wages)*	$7,500		
Other income		*Other expenditure*	$
*Total *Income*	$15,000	*Total *Expenditure*	$15,000

**Income and *Expenditure amounts must be equal*

Detailed Project Budget

INCOME		**EXPENDITURE** (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	$ 5,000	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	$ 5,000
Applicant's cash contribution	$	Applicants in-kind expenditure (please list items)	soil preparation planting plants water fertiser $ 5,000
Applicants in-kind contribution (please list items) $5,000	Soil preparation $ Planting plants water fertiliser		
Other income	$	Other expenditure	$
Total *Income	**$** 10,000	**Total *Expenditure**	**$** 10,000

**Total Income and Expenditure should be equal*

Declaration by applicant

I declare that I am authorised to submit this application and that the information presented is correct to the best of my knowledge.

Print Name

COURTNEY WRIGHT

Signature

CWright

Date

9/3/2023

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10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – FEBRUARY 2023

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	9 March 2023
Author	Amy Lazenby – Finance Support Officer
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments 1. Schedule of Accounts Paid – February 2023	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for February 2023.

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 to the next Ordinary Meeting of Council.

Consultation

Consultation has been undertaken with the Manager Corporate Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clause 13 relates.

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

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, clause 13, 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 of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Schedule of Accounts Paid – February 2023 is presented to Council for notation. Below is a summary of activity.

February 2023 Payments		
Payment Type	$	%
Cheque	587.35	0.06
EFT (incl Payroll)	903,328.36	92.08
Direct Debit	75,676.74	7.71
Credit Card	1,380.91	0.15
Trust	0.00	0.00
Total Payments	980,973.36	100.00

Local Spending	$	%
Local Suppliers	55,446.54	5.65
Payroll	289,803.67	29.54
Total	345,250.21	35.19

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 220323.04

Moved: Cr Fisher Seconded: Cr Alexander

That with respect to the Schedule of Accounts Paid for February 2023, 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

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	720	15/02/2023	Shire Of Narrogin - Petty Cash-admin			587.35		
2	INV NHC - FEB23	07/02/2023	Shire Of Narrogin - Petty Cash-admin	NHC PETTY CASH RECOUP - February 2023	587.35			
				Cheque Total $	587.35			

EFT Payments

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
3	EFT20252	03/02/2023	Synergy			1,191.41		
4	INV 2017746245	20/01/2023	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 14/12/2022 - 17/01/2023	1,191.41			
5	EFT20253	03/02/2023	Great Southern Fuels			374.51	L	
6	INV 19012561	20/01/2023	Great Southern Fuels	NO2 2009 NISSAN UD TIP TRUCK - 4L Brake Fluid	70.88			
7	INV 19012563	23/01/2023	Great Southern Fuels	VARIOUS VEHICLES - 20 Lts Vecto 15W-40 Multi Engine Oil	303.63			
8	EFT20254	03/02/2023	Water Corporation			1,774.05		
9	INV 9007708352	02/12/2022	Water Corporation	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Usage 06/10/2022 - 30/11/2022	36.20			
10	INV 9007725558	09/12/2022	Water Corporation	GNAROJIN PARK MAINTENANCE/OPERATIONS - Water Usage 11/10/2022 - 08/12/2022	1,411.71			
11	INV 907731288	13/12/2022	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Usage 12/10/2022 - 09/12/2022	71.11			
12	INV 9022879352	13/12/2022	Water Corporation	CEO STAFF HOUSING - Water Usage 11/10/2022 - 08/12/2022	255.03			
13	EFT20255	03/02/2023	Hancocks Home Hardware			581.45	L	PF
14	INV 426021	18/01/2023	Hancocks Home Hardware	CHSP - SOCIAL SUPPORT GROUP - Clothes Line	419.00			
15	INV 425991	18/01/2023	Hancocks Home Hardware	CHCP -CLIENT PURCHASES - Key Safe & Cut Key	37.70			
16	INV 427035	28/01/2023	Hancocks Home Hardware	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Wetting Agent	124.75			
17	EFT20256	03/02/2023	Landgate			88.70		
18	INV 381230	25/01/2023	Landgate	RATES - VALUATION EXPENSES - Rural UV Interim Valuation	88.70			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
19	EFT20257	03/02/2023	Narrogin Meals On Wheels			627.00	L	F
20	INV OCT-22	10/11/2022	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - November 2022	627.00			
21	EFT20258	03/02/2023	Narrogin Bearing Service			27.81	L	
22	INV IN204190	31/01/2023	Narrogin Bearing Service	SMALL PLANT - 2 x Belts For Vertimower	27.81			
23	EFT20259	03/02/2023	Allans Bobcat And Truck Hire			660.00	L	
24	INV 00001619	19/12/2022	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - 2x Grave Dig	660.00			
25	EFT20260	03/02/2023	RJ Smith Engineering			4,346.50	L	
26	INV 9222	23/01/2023	RJ Smith Engineering	NO2 2009 NISSAN UD TIP TRUCK - Repairs Cracks to Body Repair Ram Hoist, Ball & Socket Pivot	4,306.50			
27	INV 9294	27/01/2023	RJ Smith Engineering	TOUR- VISITORS CENTRE/ RAILWAY MAINTENANCE - Sheet Metal	40.00			
28	EFT20261	03/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota			467.97	L	
29	INV PI23055707	27/01/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	1NO 2022 TOYOTA HILUX - Supply Service Filters	182.16			
30	INV JC24036867	27/01/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN2 TOYOTA COROLLA HATCH 2.0L - 15,000Km Service	285.81			
31	EFT20262	03/02/2023	Bucher Municipal Pty Ltd - McDonald Johnston			1,196.14		
32	INV 1054023	16/01/2023	Bucher Municipal Pty Ltd - McDonald Johnston	1HRW068 HINO ROAD SWEEPER 2021- Parts For Service & Tech to Attend	1,196.14			
33	EFT20263	03/02/2023	Country Paint Supplies			202.23	L	
34	INV 4801009160	19/01/2023	Country Paint Supplies	GRACE MENZIES PARK - MAINTENANCE/OPERATIONS - Paint For Bridge	54.85			
35	INV 4801009185	20/01/2023	Country Paint Supplies	HARRIS ST PUBLIC TOILETS (MUSEUM) - Paint For Toilet Doors	50.90			
36	INV 4801009246	23/01/2023	Country Paint Supplies	RRG NOMANS LAKE SIDING RD (REHAB) - 12x Can White Road Marking Paint	96.48			
37	EFT20264	03/02/2023	Toll Transport Pty Ltd			48.31		
38	INV 0567-T740710	08/01/2023	Toll Transport Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Freight Charges	16.31			
39	INV 0568-T740710	22/01/2023	Toll Transport Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Freight Charges	32.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
40	EFT20265	03/02/2023	Narrogin Amcal Chemist			12.85	L	F
41	INV 412833	31/12/2022	Narrogin Amcal Chemist	CHCP CUSTOMER SERVICES OTHER EXPENSES - Nursing Supplies	12.85			
42	EFT20266	03/02/2023	Melchiorre Plumbing & Gas			765.60	L	
43	INV 2021	15/12/2022	Melchiorre Plumbing & Gas	JOHN HIGGINS COMMUNITY COMPLEX BUILDING MAINTENANCE - Cut & Replace Copper Pipe	765.60			
44	EFT20267	03/02/2023	Narrogin Pumps Solar And Spraying			11.22	L	
45	INV 00047293	17/01/2023	Narrogin Pumps Solar And Spraying	DRAINAGE MAINTENANCE GENERAL - Blue Line Joiner	11.22			
46	EFT20268	03/02/2023	AMPAC Debt Recovery Pty Ltd			91.14		R
47	INV 90067	31/10/2022	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Collection October 2022	55.00			
48	INV 90766	30/11/2022	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Collection November 2022	36.14			
49	EFT20269	03/02/2023	Rylan Pty Ltd			12,889.80		F
50	INV 2429	14/11/2022	Rylan Pty Ltd	KERB MAINTENANCE - Supply & Install New Kerbing to Various Streets	12,889.80			
51	EFT20270	03/02/2023	Jamcra Pty Ltd T/a Howlett's Tree Service			14,020.60		
52	INV 00004477	23/01/2023	Jamcra Pty Ltd T/a Howlett's Tree Service	STREET TREE MAINTENANCE - Flat Top Prune 67x Street Trees	14,020.60			
53	EFT20271	03/02/2023	Truck Centre (WA) Pty Ltd			378.74		
54	INV 1713969	27/01/2023	Truck Centre (WA) Pty Ltd	NO2 2009 NISSAN UD TIP TRUCK - Service Filter Kit	378.74			
55	EFT20272	03/02/2023	Corsign (WA) Pty Ltd			693.00		
56	INV 00071269	21/01/2023	Corsign (WA) Pty Ltd	FOOTPATH MAINTENANCE - 6x 1200mm Grabrail	693.00			
57	EFT20273	03/02/2023	Narrogin Tyrepower			5,676.00	L	
58	INV 103435	05/01/2023	Narrogin Tyrepower	NO209 ISUZU FTS139/260 FIRE UNIT - Puncture Repair	88.00			
59	INV 103646	23/01/2023	Narrogin Tyrepower	NO4719 2019 JOHN DEERE 620G GRADER - Supply & Fit 4 Grader Tyres	5,588.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
60	EFT20274	03/02/2023	Narrogin Auto Centre			295.77	L	
61	INV 318322	05/01/2023	Narrogin Auto Centre	NO0 2017 MITSUBISHI TRITON - Filters For Service	295.77			
62	EFT20275	03/02/2023	Elgas			3,602.27		
63	INV 0361053356	18/01/2023	Elgas	NRLC UTILITY - GAS - 2624.0L Gas Supplied	3,470.03			
64	INV 0361052553	25/01/2023	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 100.0L	132.24			
65	EFT20276	03/02/2023	Earl Street Physiotherapy			80.00	L	F
66	INV 0034965	17/01/2023	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation For Client	80.00			
67	EFT20277	03/02/2023	Narrogin & Districts Plumbing Service			755.00	L	
68	INV INV-1224	11/01/2023	Narrogin & Districts Plumbing Service	CROQUET CLUBROOMS BUILDING MAINTENANCE - Fix Water Leak at Narrogin Bowling Club	385.00			
69	INV INV-1235	19/01/2023	Narrogin & Districts Plumbing Service	ADMIN OFFICE BUILDING MAINTENANCE - Unblock Sewer Line & Fix Female Toilet	370.00			
70	EFT20278	03/02/2023	Narrogin Podiatry			71.50	L	F
71	INV 0002491	17/01/2023	Narrogin Podiatry	CHCP -CLIENT PURCHASES - Podiatry Standard Consultation	71.50			
72	EFT20279	03/02/2023	Integrated ICT			9,851.49		
73	INV 25439	20/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Office 365 licenses	1,634.49			
74	INV 25469	25/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Monthly Preventive Maintenance	627.00			
75	INV 2549	25/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - 60 Hours Prepaid Support	7,590.00			
76	EFT20280	03/02/2023	Lite n' Easy Pty Ltd			201.01		F
77	INV 6727987	17/01/2023	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite N Easy	201.01			
78	EFT20281	03/02/2023	Highbury General Store			36.00	L	
79	INV 1000/28746	09/01/2023	Highbury General Store	FIRE PREVENTION/BURNING/CONTROL - Water For Firefighters	36.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
80	EFT20282	03/02/2023	Narrogin Freightlines			399.07	L	
81	INV INV-11358	25/01/2023	Narrogin Freightlines	OTHCUL - AUSTRALIA DAY - 2x Display Fridges Freight Charge	399.07			
82	EFT20283	03/02/2023	Narrogin Gas Services			137.50	L	
83	INV 546	20/01/2023	Narrogin Gas Services	HARRIS ST PUBLIC TOILETS (MUSEUM) MAINTENANCE - Remove Graffiti & Paint Toilet Doors	137.50			
84	EFT20284	03/02/2023	Patricia Coakley			75.00		
85	INV CATS REFUND	18/01/2023	Patricia Coakley	AGEDOTHER - CATS FEES & CHARGES - Refund of Cancelled CATS	75.00			
86	EFT20285	03/02/2023	Agnes Opoku			177.88		
87	INV A116900	31/01/2023	Agnes Opoku	RATES REFUND - A116900 132 CLAYTON ROAD NARROGIN WA 6312	177.88			
88	EFT20286	10/02/2023	Best Office Systems			288.00	L	
89	INV 612505	31/01/2023	Best Office Systems	LIB GENERAL OFFICE EXPENSES - New Brother HL-L2350DW Mono Laser Printer	288.00			
90	EFT20287	10/02/2023	Synergy			12,603.99		
91	INV 2053732312	01/02/2023	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Supply 25/12/2023 - 24/01/2023	12,603.99			
92	EFT20288	10/02/2023	Narrogin Packaging			3,463.50	L	PF
93	INV 00078333	12/01/2023	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Interleave Towel & Bin Liner For Toilets	143.80			
94	INV 0078332	13/01/2023	Narrogin Packaging	VARIOUS BUILDINGS - Various Items For Toilets	308.40			
95	INV 000789346	18/01/2023	Narrogin Packaging	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Jessie House Kitchen Supplies	40.70			
96	INV 00078390	24/01/2023	Narrogin Packaging	NARROGIN SKATE PARK - Sprinkler Body	6.00			
97	INV 00078397	25/01/2023	Narrogin Packaging	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Sprinkler, F&F Socket & All Thread	2,294.10			
98	INV 00078431	28/01/2023	Narrogin Packaging	VARIOUS BUILDINGS - Various Items For Toilets	440.50			
99	INV 00078476	31/01/2023	Narrogin Packaging	CEMETERY MAINTENANCE/OPERATIONS - MP Rotor Nozzle	230.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
100	EFT20289	10/02/2023	Great Southern Fuels			6,731.01	L	
101	INV JANUARY 23	31/01/2023	Great Southern Fuels	VARIOUS VEHICLES - Fuel Card Charges January 2023	6,731.01			
102	EFT20290	10/02/2023	Parry's Narrogin			195.50	L	
103	INV 75213	11/01/2023	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Pants	68.00			
104	INV 75595	24/01/2023	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Pants	127.50			
105	EFT20291	10/02/2023	Susan Farrell			50.00	L	
106	INV 002	31/12/2022	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing December 2022	50.00			
107	EFT20292	10/02/2023	Geoff Perkins Farm Machinery Centre			20.48	L	
108	INV 108081	31/01/2023	Geoff Perkins Farm Machinery Centre	NO4883 NEW HOLLAND T5060 TRACTOR - Supply Inline Fuel Filter	20.48			
109	EFT20293	10/02/2023	Narrogin Newsagency			64.94	L	
110	INV 304257-713	01/02/2023	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Newspaper Delivery January 2023	5.10			
111	INV 304280-1355	01/02/2023	Narrogin Newsagency	LIB - PRINTING & STATIONERY - Newspaper Delivery January 2023	59.84			
112	EFT20294	10/02/2023	Country Paint Supplies			13.05	L	
113	INV 480100937	30/01/2023	Country Paint Supplies	VERGE MAINTENANCE - Paint To Remove Graffiti	13.05			
114	EFT20295	10/02/2023	Narrogin Amcal Chemist			698.15	L	
115	INV 416614	31/01/2023	Narrogin Amcal Chemist	OTHCUL - AUSTRALIA DAY - Assorted PPE	698.15			
116	EFT20296	10/02/2023	Susan Guy			35.90	L	
117	INV REQUISITION	10/01/2023	Susan Guy	NGN0 MG HS EXCITE WAGON (MLC) - Fuel For Prviate Vehicle Use	35.90			
118	EFT20297	10/02/2023	Marketforce Pty Ltd			520.22		
119	INV 46607	25/01/2023	Marketforce Pty Ltd	ADMIN - ADVERTISING - RFT Library Extension Advertisement in The West Australian	520.22			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
120	EFT20298	10/02/2023	Belvedere Nursery			62.00	L	
121	INV I0000002088	25/01/2023	Belvedere Nursery	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 4 X Kangaroo Paws - Australia Day Citizenship	62.00			
122	EFT20299	10/02/2023	Bird Box Creative			110.00		
123	INV SON0032	19/01/2023	Bird Box Creative	OTHCUL - AUSTRALIA DAY - Event Flyers	110.00			
124	EFT20300	10/02/2023	Narrogin Croquet Club Inc.			320.00	L	
125	INV JAN 23	18/01/2023	Narrogin Croquet Club Inc.	ADMIN - TRAINING & DEVELOPMENT - Corporate Croquet Challenge 2023	320.00			
126	EFT20301	10/02/2023	Steelo's Guns & Outdoors			48.00	L	F
127	INV 86272	01/02/2023	Steelo's Guns & Outdoors	AIRPORT- SEAL GRAVEL RUNWAY (100% RAPS FUNDED) - Supply of Heavy Duty Galvanised Steel Tent Pegs	48.00			
128	EFT20302	10/02/2023	YMCA WA			545.00		PR
129	INV SIA011666	20/01/2023	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Membership	295.00			
130	INV SI-A011664	01/02/2023	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Membership	250.00			
131	EFT20303	10/02/2023	Dan Turner			4,400.00	L	IP
132	INV 1618	01/02/2023	Dan Turner	ANZAC WAR MEMORIAL REPAIR & RESTORATION - Supervision of Structural Repair to Concrete Work	4,400.00			
133	EFT20304	10/02/2023	Easifleet			2,369.59		
134	INV REQUISITION	07/02/2023	Easifleet	NOVATED LEASES - Employee Expenses 07/02/2023	2,369.59			
135	EFT20305	10/02/2023	Lotex Filter Cleaning Service			217.98		
136	INV 00008777	15/12/2022	Lotex Filter Cleaning Service	POC - PARTS & REPAIRS GEN - December Filter Cleaning	217.98			
137	EFT20306	10/02/2023	Basil Joseph Kickett			625.00	L	PF
138	INV 52	19/01/2023	Basil Joseph Kickett	OTHCUL - AUSTRALIA DAY - Welcome to Country & Smoking Ceremony	625.00			
139	EFT20307	10/02/2023	Win Television WA Pty Ltd T/A WIN Television Network			1,067.00		
140	INV 1517458-1	31/01/2023	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Commercials December 2022	1,067.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
141	EFT20308	10/02/2023	Red TV Productions			680.90		
142	INV 1896	09/02/2023	Red TV Productions	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Satellite & Free TV Fees	680.90			
143	EFT20309	10/02/2023	Simply Uniforms			1,149.94		F
144	INV INV-11574	23/01/2023	Simply Uniforms	CHCP - TRAINING & DEVELOPMENT - Various Items	1,149.94			
145	EFT20310	10/02/2023	Narrogin & Districts Plumbing Service			137.50	L	
146	INV INV-1242	27/01/2023	Narrogin & Districts Plumbing Service	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Replace Broken Toilet Cistern	137.50			
147	EFT20311	10/02/2023	Epic Fire Solutions T/As MCG Fire Services			319.00		
148	INV INV-2626	23/01/2023	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Monthly FDAS & EVAC Test	319.00			
149	EFT20312	10/02/2023	Lite n' Easy Pty Ltd			415.99		F
150	INV 6740593	24/01/2023	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy	109.38			
151	INV 6739340	24/01/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	206.61			
152	INV 6690737	24/01/2023	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy	100.00			
153	EFT20313	10/02/2023	Ground Up Building & Construction			2,805.00		
154	INV 00305	31/01/2023	Ground Up Building & Construction	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Replace, Supply & Install New Wall Panels, Door Pa	1,617.00			
155	INV 00306	31/01/2023	Ground Up Building & Construction	MEMORIAL PARK TOILETS MAINTENANCE - Remove, Replace & Paint Doors to Disabled Toilet	1,188.00			
156	EFT20314	10/02/2023	Spirited Thinking Pty Ltd			5,296.50		
157	INV INV-3073	31/01/2023	Spirited Thinking Pty Ltd	TOWN HALL STAGE UPGRADE/ EWP / RIGGING - Planning & Specification For Works	5,296.50			
158	EFT20315	10/02/2023	Keeling Electrical Group Pty Ltd			4,758.40		
159	INV 1336	31/01/2023	Keeling Electrical Group Pty Ltd	REC CENTRE STADIUM LED LIGHTING - Replace Lighting in Squash Foyer, Water Damaged Tiles & Sheets For Sky	4,758.40			
160	EFT20316	10/02/2023	Goodyear Auto Care Narrogin			617.00	L	
161	INV 100449	31/01/2023	Goodyear Auto Care Narrogin	NO4834 2014 HINO 300 SERIES CREW CAB - Supply, Fit & Balance 2x Tyres	617.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
162	EFT20317	10/02/2023	Fleetwood Building Solutions Pty Ltd			25,902.77		
163	INV SI30530	25/01/2023	Fleetwood Building Solutions Pty Ltd	CONSTRUCTION OF 3 CHALETS AT CARAVAN PARK - Construction Deposit	25,902.77			
164	**PAY 17**	**13/02/2023**	**PAYROLL**	**PAYROLL 17 - 13/02/2023**	**145,735.20**			
165	EFT20318	13/02/2023	Department Of Human Services			254.63		
166	INV DEDUCTION	30/01/2023	Department Of Human Services	Payroll Deductions	254.63			
167	EFT20319	13/02/2023	Australian Services Union Western Australian Branc			25.90		
168	INV DEDUCTION	30/01/2023	Australian Services Union Western Australian Branc	Payroll Deductions	25.90			
169	EFT20320	15/02/2023	Best Office Systems			80.52	L	
170	INV 612515	31/01/2023	Best Office Systems	TOUR- VISITORS CENTRE BUILDING OPERATIONS - Photocopier Charges	80.52			
171	EFT20321	15/02/2023	Synergy			878.96		
172	INV 763848990	10/02/2023	Synergy	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Electricity Supply 03/12/2022 - 07/02/2023	724.09			
173	INV 317492130	10/02/2023	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Supply 03/12/2022 - 07/02/2023	154.87			
174	EFT20322	15/02/2023	Narrogin Packaging			843.00	L	PF
175	INV 00078627	07/02/2023	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Towels For Jessie House	152.50			
176	INV 00078690	07/02/2023	Narrogin Packaging	OTHCUL - AUSTRALIA DAY - 3x Sun Shades	150.00			
177	INV 00078715	11/02/2023	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Various Items For Toilets	126.25			
178	INV 00078714	11/02/2023	Narrogin Packaging	LIBRARY BUILDING MAINTENANCE - Various Items For Toilets	126.25			
179	INV 00078713	11/02/2023	Narrogin Packaging	VARIOUS PUBLIC PARKS - Various Items For Toilets	288.00			
180	EFT20323	15/02/2023	Australia Post			353.86		
181	INV 1012166482	03/02/2023	Australia Post	POSTAGE AND FREIGHT - Charges For January 2023	353.86			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
182	EFT20324	15/02/2023	Water Corporation			7,670.10		
183	INV 9007713397	09/02/2023	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	3,984.10			
184	INV 9007708352	09/02/2023	Water Corporation	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Usage 30/11/2022 - 07/02/2023	64.77			
185	INV 9007713987	09/02/2023	Water Corporation	OLD SHIRE OFFICE BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	145.66			
186	INV 9007713119	09/02/2023	Water Corporation	RAILWAY INSTITUTE HALL & OFFICE BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	181.23			
187	INV 9007713231	09/02/2023	Water Corporation	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	516.30			
188	INV 9007713418	09/02/2023	Water Corporation	LIBRARY BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	47.76			
189	INV 9007721602	13/02/2023	Water Corporation	CHSP - Building Water - Water Usage 05/12/2022 - 10/02/2023	2,730.28			
190	EFT20325	15/02/2023	Knightline Computers			94.95	L	
191	INV 00078165	03/02/2023	Knightline Computers	LIB - INFORMATION TECHNOLOGY- Replacement Keyboards For Office & Public Use	94.95			
192	EFT20326	15/02/2023	Makit Narrogin Hardware			1,072.90	L	
193	INV 114921	04/01/2023	Makit Narrogin Hardware	VARIOUS BUILDINGS - General Maintenance	411.70			
194	INV 114953	12/01/2023	Makit Narrogin Hardware	VARIOUS BUILDINGS - General Maintenance	390.50			
195	INV 114968	18/01/2023	Makit Narrogin Hardware	VARIOUS BUILDINGS - General Maintenance	169.60			
196	INV 114976	23/01/2023	Makit Narrogin Hardware	VARIOUS BUILDINGS - General Maintenance	101.10			
197	EFT20327	15/02/2023	Hancocks Home Hardware			57.60	L	
198	INV 428239	08/02/2023	Hancocks Home Hardware	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Laundry Trolley & Pegs	57.60			
199	EFT20328	15/02/2023	Landgate			56.40		
200	INV 1251474	01/02/2023	Landgate	PLAN - Title/Company Searches - Copy of Survey & Certificate of Title	56.40			
201	EFT20329	15/02/2023	Parry's Narrogin			161.45	L	
202	INV 74967	04/01/2023	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Argyle Black Workboots	161.45			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
203	EFT20330	15/02/2023	DFES-Department of Fire & Emergency Services			65,482.00		
204	INV 155085	27/01/2023	DFES-Department of Fire & Emergency Services	FIRE - REFUND OF UNSPENT GRANT - 2021/22 BRPC Grant	65,482.00			
205	EFT20331	15/02/2023	Narrogin Agricultural Repairs			180.00	L	
206	INV 266773	06/02/2023	Narrogin Agricultural Repairs	SMALL PLANT - Prokut Chain & Freight Charges	180.00			
207	EFT20332	15/02/2023	Narrogin Meals On Wheels			453.00		F
208	INV 09022023	09/02/2023	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Deliveries For January 2023	453.00			
209	EFT20333	15/02/2023	Narrogin Newsagency			29.10	L	
210	INV 304236	01/02/2023	Narrogin Newsagency	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers For Cottage	29.10			
211	EFT20334	15/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota			716.62	L	
212	INV JC24036971	07/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN11555 2016 VOLKSWAGEN CADDY - 15,000Km Service	365.56			
213	INV JC24037052	13/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN847 MAZDA CX-5 AUTO MAXX SPORT - 40,000Km Service	351.06			
214	EFT20335	15/02/2023	Toll Transport Pty Ltd			144.22		
215	INV 0569-T740710	29/01/2023	Toll Transport Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Freight Expenses	144.22			
216	EFT20336	15/02/2023	Narrogin Gasworx			1,406.50	L	F
217	INV 63766	08/02/2023	Narrogin Gasworx	CHCP - Client Purchases - Various Items	1,406.50			
218	EFT20337	15/02/2023	T Quip			172.20		
219	INV 116920	01/02/2023	T Quip	1GPJ543 2018 TORO MOWER 7210 - Supply Service Filters	172.20			
220	EFT20338	15/02/2023	Belvedere Nursery			346.00	L	
221	INV I0000002102	10/02/2023	Belvedere Nursery	ADMIN OFFICE BUILDING MAINTENANCE - Replacement Plants	181.50			
222	INV I0000002101	10/02/2023	Belvedere Nursery	RAILWAY STATION RESORTATION COVID RECOVERY PROJECT - Railway Station Trees	164.50			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
223	EFT20339	15/02/2023	West Australian Newspapers Limited			350.00		
224	INV 1028037520230131	31/01/2023	West Australian Newspapers Limited	OTHCUL - AUSTRALIA DAY - 2x Newspaper Advertisements January 2023	350.00			
225	EFT20340	15/02/2023	The Workwear Group Pty Ltd			63.95		
226	INV 14625894	31/01/2023	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Staff Uniform Orders 2022/2023	63.95			
227	EFT20341	15/02/2023	Fulton Hogan			141,604.56		
228	INV 17310410	06/02/2023	Fulton Hogan	VARIOUS ROADS - Primerseal Coats	141,604.56			
229	EFT20342	15/02/2023	AMPAC Debt Recovery Pty Ltd			17,245.53		R
230	INV 91534	31/12/2022	AMPAC Debt Recovery Pty Ltd	RATES - Debt Collection Expenses - Legal Charges	365.75			
231	INV 92662	31/01/2023	AMPAC Debt Recovery Pty Ltd	RATES - Debt Collection Expenses - Legal Charges	16,879.78			
232	EFT20343	15/02/2023	YMCA WA			43,300.57		PF PR
233	INV SI-A011703	31/01/2023	YMCA WA	NRLC - Contract Management Expense - Deficit Funding For January 2023	35,359.46			
234	INV SI-A011707	31/01/2023	YMCA WA	OTHCUL - AUSTRALIA DAY - Pool Entrance Reimbursement	885.00			
235	INV SI--A011684	31/01/2023	YMCA WA	OTHCUL - AUSTRALIA DAY - Venue Hire	380.01			
236	INV SI-A011699	31/01/2023	YMCA WA	POOL FILTERS-NRLC - Reimbursement of Aquatic Service	6,491.10			
237	INV SI-A011698	02/02/2023	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership	185.00			
238	EFT20344	15/02/2023	Narrogin Flying Club			552.30	L	
239	INV INV0120	10/01/2023	Narrogin Flying Club	AIRSTRIP & GROUNDS MAINTENANCE/OPERATIONS - Airport Strip Lights	552.30			
240	EFT20345	15/02/2023	Truck Centre (WA) Pty Ltd			597.06		
241	INV 1715611	08/02/2023	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Service Filters	597.06			
242	EFT20346	15/02/2023	AFGRI Equipment Australia Pty Ltd			1,425.83		
243	INV 2682496	31/01/2023	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER - Supply Airconditioning Compresser & Reciever Dryer	1,234.21			
244	INV 2682497	31/01/2023	AFGRI Equipment Australia Pty Ltd	NO4719 2019 JOHN DEERE 620G GRADER - Supply Electric Connector Housing	191.62			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
245	EFT20347	15/02/2023	Narrogin Bowling Club			272.00	L	
246	INV 08022023	08/02/2023	Narrogin Bowling Club	ADMIN TRAINING & DEVELOPEMENT - Nomination & Green Fees	272.00			
247	EFT20348	15/02/2023	Autosmart WA Southwest			328.54		
248	INV 00109784	07/02/2023	Autosmart WA Southwest	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 3x Bags of Rags 4x Hand Cleaner	328.54			
249	EFT20349	15/02/2023	Telair Pty Ltd			1,525.00		
250	INV TA10781-043	31/01/2023	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges January 2023	1,525.00			
251	EFT20350	15/02/2023	Farmworks Narrogin Pty Ltd			167.20	L	
252	INV 97781	07/02/2023	Farmworks Narrogin Pty Ltd	LANDFILL FACILITY REVEGETATION - Galvanized Fence Droppers	167.20			
253	EFT20351	15/02/2023	Elgas			6,165.47		
254	INV 0361053109	03/02/2023	Elgas	NRLC UTILITY - GAS - Gas Supply 4,201.0L	6,165.47			
255	EFT20352	15/02/2023	Earl Street Physiotherapy			167.00	L	F
256	INV 0035279	01/02/2023	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES GEN - Standard Consultation	80.00			
257	INV 0035441	08/02/2023	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES GEN - Initial Consultation &Treatment	87.00			
258	EFT20353	15/02/2023	Epic Fire Solutions T/As MCG Fire Services			621.50		
259	INV INV-2652	07/02/2023	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - MCG Fire Services Annual Test and Services	621.50			
260	EFT20354	15/02/2023	Narrogin Auto Electrics			52.99	L	
261	INV 264628	24/01/2023	Narrogin Auto Electrics	NO4719 2019 JOHN DEERE 620G GRADER - Supply 24V Solinoid (Air compresser)	52.99			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
262	EFT20355	15/02/2023	Integrated ICT			1,338.81		
263	INV 25541	30/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - NBN 2 Inks For Financial Year 2022-23.	198.00			
264	INV 25671	31/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Disaster Recovery For Financial Year 2022-23.	937.31			
265	INV 25598	31/01/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signatures For Financial Year 2022-23.	203.50			
266	EFT20356	15/02/2023	Lite n' Easy Pty Ltd			420.73		F
267	INV 6750298	31/01/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	93.98			
268	INV 6763694	07/02/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES -Lite n Easy	69.48			
269	INV 6764290	07/02/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	131.12			
270	INV 6715954	07/02/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	126.15			
271	EFT20357	15/02/2023	Guardian Safety Pendants			70.00	L	F
272	INV INV-41607	07/02/2023	Guardian Safety Pendants	CHCP - Client Purchases GEN - Telstra SIM Card	70.00			
273	EFT20358	15/02/2023	Image Extra			517.00		
274	INV 8074	28/12/2022	Image Extra	ROAD MAINTENANCE GENERAL EXPENSES - Various Items & Freight	517.00			
275	EFT20359	15/02/2023	Sai Global Limited			3,189.71		
276	INV SAIG1IS-1252570	31/01/2023	Sai Global Limited	BUILD - SUBSCRIPTIONS & MEMBERSHIPS - 1 Year Subscription	3,189.71			
277	EFT20360	15/02/2023	Goodyear Auto Care Narrogin			46.00	L	
278	INV 100503	10/02/2023	Goodyear Auto Care Narrogin	NO1 2018 NISSAN UD TIP TRUCK - Fitting & Disposal 1x Tyre	46.00			
279	EFT20361	15/02/2023	Narrogin Fruit Trading Pty Ltd			2,042.95	L	
280	INV 000C2023011730	17/01/2023	Narrogin Fruit Trading Pty Ltd	OTHCUL - AUSTRALIA DAY - Catering Lunch & Honours Advisory Committee Meeting	119.60			
281	INV 000E202301251	25/01/2023	Narrogin Fruit Trading Pty Ltd	OTHCUL - AUSTRALIA DAY - Event Catering	1,923.35			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
282	EFT20362	15/02/2023	Matthew Hough			1,500.00	L	
283	INV 06	08/02/2023	Matthew Hough	OTHCUL - AUSTRALIA DAY - Music Entertainment	1,500.00			
284	EFT20363	20/02/2023	Narrogin Hire & Reticulation			50.00	L	
285	INV 00078718	13/02/2023	Narrogin Hire & Reticulation	LYDEKER DEPOT BUILDING OPERATIONS - Toilet Supplies	50.00			
286	EFT20364	20/02/2023	Best Office Systems			761.15	L	
287	INV 612066	23/01/2023	Best Office Systems	PWO - GENERAL OFFICE EXPENSES - Photocopier Charges	761.15			
288	EFT20365	20/02/2023	Coles			707.30	L	
289	INV 137027595-8	31/01/2023	Coles	VARIOUS DEPARTMENTS - Coles Account January 2023	707.30			
290	EFT20366	20/02/2023	Synergy			3,475.56		
291	INV 2001791598	08/02/2023	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Supply 11/01/2023 - 07/02/2023	529.62			
292	INV 2001791599	08/02/2023	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Supply 11/01/2023 - 07/02/2023	1,579.07			
293	INV 2069734557	08/02/2023	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricity Usage 03/12/2022 - 07/02/2023	175.12			
294	INV 2065741334	09/02/2023	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Usage 02/12/2022 - 06/02/2023	749.23			
295	INV 2053738439	09/02/2023	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Usage 02/12/2022 - 06/02/2023	138.48			
296	INV 2089726301	10/02/2023	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Usage 03/12/2022 - 07/02/2023	304.04			
297	EFT20367	20/02/2023	Narrogin Packaging			752.71	L	
298	INV 00078641	09/02/2023	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies	722.71			
299	INV 00078698	13/02/2023	Narrogin Packaging	OTHCUL - CHRISTMAS LIGHTS - Instant Scaffold	30.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
300	EFT20368	20/02/2023	Water Corporation			22,978.90		
301	INV 0133	08/02/2023	Water Corporation	LIONS PARK MAINTENANCE/OPERATIONS - Water Usage 30/11/2022 - 07/02/2023	1,489.65			
302	INV 0157	09/02/2023	Water Corporation	SENIOR CITIZEN CENTRE BUILDING OPERATING EXPENSES - Water Usage 01/12/2022 - 08/02/2023	489.63			
303	INV 0162	09/02/2023	Water Corporation	ADMIN OFFICE BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	1,012.54			
304	INV 0144	09/02/2023	Water Corporation	FAIRWAY DEPOT BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	194.64			
305	INV 0162	09/02/2023	Water Corporation	MACKIE PARK MAINTENANCE/OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	2,180.85			
306	INV 0136	09/02/2023	Water Corporation	CEMETERY MAINTENANCE/OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	958.84			
307	INV 0149	09/02/2023	Water Corporation	MEMORIAL PARK MAINTENANCE/OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	152.58			
308	INV 0166	09/02/2023	Water Corporation	SMITH ST PUBLIC TOILETS (COLES CARPARK) OPERATIONS - Water Usage 01/12/2022 - 08/02/2023	281.08			
309	INV 0173	10/02/2023	Water Corporation	13 HOUGH ST - OPERATIONS - Water Usage 02/12/2022 - 09/02/2023	254.29			
310	INV 0134	10/02/2023	Water Corporation	SYDNEY HALL PARK MAINTENANCE/OPERATIONS - Water Usage 02/12/2022 - 09/02/2023	783.16			
311	INV 0163	13/02/2023	Water Corporation	NRLC - UTILITY - WATER - Water Usage 05/12/2022 - 10/02/2023	13,437.43			
312	INV 0168	13/02/2023	Water Corporation	CLAYTON OVAL MAINTENANCE/OPERATIONS - Water Usage 05/12/2022 - 10/02/2023	1,744.21			
313	EFT20369	20/02/2023	Total Undercar			29.75	L	
314	INV O0956	20/01/2023	Total Undercar	NGN13362 2016 TRAILER - Puncture Repair	29.75			
315	EFT20370	20/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota			49.23	L	
316	INV PI23055830	10/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - Replacement Trimmer Head	49.23			
317	EFT20371	20/02/2023	Toll Transport Pty Ltd			87.13		
318	INV 0570-T740710	05/02/2023	Toll Transport Pty Ltd	VARIOUS VEHICLES - Freight Charges	36.55			
319	INV 0571-T740710	10/02/2023	Toll Transport Pty Ltd	VARIOUS VEHICLES - Freight Charges	50.58			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
320	EFT20372	20/02/2023	Daimler Trucks Perth			330.84		
321	INV XA980023881	09/02/2023	Daimler Trucks Perth	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Service Fitters	330.84			
322	EFT20373	20/02/2023	Truck Centre (WA) Pty Ltd			812.59		
323	INV 1716592	14/02/2023	Truck Centre (WA) Pty Ltd	NO4 2010 NISSAN UD TIP TRUCK AUTO - Service Filters	812.59			
324	EFT20374	20/02/2023	Komatsu Australia Pty Ltd			1,265.83		
325	INV 003091775	11/02/2023	Komatsu Australia Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply 205.0L Hydraulic Oil	1,265.83			
326	EFT20375	20/02/2023	Farmworks Narrogin Pty Ltd			597.30	L	
327	INV 97844	13/02/2023	Farmworks Narrogin Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Pallet of Rapid Set	597.30			
328	EFT20376	20/02/2023	Narrogin Auto Electrics			592.40	L	
329	INV 264626	09/01/2023	Narrogin Auto Electrics	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - Supply & Fit ABS Harness & Phone Booster	592.40			
330	EFT20377	20/02/2023	LN Price & Partners Pty Ltd			3,590.00		
331	INV 29588	10/01/2023	LN Price & Partners Pty Ltd	WORKS - TRAINING & DEVELOPMENT - HR Driver Training	1,795.00			
332	INV 30140	09/02/2023	LN Price & Partners Pty Ltd	WORKS - TRAINING & DEVELOPMENT - HR Driver Training	1,795.00			
333	EFT20378	23/02/2023	Synergy			2,712.41		
334	INV 2057744642	13/02/2023	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Usage 06/12/2022 - 08/02/2023	231.64			
335	INV 2037751874	14/02/2023	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Usage 09/12/2022 - 13/02/2023	128.90			
336	INV 2017765496	14/02/2023	Synergy	BMX PARK MAINTENANCE/OPERATIONS - Electricity Usage 07/12/2022 - 10/02/2023	126.97			
337	INV 20057665678	16/02/2023	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023	321.68			
338	INV 2045748906	16/02/2023	Synergy	GNAROJIN PARK MAINTENANCE/OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023	515.09			
339	INV 2053746234	20/02/2023	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 13/12/2022 - 16/02/2023	665.58			
340	INV 2069743858	20/02/2023	Synergy	TOUR - VISITORS CENTRE BUILDING OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023	394.48			
341	INV 2081742859	20/02/2023	Synergy	FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage 13/12/2022 - 16/02/2023	142.24			
342	INV 2077745423	20/02/2023	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023	185.83			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
343	EFT20379	23/02/2023	Water Corporation			6,839.26		
344	INV 0160	14/02/2023	Water Corporation	CROQUET CLUBROOMS BUILDING OPERATIONS - Water Usage 05/12/2022 - 13/02/2023	2,323.84			
345	INV 0163	14/02/2023	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Usage 05/12/2022 - 13/02/2023	89.79			
346	INV 0161	20/02/2023	Water Corporation	GNAROJIN PARK MAINTENANCE/OPERATIONS - Water Usage 08/12/2022 - 14/02/2023	1,662.19			
347	INV 0091	20/02/2023	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Usage 09/12/2022 - 15/02/2023	2,763.44			
348	EFT20380	23/02/2023	Kleenheat Gas			892.50		
349	INV 467200	01/02/2023	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 45Kg Cylinder Service Charge	46.75			
350	INV 2723727	14/02/2023	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 01/01/2023 - 11/01/2023	203.84			
351	INV 2723717	14/02/2023	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage 01/01/2023 - 11/01/2023	641.91			
352	EFT20381	23/02/2023	Westrac Pty Ltd			274.43		
353	INV 7953743	16/02/2023	Westrac Pty Ltd	2019 JCB 5CX BACKHOE LOADER - Supply Hydraulic Coupling & Nipple	274.43			
354	EFT20382	23/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota			772.98	L	
355	INV 1171076	17/02/2023	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN219 2019 NISSAN X-TRAIL - 40,000Km Service	772.98			
356	EFT20383	23/02/2023	Air Response			574.50	L	
357	INV 155846A	09/12/2022	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Inspect & Repair Air Conditioner	574.50			
358	EFT20384	23/02/2023	WA Hino			311.52		
359	INV 290674	30/11/2022	WA Hino	NO4834 2014 HINO 300 SERIES CREW CAB - Supply Service Kit & Air Filter	311.52			
360	EFT20385	23/02/2023	Narrogin Chamber Of Commerce			1,200.00	L	
361	INV 00004238	08/02/2023	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 2x Chamber Gift Certificates	200.00			
362	INV 0004242	21/02/2023	Narrogin Chamber Of Commerce	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Caravan Park Vouchers	1,000.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
363	EFT20386	23/02/2023	Truck Centre (WA) Pty Ltd			2,103.71		
364	INV 2235024	16/02/2023	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Repair Dash Warning Lights	202.40			
365	INV 1716724	16/02/2023	Truck Centre (WA) Pty Ltd	NO4 2010 NISSAN UD TIP TRUCK - Supply Clutch Booster	1,901.31			
366	EFT20387	23/02/2023	Narrogin Tyrepower			1,080.00	L	
367	INV 103887	15/02/2023	Narrogin Tyrepower	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Supply 2x Tyres	1,080.00			
368	EFT20388	23/02/2023	Farmworks Narrogin Pty Ltd			50.60	L	
369	INV 97902	15/02/2023	Farmworks Narrogin Pty Ltd	CHSP - GENERAL EXPENDITURE - Betta Bats	50.60			
370	EFT20389	23/02/2023	The White Family Trust T/a Narrogin Valley Stockfeed			70.00	L	
371	INV NVS104125	10/02/2023	The White Family Trust T/a Narrogin Valley Stockfeed	PARKS & GARDENS MAINTENANCE - Replacement Gas Bottles	70.00			
372	EFT20390	23/02/2023	Office Of The Auditor General			84,040.00		
373	INV 12264456417	15/02/2023	Office Of The Auditor General	OTHGOV - AUDIT FEES - Fees For Audit Year Ending June 2022	84,040.00			
374	EFT20391	23/02/2023	Elgas			2,025.32		
375	INV 0361053119	08/02/2023	Elgas	NRLC UTILITY - GAS - 1380.0L Gas Supplied	2,025.32			
376	EFT20392	23/02/2023	New Cornwall Hotel			450.00	L	
377	INV 440	24/01/2023	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Dinner Catering	450.00			
378	EFT20393	23/02/2023	Earl Street Physiotherapy			50.00	L	F
379	INV 0035642	16/02/2023	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - DNA Fee Physiotherapy	50.00			
380	EFT20394	23/02/2023	Lite n' Easy Pty Ltd			222.58		F
381	INV 6774693	14/02/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	113.20			
382	INV 6775910	14/02/2023	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy	109.38			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
383	EFT20395	23/02/2023	Highbury General Store			261.70	L	
384	INV 20022023	20/02/2023	Highbury General Store	FIRE PREVENTION/BURNING/CONTROL - Food & Water Supplies	261.70			
385	EFT20396	23/02/2023	Narrogin Fruit Trading Pty Ltd			538.47	L	
386	INV 000C2023010347	03/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	68.45			
387	INV 000C2023010342	03/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	4.95			
388	INV 000C2023010942	09/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	58.36			
389	INV 000D202301095	09/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	9.90			
390	INV 000C2023011815	18/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	66.34			
391	INV 000C2023011927	19/01/2023	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order	45.60			
392	INV 000C2023012364	23/01/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	22.60			
393	INV 000D202302014	01/02/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	41.66			
394	INV 000D202302014	01/02/2023	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order	10.90			
395	INV 000C2023020624	06/02/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	70.57			
396	INV 000C2023020968	09/02/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	87.60			
397	INV 000D20230210105	10/02/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	4.95			
398	INV 000C2023021318	13/02/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	46.59			
399	EFT20397	23/02/2023	Scott Manning			1,304.45		
400	INV A126100	15/02/2023	Scott Manning	RATES REFUND - Assessment A126100 -173 Clayton Road NARROGIN WA 6312	1,304.45			
401	**PAY 18**	**27/02/2023**	**PAYROLL**	**PAYROLL 18 - 27/02/2023**	**144,068.47**			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
402	EFT20398	28/02/2023	It Vision			18,317.20		IP
403	INV 37612	30/09/2022	It Vision	PURCHASE OF ALTUS HR SYSTEM - Altus Payroll Implementation Milestone 2	18,317.20			
404	EFT20399	28/02/2023	Narrogin Pumps Solar And Spraying			38.50	L	
405	INV 00048023	20/02/2023	Narrogin Pumps Solar And Spraying	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Flex Suction Hose	38.50			
406	EFT20400	28/02/2023	Narrogin Motel			446.89	L	
407	INV A273300	21/02/2023	Narrogin Motel	RATES REFUNDS - Assessment A273300 - 5 May Street NARROGIN WA 6312	446.89			
408	EFT20401	28/02/2023	YMCA WA			250.00		PR
409	INV SI-A011718	20/02/2023	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Membership	250.00			
410	EFT20402	28/02/2023	Office Of The Auditor General			8,800.00		
411	INV INV0664	15/02/2023	Office Of The Auditor General	OTHGOV - AUDIT FEES - Pensioner Deferment Certification For Financial Year 2022-23	1,650.00			
412	INV INV0650	15/02/2023	Office Of The Auditor General	OTHGOV - AUDIT FEES - LRCIP Certification Financial Year 2022-23	7,150.00			
413	EFT20403	28/02/2023	Integrated ICT			401.50		
414	INV 25826	17/02/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - MC NBN Premium	198.00			
415	INV 25835	17/02/2023	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signatures For Financial Year 2022-23	203.50			
416	EFT20404	28/02/2023	Forms Express Pty Ltd			641.74		
417	INV 243641	21/02/2023	Forms Express Pty Ltd	RATES - PRINTING AND STATIONERY - 4th Instalment Reminders	641.74			
418	EFT20405	28/02/2023	Paula Raworth			389.30	L	F
419	INV 20022023	20/02/2023	Paula Raworth	CHCP - GENERAL OFFICE EXPENSES - Reimbursement of Accommodation	389.30			
				EFT Total $	903,328.36			

Direct Debits

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
420	DD8520.1	03/02/2023	Keenan & Tania Wenning			1,386.67	L	
421	INV EMDRS 030223	03/02/2023	Keenan & Tania Wenning	EMDRS - Staff Housing Rental Property Expenses	1,386.67			
422	DD8520.2	09/02/2023	Elders Real Estate Pty Ltd			360.00	L	
423	INV EMTRS RENT 090223	09/02/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 10/02/2023	360.00			
424	DD8525.1	15/02/2023	Telstra			1,945.08		
425	INV K133597601-2	12/02/2023	Telstra	VARIOUS DEPARTMENTS - Telephone Charges January 2023	1,945.08			
426	DD8527.1	13/02/2023	Aware Super			14,623.49		
427	INV SUPER	13/02/2023	Aware Super	Superannuation Contributions	12,635.01			
428	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	260.00			
429	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	202.18			
430	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	359.63			
431	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	479.33			
432	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	637.34			
433	INV DEDUCTION	13/02/2023	Aware Super	Payroll Deductions	50.00			
434	DD8527.2	13/02/2023	Rest Superannuation			187.88		
435	INV SUPER	13/02/2023	Rest Superannuation	Superannuation Contributions	187.88			
436	DD8527.3	13/02/2023	Essential Super			454.22		
437	INV SUPER	13/02/2023	Essential Super	Superannuation Contributions	454.22			
438	DD8527.4	13/02/2023	Mercer Super Trust			163.65		
439	INV SUPER	13/02/2023	Mercer Super Trust	Superannuation Contributions	163.65			
440	DD8527.5	13/02/2023	Colonial First State			398.60		
441	INV SUPER	13/02/2023	Colonial First State	Superannuation Contributions	398.60			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
442	DD8527.6	13/02/2023	Bt Super For Life			806.48		
443	INV SUPER	13/02/2023	Bt Super For Life	Superannuation Contributions	690.91			
444	INV DEDUCTION	13/02/2023	Bt Super For Life	Payroll Deductions	115.57			
445	DD8527.7	13/02/2023	Care Super			92.61		
446	INV SUPER	13/02/2023	Care Super	Superannuation Contributions	92.61			
447	DD8527.8	13/02/2023	MyNorth Super			261.19		
448	INV SUPER	13/02/2023	MyNorth Super	Superannuation Contributions	261.19			
449	DD8527.9	13/02/2023	Mlc Masterkey			548.76		
450	INV SUPER	13/02/2023	Mlc Masterkey	Superannuation Contributions	463.26			
451	INV DEDUCTION	13/02/2023	Mlc Masterkey	Payroll Deductions	85.50			
452	DD8532.1	13/02/2023	Australian Taxation Office			45,661.46		
453	INV PAYGPPE30.01.2023	13/02/2023	Australian Taxation Office	PAYG January - PPE 30/01/2023	45,661.46			
454	DD8536.1	22/02/2023	Elders Real Estate Pty Ltd			360.00	L	
455	INV 100967	16/02/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 17/02/2023	360.00			
456	DD8541.1	27/02/2023	Elders Real Estate Pty Ltd			360.00	L	
457	INV EMTRS RENT 270223	23/02/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 23/02/2023	360.00			
458	DD8544.1	16/02/2023	Sandwai Pty Ltd			1,100.00		
459	INV 16022023	15/02/2023	Sandwai Pty Ltd	CHSP - Information Systems - Monthly Charges January 2023	1,100.00			
460	DD8556.1	02/02/2023	Elders Real Estate Pty Ltd			360.00	L	
461	INV EMTRS RENT 020223	02/02/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 02/02/2023	360.00			
462	DD8527.10	13/02/2023	Public Sector Superannuation Accumulation Plan			222.50		
463	INV SUPER	13/02/2023	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	222.50			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
464	DD8527.11	13/02/2023	AMP Life Limited			141.17		
465	INV SUPER	13/02/2023	AMP Life Limited	Superannuation Contributions	141.17			
466	DD8527.12	13/02/2023	Ausralian Retirement Trust			767.52		
467	INV SUPER	13/02/2023	Ausralian Retirement Trust	Superannuation Contributions	590.40			
468	INV DEDUCTION	13/02/2023	Ausralian Retirement Trust	Payroll Deductions	177.12			
469	DD8527.13	13/02/2023	Vision Super Saver			121.17		
470	INV SUPER	13/02/2023	Vision Super Saver	Superannuation Contributions	121.17			
471	DD8527.14	13/02/2023	Bt Superwrap			461.52		
472	INV DEDUCTION	13/02/2023	Bt Superwrap	Payroll Deductions	114.93			
473	INV SUPER	13/02/2023	Bt Superwrap	Superannuation Contributions	346.59			
474	DD8527.15	13/02/2023	Host Plus			1,189.58		
475	INV SUPER	13/02/2023	Host Plus	Superannuation Contributions	974.60			
476	INV DEDUCTION	13/02/2023	Host Plus	Payroll Deductions	214.98			
477	DD8527.16	13/02/2023	Australiansuper			2,553.53		
478	INV DEDUCTION	13/02/2023	Australiansuper	Payroll Deductions	167.27			
479	INV SUPER	13/02/2023	Australiansuper	Superannuation Contributions	2,386.26			
480	DD8527.17	13/02/2023	Hesta Superannuation			280.27		
481	INV SUPER	13/02/2023	Hesta Superannuation	Superannuation Contributions	280.27			
482	DD8527.18	13/02/2023	Bt Super For Life			147.65		
483	INV SUPER	13/02/2023	Bt Super For Life	Superannuation Contributions	147.65			
484	DD8527.19	13/02/2023	Cbus Super Fund			294.51		
485	INV SUPER	13/02/2023	Cbus Super Fund	Superannuation Contributions	294.51			
486	DD8527.20	13/02/2023	Prime Super			427.23		
487	INV SUPER	13/02/2023	Prime Super	Superannuation Contributions	427.23			
				Direct Debit Total $	75,676.74			

Credit Card Purchases

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
488	DD8547.1	21/02/2023	General Credit Card Purchases			1,380.91		PF
489	INV PRJAN0123	09/01/2023	General Credit Card Purchases	CHSP - TRAINING & DEVELOPMENT - Online Training Course Preparation for Quality Review	275.00			
490	INV PRJAN0223	13/01/2023	General Credit Card Purchases	CHCP - GENERAL OFFICE EXPENSES - Mosby's Pocket Guide to Nursing Skills & Procedures	57.94			
491	INV PRJAN0323	16/01/2023	General Credit Card Purchases	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce For Client Lunches	35.77			
492	INV PRJAN0423	25/01/2023	General Credit Card Purchases	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Lamb For Australia Day Cottage Celebration	49.75			
493	INV PRJAN0623	27/01/2023	General Credit Card Purchases	ADMIN - OFFICE EQUIPMENT MTCE - Collect & Deliver Confidential Bin for Destruction	88.00			
494	INV PRJAN0723	27/01/2023	General Credit Card Purchases	CHSP/CHCP - TRAINING & DEVELOPMENT - Online Course - Understanding Homecare Packages	275.00			
495	INV PRJAN0823	27/01/2023	General Credit Card Purchases	CHSP - OCCUPATIONAL HEALTH & SAFETY - Support Worker Personal First Aid Kits	241.95			
496	INV DSJAN012023	03/01/2023	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Additional SMS Charges	357.50			
				Credit Card Total	$ 1,380.91			

ABBREVIATIONS				
		Cheque Total (Less TD)	$587.35	0.06%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	$613,524.69	62.54%
F	Funded	Payroll Total*	$289,803.67	29.54%
L	Local Supplier	Direct Debit Total	$75,676.74	7.71%
R	Recoverable	Credit Card Total	$1,380.91	0.14%
PR	Partially Recoverable	Trust Total	$0.00	0.00%
			$980,973.36	100.00%
		Total (Less Term Deposits)	$980,973.36	

* Please note Payroll totals

Local Suppliers	$55,446.54	5.65%
Employees	$289,803.67	29.54%
Combined Total	$345,250.21	35.19%

10.3.2 MONTHLY FINANCIAL REPORTS – FEBRUARY 2023

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	9 March 2023
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments 1. Monthly Financial Reports - February 2023 2. Strategic Projects Tracker – February 2023	

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 the Chief Executive Officer and Manager Corporate 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 February 2023 Monthly Financial Report, noting that a major review of finances was undertaken as part of the Budget Review in February.

Notwithstanding, Council is advised of the following matters:

- Creditors - A total of 261 invoices were paid in February 2023, of which 93% were paid within 30 days. This is a significant improvement attest to a recent Departmental small restructure;
- Investments – An additional $500k was invested in February resulting in a current Term Deposit total of $5,048,699. All investments are in accordance with Council policy. It is intended that a further $1M will be invested in term deposits before the end of June 2023;

- 90-day debtors are significantly lower than previous months at $59k. This is attributed mainly to two long term debts; an outstanding Hockey Club debt of $55k which is agreed to be carried until the end of the financial year, and a long-standing debt collection matter. These two items attribute to 99.7% of the 90-day debt;
- After adjustments of credit balances there is only one remaining 90-day debtor, to the value of $150;
- Rates received to date is 86% of the total to be collected, and there is still more than $851,517 to be collected from both current and arears rates. It should be noted that there is approximately $204k related to Pensioner Rate Deferments and a further $200k related to three (3) rates debtors (five (5) properties) that have been owing for more than three (3) years, and the subject of auctions being scheduled imminently. Rates collection values and percentages, for Budget 2022/23, is comparable to previous years;
- Capital Projects have currently expended $2.3M or 24% of the total budget ($9.77M), however it should be noted that there is a further $2.25M or (23%) of purchase orders is in the system. Capital expenses accumulating both items result in 47% expenditure against projects at the end of February 23; and
- Work is well underway regarding the 2023/24 Annual Budget. A program of workshops for both the Administration and Elected Members has been scheduled, and work has commenced to prepare the Shire's Annual Fees and Charges Schedule, as well as Capital Project submissions.

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 February 2023 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)	Moderate (3)	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 three (3) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 220323.05

Moved: Cr Alexander Seconded: Cr Pomykala

That with respect to the Monthly Financial Reports for February 2023, 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

ATTACHMENT 1

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 28 FEBRUARY 2023

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

TABLE OF CONTENTS

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 28 FEBRUARY 2023

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED 28 FEBRUARY 2023	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	$	%	
Opening Funding Surplus(Deficit)		2,550,000	2,539,662	2,539,662	**2,539,662**	0	0%	
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	981,965	683,611	**786,083**	102,472	15%	▲
Governance		1,153	1,153	1,153	**1,552**	399	35%	
Law, Order and Public Safety		265,136	265,136	196,164	**256,005**	59,841	31%	▲
Health		17,313	17,313	11,542	**16,059**	4,518	39%	
Education and Welfare		2,094,046	2,094,046	1,470,148	**1,511,567**	41,418	3%	
Housing		17,651	17,651	13,146	**14,208**	1,062	8%	
Community Amenities		1,214,051	1,249,051	1,120,024	**1,185,822**	65,798	6%	
Recreation and Culture		57,575	57,575	49,467	**71,647**	22,181	45%	▲
Transport		358,876	362,916	258,397	**245,970**	(12,427)	-5%	
Economic Services		444,393	413,668	289,389	**286,335**	(3,055)	-1%	
Other Property and Services		178,115	178,115	118,757	**65,804**	(52,954)	-45%	▼
		10,999,740	**11,068,055**	**9,641,265**	**9,858,415**	**217,150**	2%	
Expenditure from operating activities								
General Purpose Funding		(303,377)	(385,653)	(259,171)	**(147,751)**	111,420	43%	▲
Governance		(662,558)	(716,875)	(447,076)	**(401,037)**	46,039	10%	▲
Law, Order and Public Safety		(853,867)	(874,511)	(621,654)	**(510,152)**	111,503	18%	▲
Health		(338,061)	(281,742)	(221,078)	**(167,591)**	53,487	24%	▲
Education and Welfare		(2,078,303)	(2,024,445)	(1,392,463)	**(1,109,254)**	283,208	20%	▲
Housing		(57,524)	(57,524)	(33,629)	**(37,213)**	(3,583)	-11%	
Community Amenities		(1,651,084)	(1,500,222)	(1,012,134)	**(852,942)**	159,192	16%	▲
Recreation and Culture		(3,332,463)	(3,323,803)	(2,263,907)	**(2,221,239)**	42,667	2%	
Transport		(3,463,725)	(3,708,453)	(2,486,187)	**(2,150,435)**	335,752	14%	▲
Economic Services		(819,671)	(792,338)	(535,510)	**(468,881)**	66,629	12%	▲
Other Property and Services		(160,124)	(106,870)	(183,027)	**(276,458)**	(93,431)	-51%	▼
		(13,720,755)	**(13,772,435)**	**(9,455,837)**	**(8,342,953)**	**1,112,883**		
Operating activities excluded from budget								
Add back Depreciation		2,947,189	2,947,189	1,964,793	**2,057,277**	92,484	5%	
Adjust (Profit)/Loss on Asset Disposal	12	67,476	67,476	44,984	**3,149**	(41,835)	-93%	▼
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%	
Amount attributable to operating activities		2,843,650	2,849,946	4,734,867	**6,115,550**	**1,380,682**		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		4,504,873	4,534,725	2,252,437	**1,104,085**	(1,148,351)	100%	
Purchase of Investments at fair value through P&L		7,795	7,795	0	**0**	0	0%	
Land and Buildings	11	(2,800,382)	(2,843,562)	(1,829,994)	**(276,271)**	1,553,723	85%	▲
Plant and Equipment	11	(2,390,600)	(2,515,552)	(1,808,103)	**(613,186)**	1,194,917	66%	▲
Furniture & Equipment	11	(588,674)	(584,674)	(311,116)	**(92,679)**	218,437	100%	▲
Infrastructure Assets - Roads	12	(2,393,823)	(2,302,565)	(1,515,413)	**(1,097,992)**	417,421	100%	▲
Infrastructure Assets - Footpaths	11	(51,000)	(51,000)	(34,000)	**0**	34,000	100%	▲
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(20,000)	**0**	20,000	100%	▲
Infrastructure Assets - Parks and Gardens	11	(350,520)	(310,520)	(277,853)	**(93,921)**	183,932	100%	▲
Infrastructure Assets - Aerodromes	11	(30,000)	(30,000)	(23,000)	**(27,273)**	(4,273)	100%	
Infrastructure Assets- Bridges	12	(588,000)	(588,000)	(302,400)	**0**	302,400	100%	▲
Infrastructure Assets- Other	12	(515,733)	(514,494)	(189,651)	**(95,966)**	93,685	49%	▲
Proceeds from Disposal of Assets	12	232,000	290,044	292,000	**92,520**	(199,480)	0%	▲
Proceeds from insurance		0		0	**0**	0	0%	▲
Amount attributable to investing activities		(4,994,064)	(4,937,803)	(3,767,093)	**(1,100,681)**	**2,666,413**		▲
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)	(214,903)	(119,070)	**(117,441)**	1,629	1%	▼
Self-Supporting Loan Principal		0	0	0	**0**	0	0%	
Transfer from Reserves	10	4,550,959	4,488,723	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**	**2,087,855**	**(119,070)**	**(117,441)**	**1,629**		
Net Capital		**(0)**	**(0)**	**848,708**	**4,897,428**	**4,048,723**		
Total Net Operating + Capital		**(0)**	**(0)**	**848,708**	**4,897,428**	**4,048,723**		
Closing Funding Surplus(Deficit)	3	**(0)**	**(0)**	**848,708**	**4,897,428**	**4,048,723**		

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 28 FEBRUARY 2023

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	59,841	31%	▲	Timing	Income higher due to timing of receipt of Bush Fire Mitigation Officer Grant funding received from DFES $153k.
Recreation and Culture	22,181	45%	▲	Permanent	Income higher due to unanticipated grants from National Australia Day Council $16k and Co-operative Bulk Handling $9k, matched by increased expenditure.
Other Property and Services	(52,954)	(45%)	▼	Timing	Income lower due to the timing of private works income and admin grants.
Expenditure from operating activities					
General Purpose Funding	111,420	43%	▲	Timing	Expenditure lower mainly due to variation to admin allocations $62k and timing of debt collection and valuation expenses $52k.
Governance	46,039	10%	▲	Timing	Expenditure lower due to timing of consultancy costs $23k, and reduction in admin cost allocation $24k.
Law, Order and Public Safety	111,503	18%	▲	Timing	Expenditure lower due to timing of operational expenses related to bushfire risk mitigation activities, animal control and reduction to admin cost allocations.
Health	53,487	24%	▲	Timing	Expenditure lower due to Health Officer vacancy at the beginning of the financial year resulting in lower salary and wage costs. Vacancy now filled.
Education and Welfare	283,208	20%	▲	Timing	Variance mainly due to combination of budgeted salary expense not commenced yet and timing of services being provided to CHSP and CHCP customers as well as variation to admin allocations.
Community Amenities	159,192	16%	▲	Timing	Expenditure lower due to timing of invoicing for waste management $60k, toilets maintenance and operational costs $50k, and timing of town planning operational expenditure $54k.
Transport	335,752	14%	▲	Timing	Variance due to timing of general road maintenance.
Economic Services	66,629	12%	▲	Timing	Expenditure lower due to timing of building control wages $10k, lower tourism costs $24k, reduced admin allocations $25k and timing of standpipe maintenance costs $16k.
Other Property and Services	(93,431)	(51%)	▼	Timing	Variance mainly due to timing of expenditure on admin overheads and recovery from plant operating costs.
Investing Activities					
Capital Acquisitions	4,014,243	62%	▲	Timing	Project expenditure lower than predicted budget, however the variance is predominantly comprised of outstanding project purchase orders ($2,245k), confirming this variance is merely a timing issue.

KEY INFORMATION
▲ Favourable variance
▼ Unfavourable variance

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2023

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 the *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 Local Government 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.

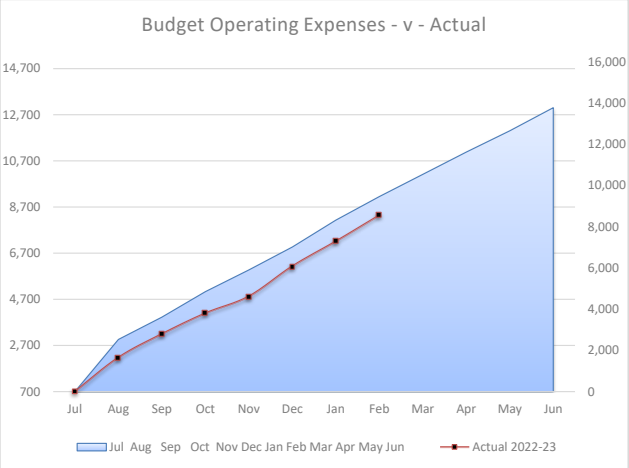
ROUNDING OFF FIGURES

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

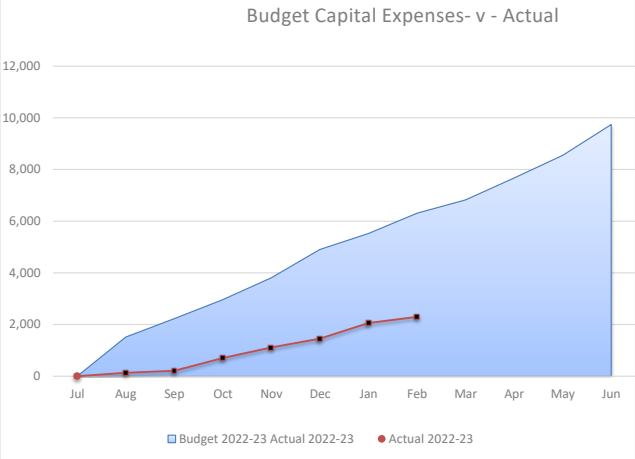
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2023

MONTHLY SUMMARY INFORMATION GRAPHS

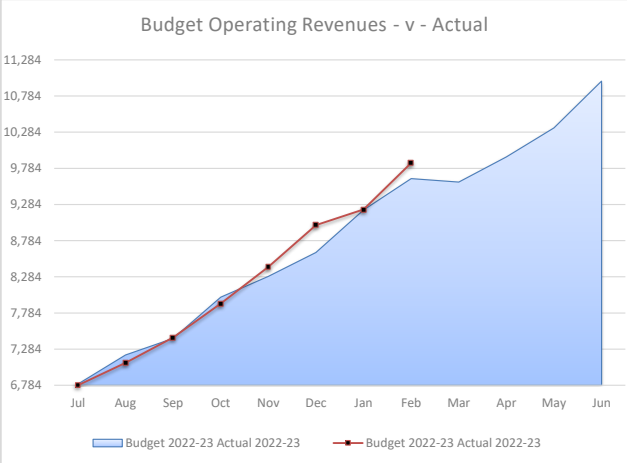
OPERATING EXPENSES ('000)



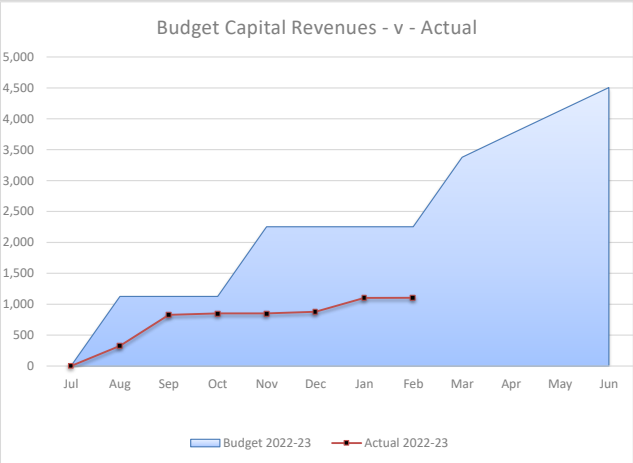
CAPITAL EXPENSES ('000)

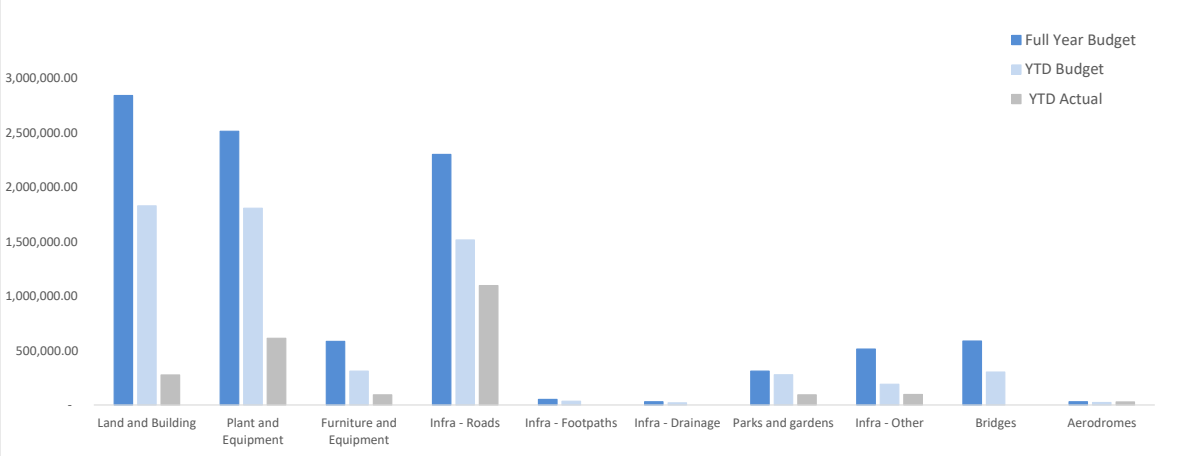


OPERATING REVENUE ('000)



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 28 FEBRUARY 2023

NET CURRENT ASSETS

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 Local Government's operational cycle. In the case of liabilities where Local Government does not have 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 resale where it is held as non current based on the Local Government'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 Local Government 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 Local Government 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 Local Government does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability

PROVISIONS

Provisions are recognised when: The Local Government 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 28 FEBRUARY 2023

OPERATING ACTIVITIES
RECEIVABLES

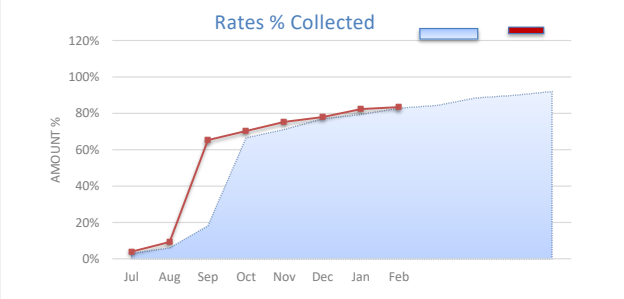
Rates Receivable	30 Jun 22	28 Feb 23
	$	$
Opening Arrears Previous Years	**476,999**	**581,945**
RATES - Rates Levied - GRV	**3,236,553**	**3,407,588**
RATES - Rates Levied - UV	**1,061,898**	**1,134,890**
RATES - Minimum Rates Levied - GRV	**605,360**	**645,213**
RATES - Minimum Rates Levied - UV	**201,942**	**229,673**
RATES - Interim Rates Levied - GRV	**10,525**	**12,155**
RATES - Back Rates Levied - GRV	**(891)**	**6,848**
RATES - Ex-Gratia Rates (CBH, etc.)	**10,627**	**11,525**
Instalment Admin fee	**0**	**32,437**
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**
Commercial Collection Charge(additional)	**45,330**	**47,338**
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**	**6,710,297**
Less Collections to date	(6,317,638)	(6,236,628)
Net Rates Collectable	**435,075**	**1,055,613**
% Collected (Current and Arrears)	93.56%	85.52%
Pensioner Deferred Rates		(195,110)
Pensioner Deferred ESL		(8,986)
Total Rates and Rubbish, ESL, Excess Rates		**851,517**

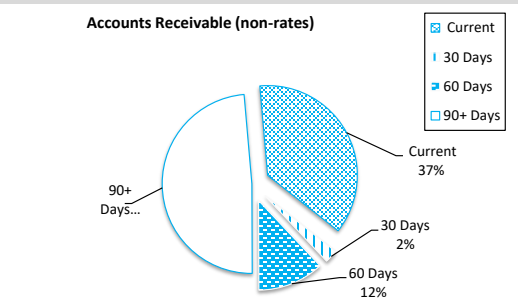
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	44,853	2,848	14,503	58,982	121,186
Percentage	37%	2%	12%	49%	

Balance per Trial Balance	
Rates Pensioner Rebate Claims	157,859
GST Input	
Provision For Doubtful Debts (including Rates)	(136,225)
Total Receivables General Outstanding	**142,819.59**

Amounts shown above include GST (where applicable)

KEY INFORMATION





Debtors Due
$121,186

Over 30 Days
2%

Over 90 Days
49%

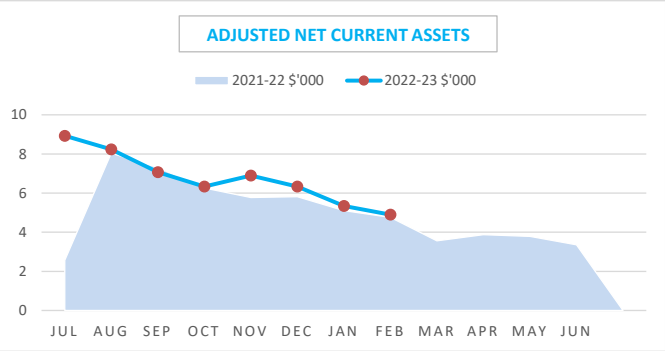
Collected	Rates Due
86%	**$851,517**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

FOR THE PERIOD ENDED 28 FEBRUARY 2023	Last Years Closing 30 Jun 2022	This Time Last Year 28 Feb 2022	Year to Date Actual 28 Feb 2023
	$	$	$
Current Assets			
Cash Unrestricted	3,151,510	4,422,187	4,284,296
Cash Restricted - Reserves	2,871,461	4,678,244	1,386
Cash Restricted -Term Deposits	2,000,000	0	4,948,699
Cash Unrestricted- Term Deposits	0	0	100,000
Cash Restricted - Trust	17,676	31,897	36,940
Receivables - Rates and Rubbish, ESL, Excess Rates	230,979	839,763	851,517
Receivables - Other	698,500	125,932	352,096
Inventories	26,579	13,873	12,462
	8,996,705	10,111,896	10,587,396
Less: Current Liabilities			
Payables	(1,249,238)	(237,532)	(434,691)
Lease Liabilities	(36,042)	(11,769)	(36,042)
Loan Liability	(214,581)	(197,212)	(250,623)
Provisions	(695,826)	(749,986)	(695,826)
	(2,195,687)	(1,196,499)	(1,381,140)
Net Current Asset Position	6,801,018	8,915,397	9,206,256
Less: Cash Restricted	(4,871,461)	(4,678,244)	(4,950,085)
Add Back: Component of Leave Liability not Required to be funded	361,204	361,074	361,204
Add Back: Current Loan Liability	214,581	197,212	250,623
Current Portion of Lease Liability	36,042	11,769	36,042
Adjustment for Trust Transactions Within Muni	(1,721)	(1,815)	(6,612)
Non cash Opening Contract liability adjustment			
Net Current Funding Position	2,539,662	4,805,393	4,897,428

SIGNIFICANT ACCOUNTING POLICIES
Please see page 5 for information on significant accounting polices 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)
$4.9 M

This Time Last Year
Surplus(Deficit)
$4.81 M

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

	Investment Value $	Maturity Date	Rate	Institution	Investment %
Cash Restricted (Reserves)					
NAB (Investment 2)	2,018,000	30/06/2023	4.25%	NAB	40%
Bankwest (Investment 2)	2,524,699	30/06/2023	3.30%	Bankwest	50%
NAB (Investment 3)	406,000	30/06/2023	4.25%	NAB	8%
Municipal Funds					
NAB (Investment 3)	100,000	30/06/2023	4.25%	NAB	2%
	5,048,699				100%

Investment Summary			
NAB (Investments 2&3)	2,524,000	Adheres to investment	50%
Bankwest (Investment 2)	2,524,699	Policy	50%
	5,048,699		100%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

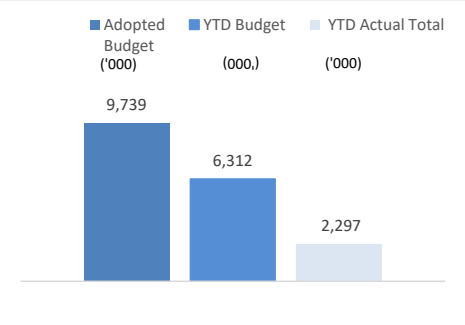
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land and Buildings	2,800,382	2,843,562	1,829,994	276,271	1,553,723
Plant & Equipment	2,390,600	2,515,552	1,808,103	613,186	1,194,917
Furniture & Equipment	588,674	584,674	311,116	92,679	218,437
Roads	2,393,823	2,302,565	1,515,413	1,097,992	417,421
Footpaths	51,000	51,000	34,000	0	34,000
Road Drainage	30,000	30,000	20,000	0	20,000
Infrastructure- Bridges	588,000	588,000	302400	0	302,400
Other Infrastructure	515,733	514,494	189,651	95,966	93,685
Parks and Gardens	350,520	310,520	277,853	93,921	183,932
Aerodromes	30,000	30,000	23,000	27,273	(4,273)
Capital Expenditure Totals	**9,738,732**	**9,770,367**	**6,311,530**	**2,297,287**	**4,014,243**

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	**$9.77 M**	**$2.3 M**	**24%**

To be read in conjunction with Strategic Projects Tracker

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

		Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Capital Expenditure			$	$	$	$	$
	Land and Buildings							
0.00	Land Development Opportunity	4130640	LB030	40,000	40,000	26,667	0	26,667
0.00	SES Training / Meeting Room	4050260	BC265	62,210	62,210	41,473	0	41,473
0%	Relocation of Homecare	4080360	BC052	868,545	868,545	579,030	0	579,030
0%	Landfill facility revegetation	4100165	IO184	10,000	10,000	6,667	0	6,667
0%	Recycling shed (Tip Shop)	4110160	BC274	50,000	50,000	33,333	0	33,333
0%	Equipment for Town Hall(Fans, Stage Light ..)	4110160	BC181	20,000	20,000	13,333	0	13,333
33%	Mayor's Parlour (Town Hall) Hot Water System (Zipsystem/ Miniboil)	4110160	BC182	5,000	5,000	3,333	1,650	1,683
0%	Town Hall Plan Upgrades- Heating, Cooling & Sundry (Circuit West)	4110160	BC183	50,000	50,000	33,333	0	33,333
14%	Town Hall Stage Upgrade/ EWP / Rigging	4110160	BC184	55,000	55,000	36,667	7,446	29,221
0%	Town Hall Office #3 Refurbishment	4110160	BC185	0	16,390	0	0	0
64%	Fitout of Railway Station Building	4110660	BC207	75,000	75,000	50,000	47,766	2,234
0%	Narrogin Railway Station Interpretation Signage	4110660	BC208	0	29,704	0	0	0
100%	Museum Building (Capital)-Museum Restoration as per conservation Report	4110660	BC201	45,355	28,441	26,854	28,441	(1,587)
0%	Covered Stage -Rec Centre for music/sound at west end of Alby Park	4110260	BC273	50,000	50,000	0	0	0
100%	Rec Centre Stadium LED Lighting	4110260	BC166	35,000	35,000	35,000	35,126	(126)
0%	Installation of Custom Orb Sheeting to Sections of Walls of Court 1 & 3 at NRLC	4110260	BC272	30,000	30,000	10,000	0	10,000
0%	Railway Dam Toilets	4110355	BC275	53,817	53,817	0	0	0
1%	Library Extension	4110560	IO080B	400,000	400,000	266,667	5,848	260,819
68%	Railway Station Resortation COVID recovery project	4110660	BC202	100,000	100,000	83,333	67,913	15,420
51%	ANZAC War Memorial Repair & Restoration	4110660	BC203	45,455	45,455	30,303	22,971	7,333
16%	Caravan park upgrades(ablution blocks & Kitchen)	4130260	BC238	45,000	45,000	30,000	7,081	22,919
5%	Construction of 3 chalets at Caravan Park	4130260	BC239	450,000	450,000	300,000	24,704	275,296
103%	Building Maintenance-Old jewellers shop	4130650	BC277	10,000	24,000	24,000	24,685	(685)
1%	Good Shed Roof and Wall Restoration	4130650	BC278	300,000	300,000	200,000	2,640	197,360
				2,800,382	**2,843,562**	**1,829,994**	**276,271**	**1,553,723**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

		Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Plant and Equipment							
50%	Narrogin Regional Homecare Ute	4050355	PA073A	45,000	45,000	30,000	22,488	7,512
0%	P56 Fuso Rosa (Bus)	4050355	PA072A	190,000	237,000	136,064	0	136,064
0%	P43 Toyota Corolla	4070355	PA043C	25,000	34,000	16,667	0	16,667
0%	50KV Generator and Trailer	4080455	PE075	35,000	35,000	23,333	0	23,333
47%	Acquisition of Fast Fill Trailer	4050155	PA952	0	15,000	0	7,000	(7,000)
0%	Acquisition of Incident Control Vehicle	4050255	PA950	881,900	881,900	587,933	0	587,933
0%	Acquisition of General Rescue Utility	4050255	PA951	110,200	110,200	73,467	0	73,467
0%	XC Class Train Mural Project	4100655	IO131	20,000	20,000	13,333	0	13,333
100%	NRLC- Irrigation Pump	4110255	PE161	13,500	11,386	11,386	11,386	(0)
99%	Bob Cat	4120350	PA835A	80,000	80,000	80,000	78,900	1,100
94%	John Deere Ride On Mower(Parks)	4120350	PA066A	10,000	10,000	6,667	9,364	(2,697)
96%	John Deere Ride on Mower(Caravan Park)	4120350	PA039A	10,000	10,000	6,667	9,636	(2,970)
100%	Sweeper Truck 2015	4120350	PA024A	350,000	350,000	350,000	348,500	1,500
0%	Hino 300 Series Crew Cab	4120350	PA8219A	100,000	109,262	68,519	0	68,519
0%	Single Cab Ute Isuzu(Parks/Curator)	4120350	PA018C	35,000	35,000	23,333	0	23,333
100%	MG HS EXCITE Wagon 2022 (MCLC)- Hybrid	4120350	PA004E	30,000	40,690	30,000	40,690	(10,690)
100%	2018 Mitsubishi (MF/MCS)	4120350	PA047G	30,000	44,532	44,532	44,532	0
100%	2018 Holden(EHO)	4120350	PA065A	30,000	40,690	40,690	40,690	0
0%	2020 Isuzu (Senior Ranger)	4120350	PA8163C	45,000	55,892	32,178	0	32,178
0%	Flocon (p8215) Roadsealing - Trade old Flocon and purchase new	4120350	PA8215	350,000	350,000	233,333	0	233,333
				2,390,600	**2,515,552**	**1,808,103**	**613,186**	**1,194,917**
	Furniture and Equipment							
0%	Additional Public CCTV Camera's - Installation	4040250	FE037	200,000	200,000	133,333	0	133,333
95%	Mobile Video Conference Solution for the Council Chambers	4040250	FE039	15,000	15,000	15,000	14,202	798
100%	Replacement of Copier at Library	4110550	FE034	4,000	0	0	0	0
7%	Pool Filters-NRLC	4110255	PE072	96,000	96,000	32,000	6,621	25,379
0%	Pool Liner-NRLC	4110255	PE073	80,000	80,000	26,667	0	26,667
0%	Boiler-NRLC	4110255	PE074	75,000	75,000	25,000	0	25,000
100%	Replacement of Copier at Homecare	4040250	PE076	10,000	10,000	6,667	9,967	(3,300)
100%	2XCopier Replacement &Upgrade-New	4140580	FE102	20,000	20,000	13,333	19,933	(6,600)
34%	Purchase of Altus HR system	4140580	FE101	48,674	48,674	32,449	16,717	15,733
63%	IT Upgrades as per Asset Management Plan(Altus PO & Other IT Assets)	4140580	FE103	40,000	40,000	26,667	25,239	1,428
				588,674	**584,674**	**311,116**	**92,679**	**218,437**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

		Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Infrastructure - Roads							
100%	Highbury West Road - Renewal (Rural)	4120165	IR216	0	0	0	405	(405)
0%	Design New Intersection for Wanerie and Cooraminning Roads	4120165	IR338	40,000	40,000	26,667	0	26,667
100%	NGN Valley Rd (Construction) 3.5km out it transport	4120165	IR339	200,000	0	0	0	0
0%	Park Street Widening (From Federal St to Church)	4120165	IR340	13,424	13,424	9,035	0	9,035
9%	Gorden Street Stabilising	4120165	IR341	59,329	59,329	39,756	5,229	34,526
0%	Manaring Rd Re-sheet (Currently Quartz)	4120165	IR342	182,320	182,320	122,592	0	122,592
0%	Flavel Road Re-sheet (Currently Quartz)	4120165	IR343	22,929	22,929	15,417	100	15,317
100%	Sheppard Road - Upgrade (Rural)	4120165	IR344	0	0	0	3,339	(3,339)
46%	Highbury West Re-sheet (Currently Quartz)	4120165	IR345	35,578	35,578	23,936	16,368	7,569
0%	Pethyebridge Rd Re-sheet (Currently Quartz)	4120165	IR346	103,337	103,337	69,501	0	69,501
0%	Cowcher Rd Re-Sheet (Currently Gravel)	4120165	IR347	31,366	31,366	21,085	0	21,085
0%	Chomley Road Seal (Weise)	4120165	IR349	30,087	30,087	20,135	0	20,135
93%	Two Solar Speed Detection Signs	4120155	PE080	22,000	22,000	14,667	20,540	(5,873)
11%	Airport- Seal Gravel Runway (100% RAPS Funded)	4120466	IO0185	201,390	201,390	134,326	21,725	112,601
43%	WSFN Wandering Road Development Works	4120167	IR337	75,000	75,000	50,000	32,075	17,925
93%	RRG Mckenzie Rd (Construction)-New seal over gravel	4120167	RRG338	424,275	424,275	284,564	394,628	(110,064)
41%	RRG Nomans Lake Siding Rd (Rehab) SLK	4120167	RRG339	244,797	244,797	163,587	99,843	63,744
44%	RRG Wanerie Rd (Rehab) SLK	4120167	RRG340	163,492	163,492	109,326	72,681	36,645
82%	Bottle Creek Place (R2R) Reseal SLK	4120166	R2R337	11,088	9,800	6,536	8,004	(1,468)
82%	George Street (R2R) Reseal SLK	4120166	R2R338	23,166	14,500	9,664	11,905	(2,241)
118%	Narrogin Valley Road - Renewal (Rural) (R2R)	4120167	R2R212	0	200,000	133,336	236,003	(102,667)
90%	Highbury West Road - Renewal (Rural) (R2R)	4120166	R2R216	15,714	16,000	10,664	14,403	(3,739)
91%	Katta Road (R2R) Reseal SLK	4120166	R2R339	95,953	25,100	16,736	22,913	(6,177)
97%	McCormick Way (R2R) Reseal SLK	4120166	R2R340	8,415	6,100	4,064	5,925	(1,861)
88%	Newman Street (R2R) Reseal SLK	4120166	R2R341	5,940	4,600	3,064	4,030	(966)
90%	Pitt Street (R2R) Reseal SLK	4120166	R2R342	6,600	4,600	3,064	4,145	(1,081)
100%	Range Road (R2R) Reseal SLK	4120166	R2R343	51,071	45,100	30,064	44,942	(14,878)
83%	Stewart Place (R2R) Reseal SLK	4120166	R2R344	6,270	7,941	5,296	6,619	(1,323)
60%	Stewart Road (R2R) Reseal SLK	4120166	R2R345	22,572	25,000	16,664	14,909	1,755
69%	Tanner Street (R2R) Reseal SLK	4120166	R2R346	4,950	6,000	4,000	4,168	(168)
90%	Wiese Road (Town) (R2R) Reseal SLK	4120166	R2R347	23,760	14,000	9,336	12,558	(3,222)
47%	Chomley Road (R2R) Reseal SLK	4120166	R2R213	77,000	45,000	30,000	21,132	8,868
32%	Highbury East Rd Culvert Upgrade	4120166	R2R348	60,000	60,000	40,000	19,041	20,959
0%	Blackspot Tarwonga Rd (Rehab) SLK	4120167	RBS204	132,000	169,500	88,331	363	87,968
				2,393,823	**2,302,565**	**1,515,413**	**1,097,992**	**417,421**
	Infrastructure - Footpaths							
0%	Burns street Footpath(Kippling to Doney)	4120175	IF055	22,000	22,000	14,667	0	14,667
0%	Doney Street Footpath	4120175	IF056	29,000	29,000	19,333	0	19,333
				51,000	**51,000**	**34,000**	**0**	**34,000**
	Infrastructure - Drainage							
0%	Drainage Easement Falcon St	4120180	ID000	30,000	30,000	20,000	0	20,000
				30,000	**30,000**	**20,000**	**0**	**20,000**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

		Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Infrastructure - Bridges							
100%	Tarwonga Rd Bridge 4551	4120181	IB204	192,000	0	0	0	0
0%	Whinbin Rock Rd Bridge 3125	4120181	IB205	396,000	588,000	302,400	0	302,400
				588,000	**588,000**	**302,400**	**0**	**302,400**
	Infrastructure - Other							
89%	TWIS Distribution Pipes Replacement	4100350	IO002	15,000	15,000	10,000	13,421	(3,421)
97%	May St Stormwater Catchment Dam	4110365	IO180	6,424	8,000	8,000	7,750	250
36%	Public Art Strategy - Implementation & Carry Over	4110860	IO113	45,455	45,455	45,455	16,142	29,313
100%	Single Electric BBQ for Gnarojin park near Skate park (to replace the former one)	4110860	FE036	10,000	7,185	2,770	7,185	(4,415)
0%	Two Inclusive Play Equipment Activities at Highbury $50k (as requested by HDCC)	4110365	IO181	50,000	50,000	0	0	0
82%	Two wheelchair accessible table settings at Highbury	4110365	IO182	7,000	7,000	0	5,730	(5,730)
0%	Upgrade of lighting to LED at Clayton Oval, Narrogin - Narrogin Hawks Football- Subject to	4110355	BC279	243,000	243,000	0	0	0
33%	Walk Cycle & Mountain Bike Trails Projects	4110360	IO129	138,854	138,854	123,426	45,740	77,686
				515,733	**514,494**	**189,651**	**95,966**	**93,685**
	Infrastructure - Parks & Gardens							
95%	Cemetery Upgrade	4100860	IO026	62,505	62,505	62,505	59,391	3,114
0%	Mackie Park Financial Planning Office Kitchenette	4110850	BC130	8,000	8,000	5,333	0	5,333
16%	Narrogin Tennis Courts Lighting & Surface Upgrading	4110360	IO127	210,015	210,015	210,015	34,500	175,515
0%	Provision for Accessible Toilets at Thomas Hogg Oval	4110355	BC269	50,000	10,000	0	0	0
0%	Thomas Hogg Oval Toilet Facility Demolition	4110360	BC268	20,000	20,000	0	30	(30)
				350,520	**310,520**	**277,853**	**93,921**	**183,932**
	Infrastructure - Aerodromes							
91%	Narrogin airport-Patient transfer facility	4120460	BC221	30,000	30,000	23,000	27,273	(4,273)
				30,000	**30,000**	**23,000**	**27,273**	**(4,273)**
	Grand Total			**9,738,732**	**9,770,367**	**6,311,530**	**2,297,287**	**4,014,243**

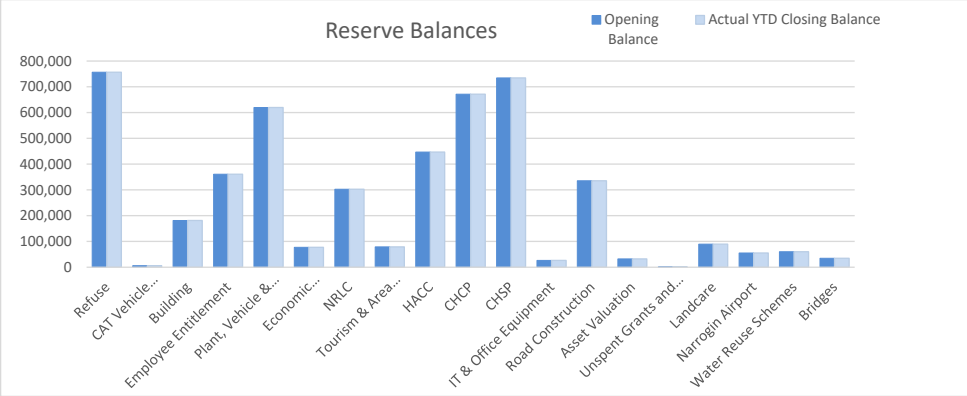
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

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	756,251	9,390	0	47,390	0	35,000	0	768,641	756,251
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
	4,869,993	**60,000**	**0**	**41,518**	**0**	**4,550,959**	**0**	**2,954,998**	**4,869,993**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2023

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
	2030199	RATES - Administration Allocated	280922.006	Operational Expenditure			(38,639)	(38,639)
	2030299	GENGRANT - Administration Allocated	280922.006	Operational Expenditure			(19,319)	(57,958)
	2030399	INVEST - Administration Allocated	280922.006	Operational Expenditure			(5,000)	(62,958)
	2030499	GENFUND - Administration Allocated	280922.006	Operational Expenditure			(19,319)	(82,277)
	2040199	MEMBERS - Administration Allocated	280922.006	Operational Expenditure		19,637		(62,640)
	2040299	OTHGOV - Administration Allocated	280922.006	Operational Expenditure			(56,955)	(119,595)
	2050199	FIRE - Administration Allocated	280922.006	Operational Expenditure		19,318		(100,277)
	2050299	ESL- Administration Allocated	280922.006	Operational Expenditure			(19,319)	(119,596)
	2050399	ANIMAL - Administration Allocated	280922.006	Operational Expenditure		19,319		(100,277)
	2050499	OLOPS - Administration Allocated	280922.006	Operational Expenditure		19,567		(80,710)
	2070399	HEALTH - Administration Allocated	280922.006	Operational Expenditure		19,319		(61,391)
	2070699	OTH HEALTH - Administration Allocated	280922.006	Operational Expenditure			(1,000)	(62,391)
	2080199	PRE-SCHOOL - Administration Allocated	280922.006	Operational Expenditure		8,159		(54,232)
	2080499	CHCP - Administration Allocated	280922.006	Operational Expenditure			(31,925)	(86,157)
	2080599	CHSP - Administration Allocated	280922.006	Operational Expenditure			(2,152)	(88,309)
	2080699	AGEDSNRS - Administration Allocated	280922.006	Operational Expenditure		32,800		(55,509)
	2080799	AGEDOTHER - Administration Allocated	280922.006	Operational Expenditure			(9,659)	(65,168)
	2080899	WELFARE - Administration Allocated	280922.006	Operational Expenditure		61,635		(3,533)
	2100199	SAN - Administration Allocated	280922.006	Operational Expenditure		131,542		128,009
	2100299	SANOTH - Administration Allocated	280922.006	Operational Expenditure		38,637		166,647
	2100899	COM AMEN - Administration Allocated	280922.006	Operational Expenditure			(19,319)	147,328
	2110199	HALLS - Administration Allocated	280922.006	Operational Expenditure		19,319		166,647
	2110299	NRLC - Administration Allocated	280922.006	Operational Expenditure			(19,318)	147,328
	2110399	REC - Administration Allocated	280922.006	Operational Expenditure			(19,319)	128,009
	2110699	HERITAGE - Administration Allocated	280922.006	Operational Expenditure			(9,659)	118,350
	2110899	OTHCUL - Administration Allocated	280922.006	Operational Expenditure		38,637		156,987
	2120299	ROADM - Administration Allocated	280922.006	Operational Expenditure			(172,684)	(15,697)
	2120399	PLANT - Administration Allocated	280922.006	Operational Expenditure			(19,319)	(35,016)
	2120499	AERO - Administration Allocated	280922.006	Operational Expenditure			(19,319)	(54,335)
	2120599	LICENSING - Administration Allocated	280922.006	Operational Expenditure			(28,978)	(83,313)
	2130199	RURAL - Administration Allocated	280922.006	Operational Expenditure		18,978		(64,335)
	2130299	TOUR - Administration Allocated	280922.006	Operational Expenditure		19,319		(45,016)
	2130399	BUILD - Administration Allocated	280922.006	Operational Expenditure		19,319		(25,697)
	2130499	SALEYARDS - Administration Allocated	280922.006	Operational Expenditure			(1,000)	(26,697)
	2130699	ECONOM - Administration Allocated	280922.006	Operational Expenditure			(28,978)	(55,676)
	2140199	PRIVATE - Administration Allocated	280922.006	Operational Expenditure		14,317		(41,359)
	2140299	PWO - Administration Allocated	280922.006	Operational Expenditure		73,011		31,653
	2140399	Plant Operating Costs-Administration Allocated	280922.006	Operational Expenditure			(31,653)	(0)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	IR339	Ngn Valley Rd (Construction) 3.5Km Out It Transport	280922.002	Capital Expenses			(200,000)	(200,000)
	R2R212	Narrogin Valley Road - Renewal (Rural) (R2R)	280922.002	Capital Expenses		200,000		0
	5120150	ROADC - Transfers From Reserve	280922.002	Capital Income			(128,758)	(128,758)
	R2R213	Chomley Road (R2R) Reseal Slk 15.23 - 16.81	280922.002	Capital Expenses		32,000		(96,758)
	R2R216	Highbury West Road - Renewal (Rural) (R2R)	280922.002	Capital Expenses			(286)	(97,044)
	R2R337	Bottle Creek Place (R2R) Reseal Slk 0 - 0.26	280922.002	Capital Expenses		1,288		(95,756)
	R2R338	George Street (R2R) Reseal Slk 0.36 - 0.77	280922.002	Capital Expenses		8,666		(87,090)
	R2R339	Katta Road (R2R) Reseal Slk 004-0.79	280922.002	Capital Expenses		70,853		(16,237)
	R2R340	Mccormick Way (R2R) Reseal Slk 0 - 0.18	280922.002	Capital Expenses		2,315		(13,922)
	R2R341	Newman Street (R2R) Reseal Slk 0 - 0.15	280922.002	Capital Expenses		1,340		(12,582)
	R2R342	Pitt Street (R2R) Reseal Slk 0.02 - 0.13	280922.002	Capital Expenses		2,000		(10,582)
	R2R343	Range Road (R2R) Reseal Slk 0 - 1.37	280922.002	Capital Expenses		5,971		(4,611)
	R2R344	Stewart Place (R2R) Reseal Slk 0 - 0.15	280922.002	Capital Expenses			(1,671)	(6,282)
	R2R345	Stewart Road (R2R) Reseal Slk 0 - 0.53	280922.002	Capital Expenses			(2,428)	(8,710)
	R2R346	Tanner Street (R2R) Reseal Slk 0 - 0.148	280922.002	Capital Expenses			(1,050)	(9,760)
	R2R347	Wiese Road (Town) (R2R) Reseal Slk 0 -0.409	280922.002	Capital Expenses		9,760		0
	PA952	Acquisition Of Fast Fill Trailer	261022.007	Capital Expenses			(15,000)	(15,000)
	5050152	FIRE - Grants (State)	261022.007	Capital Income		15,000		0
	PD8218	Proceeds From Disposal - Jet Patcher (P8218)	231122.003	Capital Income		20,000		20,000
	PD8514A	Proceeds From Disposal Of Dynapak Padfoot	231122.003	Capital Income		40,000		60,000
	RBS204	Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16	231122.003	Capital Expenses			(15,000)	45,000
	RBS204	Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16	231122.003	Capital Expenses			(7,500)	37,500
	5120352	PLANT - Transfers from Reserve	231122.003	Capital Income			(37,500)	0
		Opening Funding surplus/(deficit) as at 01/07/22	230222.010	Opening Surplus(Deficit)			(10,388)	(10,388)
	3030301	INVEST - Interest Earned - Municipal Funds	230222.010	Operating Revenue		60,000		49,612
	2040210	OTHGOV - Audit Fees	230222.010	Operating Expenses			(17,000)	32,612
	2070300	HEALTH - Salaries & Wages	230222.010	Operating Expenses		38,000		70,612
	2050119	FIRE - Refund of Unspent Grant	230222.010	Operating Expenses			(59,529)	11,083
	2080403	CHCP - Allowances	230222.010	Operating Expenses			(2,500)	8,583
	2080503	CHSP - Allowances	230222.010	Operating Expenses			(2,500)	6,083
	3100600	PLAN - Planning Application Fees	230222.010	Operating Revenue		35,000		41,083
	W090	Outdoor Gym Maintenance	230222.010	Operating Expenses			(1,000)	40,083
	W140	Airstrip & Grounds Maintenance/Operations	230222.010	Operating Expenses			(4,423)	35,660
	3120207	INSURANCE - General Reimbursement	230222.010	Operating Revenue			4,040	39,700
	PD8514A	Proceeds From Disposal Of Dynapak Padfoot	230222.010	Capital Revenue			(12,500)	27,200
	PD8218	Proceeds From Disposal - Jet Patcher (P8218)	230222.010	Capital Revenue			(10,000)	17,200
	4130671	ECONOM - Loan 127 Principal Repayments	230222.010	Capital Expenses			(13,000)	4,200
	BC185	Town Hall Office #3 Refurbishment	230222.010	Capital Revenue			(16,390)	(12,190)
	BC208	Narrogin Railway Station Interpretation Signage	230222.010	Capital Expenses			(29,704)	(41,894)
	5110660	HERITAGE GRANTS	230222.010	Capital Revenue		14,852		(27,042)
	BC269	Provision For Accessible Toilets At Thomas Hogg Oval	230222.010	Capital Expenses		40,000		12,958

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	FE034	Replacement Of Copier At Library	230222.010	Capital Expenses		4,000		16,958
	RBS204	Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16	230222.010	Capital Expenses			(15,000)	1,958
	IB205	Whinbin Rock Rd Bridge 3125	230222.010	Capital Expenses			(192,000)	(190,042)
	IB204	Tarwonga Rd Bridge 4551	230222.010	Capital Expenses			192,000	1,958
	PA072A	P56 Fuso Rosa (Bus)	230222.010	Capital Expenses			(47,000)	(45,042)
	PD072A	Chcp - Proceeds On Disposal Of Assets-P56 Fuso Rosa	230222.010	Capital Expenses			(15,000)	(60,042)
	PA043C	P43 Toyota Corolla	230222.010	Capital Expenses			(9,000)	(69,042)
	PD043B	Chcp - Proceeds On Disposal Of Assets-P43 Toyota Corolla	230222.010	Capital Revenue		9,000		(60,042)
	5080552	CHSP - Transfers From Reserve	230222.010	Capital Revenue		62,000		1,958
	IO180	May St Stormwater Catchment Dam	230222.010	Capital Expenses			(1,576)	382
	BC201	Museum Building (Capital)-Museum Restoration As Per Con	230222.010	Capital Expenses		16,914		17,296
	FE036	Single Electric Bbq For Gnarojin Park Near Skate Park (To Re	230222.010	Capital Expenses		2,815		20,111
	PE161	Nrlc- Irrigation Pump	230222.010	Capital Expenses		2,114		22,225
	PA8219A	Hino 300 Series Crew Cab	230222.010	Capital Expenses			(9,262)	12,963
	PD8219A	Proceeds From Disposal Of Hino 300 Series Crew Cab	230222.010	Capital Revenue		10,000		22,963
	PA004E	Mg Hs Excite Wagon 2022 (Mclc)- Hybrid	230222.010	Capital Expenses			(10,690)	12,273
	PD004E	Proceeds From Disposal Of 2018 Mitsubishi (Mclc)	230222.010	Capital Revenue		1,454		13,727
	PA047G	2018 Mitsubishi (Mf/Mcs)	230222.010	Capital Expenses			(14,532)	(805)
	PD047G	Proceeds From Disposal Of 2018 Mitsubishi (Mf)	230222.010	Capital Revenue		5,090		4,285
	PA065A	2018 Holden(Eho)	230222.010	Capital Expenses			(10,690)	(6,405)
	PD065A	Proceeds On Disposal Eho Vehicle Trax 2018(P65)	230222.010	Capital Revenue		10,000		3,595
	PA8163C	2020 Isuzu (Senior Ranger)	230222.010	Capital Expenses			(10,892)	(7,297)
	PD8163C	Proceeds From Disposal Of 2020 Isuzu (Senior Ranger)	230222.010	Capital Revenue		10,000		2,703
	5120352	PLANT - Transfers from Reserve	230222.010	Capital Revenue		42,022		44,725
	BC277	Building Maintenance-Old Jewellers Shop	230222.010	Capital Expenses			(14,000)	30,725
	3130300	BUILD - Building License Fees	230222.010	Operating Revenue			(8,065)	22,660
	3130303	BUILD - Building Officer Regional Support Income	230222.010	Operating Revenue			(5,250)	17,410
	3130600	ECONOM - Commercial Property Lease income	230222.010	Operating Revenue			(17,410)	0

Strategic Budget Projects Register 2022/23

FOR MONTH OF 15 MARCH 2023

Project Title/Task	COA Description	Job	COA	Renew Upgrade New	Original Budget	Current Budget	Actual Exp to 15/3/23	Total Committed Expenditure	Outstanding PO Exp to 15/3/23	Budget Remaining (incl P/Os)	Priority (to CEO)	Category	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capital) in nature that have a budget provision in the current Budget.					**UV Code? To be added manually A**	**UV Code? To be added manually B**	**UV Code? To be added manually D**	**Calc column E= C + D**	**UV Code? To be added manually C**	**Calc column B - E**	☑				**Select from one of the 4 Departments**	**Mark Furr**	**If delegated to another...**	**- On Track - Off Track - Complete - In Trouble - On Hold**		**Anticipated start date of the Project**	**Anticipated completion date of the Project**
Governance											☐				Office of CEO			Not applicable			
Members of Council											☐				Office of CEO			Not applicable			
Mobile Video Conference Solution for the Council Chambers & Committee Room		FE039	4040250		$15,000	$15,000	$14,202	$14,202	$0	$798	☑	ITC Acquisition	Completed	17/08/22 - Solution scoping completed, quotes obtained and preferred Supplier identified. 30/08/22 - MVC solutions for Chamber and Meeting Room on track for early completion. 17/10/22 - Project completed 28 Aug 22	Corporate & Community Services	Mark Furr	Kunal Sarma	Complete	100%	01/08/22	17/10/22
Law, Order & Public Safety											☐				Office of CEO			Not applicable			
Additional Public CCTV Camera's - Installation (subject to grant)		FE037	4050455		$200,000	$200,000	$0	$0	$0	$200,000	☐	ITC Acquisition	High	15/08/22 - Project meeting scheduled with IT Officer 16/08/22. 15/08/22 - Investigating Telstra credits to assist funding of project. 15/08/22 - Investigating available grants to proceed. 09/09/22 - Continuing to investigate grant opportunities , those reviewed to date identify CCTV as not applicable. Continue to pursue grant opportunity. 17/10/22 - No change to previous update. 14/11/22 - No grant opportunities found for this project; therefore, project may not be able to proceed in 22/23 5/12/22 - No grant opportunities found. Engagement undertaken however advised that grant criteria did not cover applications for CCTV. As this project is dependent on grant funding and not currently available it is recommended that this project is deferred until suitable grants are identified. 25/01/23 - No further progress on this matter. 13/03/23 - No further action on this matter.	Corporate & Community Services	Mark Furr	Kunal Sarma	In Trouble	0%	01/10/22	30/06/23
SES Building Project		BC265	4050260		$62,210	$62,210	$0	$0	$0	$62,210	☑	Consultancy	Low	to inform ESL Grant request in 23/24. 10/1/2023 - Peter Raykos DFES Grants Officer advised that the remaining unspent funds of $62K can be redirected to offset the costs of the new collocated facility for the design and detail drawing and documentation for tender to construct. Concept drawing being sent to SES and BFB and DFES fro comments prior to preparing detail drawings. Quotes also sought from Architect /Designer for detail design and documentation.	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	5%	01/10/22	30/04/23
Acquisition of Incident Control Vehicle		PA950	4050255		$881,900	$881,900	$0	$0	$0	$881,900	☐	Vehicle Acquisition	High	17/8/2022 - To be fabricated by DFES 31/08/22 - Still awaiting receipt of vehicle 13/10/22 - DFES advised delivery will be some time away up to 2 years 23/12/23 - DFES advised Project commencement of the ICV is subject to the Operational Fleet Project award of contract for this appliance type which is currently in the concept development phase. At this point in time DFES is unable to provide any further information on the status of this unfortunately however can confirm that the Narrogin ICV build will be some time away.	Development & Regulatory Services	Azhar Awang	Azhar Awang	Off Track	0%	01/07/22	30/06/23
PA952 21/22 Fast Fill Trailer (Carryover from 21/22)		PA952	4050155		$0.00	$7,000.00	$7,000	$7,000	$0	$0	☐	Vehicle Acquisition	Low	Budget Amended OCM 25/10/22 as C/Over not included in original 23/12/22 - The Trailer has been completed by Borgas Engineering and waiting for the pump to be installed from Narrogin Pumps before delivery to Normans Lake BFB. Anticipated delivery to Normans Lake end of February 2023.	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	90%	01/07/22	30/06/23
PA953 21/22 Fast Fill Trailer (Carryover from 21/22)		PA953	4050155		$0.00	$8,000.00	$0	$0	$0	$8,000	☐	Vehicle Acquisition	Medium	Budget Amended OCM 25/10/22 as C/Over not included in original 23/12/22 - Work will commence in February/March 2023. Anticipated to be completed by June 2023	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	10%	01/02/23	30/06/23
Acquisition of General Rescue Utility		PA951	4050255		$110,200	$110,200	$0	$0	$0	$110,200	☐	Vehicle Acquisition	High	17/8/2022 - To be fabricated by DFES 31/08/22 - Still awaiting receipt of vehicle 13/10/22 - DFES advised delivery has been delayed and will be a minimum of 18 months. 23/12/22 - DFES advised that the Approved GRU's has been delayed due to the current long (12-18 mth) lead times on the availability & delivery of chassis'. The reduction of backlog has well and truly commenced, however the program will see those projects approved prior to Narrogin delivered first.	Development & Regulatory Services	Azhar Awang	Azhar Awang	Off Track	0%	01/07/22	30/06/23
Education & Welfare											☐				Office of CEO			Not applicable			
Narrogin Regional Homecare Ute		PA073A	4080455		$45,000	$45,000	$22,488	$22,488	$0	$22,512	☐	Vehicle Acquisition	Completed	15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ created and disseminated to local providers. 21/09/22 - Quotes received option to purchase being determined and expect to submit purchase order in coming days 17/10/22 - Vehicle purchased and already delivered to Homecare.	Corporate & Community Services	Mark Furr	Paula Raworth	Complete	100%	01/10/22	17/10/22
P56 Fuso Rosa (Bus)		PA072A	4080455		$190,000	$237,000	$0	$0	$0	$237,000	☐	Vehicle Acquisition	Low	15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ being prepared for dissemination to local providers. 17/10/22 - No change to previous update and within project timeframes 14/11/22 - RFQ being prepared for Dec 22. 05/12/22 - RFQ due for submission by 14 Dec 22. 16/12/22 - RFQ submitted 15/12/22. 25/01/23 - RFT closed with one submission. Quote is higher than budgeted. Reviewing options before progressing. 13/03/23 - With Fuso Rosa quote exceeding budget meeting with Toyota has resulted in quote being compiled fro a coaster. Similar specifications but significantly lower in cost.	Corporate & Community Services	Mark Furr	Paula Raworth	On Track	75%	01/10/22	30/06/23
P43 Toyota Corolla		PA043C	4080455		$25,000	$34,000	$0	$31,723	$31,723	$2,277	☐	Vehicle Acquisition	Low	15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ created and disseminated to local providers. 21/09/22 - RFQ completed, and quotes received, however RFQ process halted to allow consideration of new EV legislation from 01 Jul 22 17/10/22 - New legislation considered however relevant EV's not suitable for Homecare purpose and so reverting back to original RFQ determinations and finalising procurement. 14/11/22 - Preferred supplier identified and liaising to secure delivery of vehicle. 05/12/22 - Preferred supplier identified and liaising to secure delivery of vehicle. 25/1/23 - Investigating the acquisition of a Caddy vehicle (wheelchair compatible), due to client demand. if not possible then will revert to purchase of corolla. 13/02/23 - Caddy net available for 18 months, costs exceeding budget significantly. Quote for Corolla Cross approved and awaiting delivery. 13/03/23 - Vehicle to be delivered on 21 March 23.	Corporate & Community Services	Mark Furr	Paula Raworth	On Track	75%	01/10/22	31/05/23
Replacement of Copier at Homecare		PE076	4080450		$10,000	$10,000	$9,967	$9,967	$0	$33	☐	ITC Acquisition	Completed	15/08/22 - Project meeting scheduled with IT Officer 16/08/22. 21/09/22 - Quotes obtained for Copiers, and preferred provider has been identified. 17/10/22 - Awaiting delivery. 14/11/22 - Copier delivered and installed, project complete.	Corporate & Community Services	Mark Furr	Kunal Sarma	Complete	100%	01/10/22	31/12/22
Relocation of Narrogin Regional Homecare Services		BC052	4080360		$868,545	$868,545	$0	$0	$0	$868,545	☑	Building Construction/Mtce	High	Client - CEO (extreme political risk) 15/08/22 - Project meeting on 19/08 to discuss and agree project scope in consideration of previous resolution and activity associated to project in 21/22 31/08/22 - Meeting with Senior Citizen Centre Committee to take place with SP, CEO and EMCCS. Date to be confirmed by Client. EMCCS and MCCS visited Senior Citizen Centre. 17/10/22 - No further update at this time. 14/11/22 - No further update at this time. 05/12/22 - No further update at this time. 15/12/22 - Relocation unlikely in 22/23. 25/1/23 - No further update and relocation unlikely within FY22/23 13/03/23 - No further update at this time.	Corporate & Community Services	Mark Furr	Paula Raworth	In Trouble	0%	27/07/22	30/06/23
Community Amenities											☐				Office of CEO			Not applicable			
Mackie Park Financial Counselling Office Kitchenette		BC130	4100850		$8,000	$8,000	$0	$0	$0	$8,000	☐	Building Construction/Mtce	Medium	Quote sent to CR Fisher. Works suspended pending their advice as to how to proceed given price estimates / scope.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Hold	10%	01/01/23	31/05/23
Recycling Shed (Tip Shop) - Subject to Grant		BC274	4100160		$50,000	$50,000	$0	$0	$0	$50,000	☐	Building Construction/Mtce	Medium	17/8/2022 - Working with CDO for available funding through Lotterywest on Infrastructure.	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	0%	01/01/23	31/03/23

Project Title/Task	COA Description	Job	COA	Renew Upgrade New	Original Budget	Current Budget	Actual Exp to 15/3/23	Total Committed Expenditure	Outstanding PO Exp to 15/3/23	Budget Remaining (incl P/Os)	Priority (to CEO)	Category	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Landfill facility revegetation		IO184	4100165		$10,000	$10,000	$0	$2,040	$2,040	$7,960		Other	Low	500 tube stock ordered and available for planting in April 2023. Have met John/Scott and discussed earthworks and mulching to be completed in March prior to planting.	Development & Regulatory Services	Torre Evans	Torre Evans	On Track	0%	27/07/22	01/05/23
Sewerage															Office of CEO			Not applicable			
May St Stormwater Catchment Dam		IO180	4110365		$6,424	$8,000	$7,750	$7,750	$0	$250		Other	Completed	All works now complete with dam fully functional and pumping water. Final acquital due last week January 2023	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	27/07/22	31/12/22
Retic Pipe Upgrade Clayton Oval TWIS Dam		IO002	4100350		$15,000	$15,000	$13,421	$13,421	$0	$1,579		Other	Completed	Works scheduled February	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Cemetery															Office of CEO			Not applicable			
Cemetery Upgrade		IO026	4100860		$62,502	$62,502	$59,391	$59,391	$0	$3,111		Other	Completed	Grant project Complete and acquitted January 2023. Shelters, seats and bin surrounds installation were not part of the scope for the grant however will occur prior to 30 June 2023 pending staff availability and labour costs.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/07/22	01/02/23
Recreation & Culture															Office of CEO			Not applicable			
Railway Dam Eco Toilets (LRCIP 3)		BC275	4110355		$53,817	$53,817	$0	$120	$120	$53,697	☑	Building Construction/Mtce	Medium	PO issued 13/02/2023 to M & V Raneri Building Contractors. Work to be complete April/May. Water meter installed and gravel pad in place.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	30%	01/10/22	30/04/23
Fitout of Railway Station Building		BC207	4110660		$75,000	$75,000	$45,227	$77,308	$32,081	-$2,308	☑	Consultancy Other	Low	Progressing well and on track for completion on time.	Office of CEO	Dale Stewart	Dale Stewart	On Track	70%	01/07/22	30/04/23
Railway Station Restoration COVID recovery project		BC202	4110660		$100,000	$100,000	$67,913	$72,126	$4,213	$27,874	☑	Building Construction/Mtce	Low	Complete to 98% and under budget (final touches / adjustments now VC has moved in) bar photovoltaics on storage shed, however with savings taking opportunity to fit out Storage Shed. Date completion now changed to 31/3/23 for fitout of Storage Shed. Will review cost to determine savings for potential Council resol. reallocation to provide path from BP.	Office of CEO	Dale Stewart	Dale Stewart	On Track	95%	01/10/22	30/04/23
Narrogin Railway Station and Footbridge Heritage Grant		BC208	41106600		$0	$29,704	0	$0	0	$29,704		Other		to be added Budget Review Feb 2023.	Development & Regulatory Services	Azhar Awang	Susan Guy	On Track	5%		30/06/23
Museum Restoration as per conservation Report		BC201	4110660		$45,355	$28,441	$28,441	$28,441	$0	$0		Building Construction/Mtce	Completed	Works Complete. Check remaining/outstanding PO's.	Development & Regulatory Services	Azhar Awang	Ben Kittow	Complete	100%	01/10/22	31/12/22
Public Art Strategy - Implementation & Carry Over		IO113	4110860		$45,455	$45,455	$16,142	$16,142	$0	$29,313		Other	Low	Last year's carryover works completed. This year's works progressing through quotes and via Townscape for Telstra Building facade.	Development & Regulatory Services	Azhar Awang	Susan Guy	On Track	0%	01/10/22	31/05/23
Single Electric BBQ for Gnarojin park near Skate park (to replace the former one)		FE036	4110860		$10,000	$7,185	$7,185	$7,185	$0	$0		Other	Completed	Delivered, installed and operational.	Technical & Rural Services	Torre Evans	Sue Roopchand	Complete	100%	01/10/22	31/03/23
Two Inclusive Play Equipment Activities at Highbury $50k (as requested by HDCC)		IO181	4110365		$50,000	$50,000	$0	$50,354	$50,354	-$354		Other	Low	Have met with HDCC P/O issued. Delivery/Installation time March/April 2023	Technical & Rural Services	Torre Evans	Sue Roopchand	On Track	50%	01/01/23	31/03/23
Two wheelchair accessible table settings at Highbury		IO182	4110365		$7,000	$7,000	$5,730	$5,730	$0	$1,270		Other	Low	Delivered. Install March	Technical & Rural Services	Torre Evans	Sue Roopchand	On Track	80%	01/01/23	31/03/23
Thomas Hogg Oval Sewer / Electrical upgrade		BC269	4110355		$50,000	$10,000	$0	$0	$0	$10,000	☑	Building Construction/Mtce	Low	New project to make compliant sewer and electrical to clubrooms following demolition of old ablutions. Quotes pending. Demolition scheduled mid April.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	10%	03/03/23	31/05/23
Thomas Hogg Oval Toilet Facility Demolition		BC268	4110360		$20,000	$20,000	$30	$321	$291	$19,679	☑	Building Construction/Mtce	Medium	Liaise with and consider timing / Revheads Eagles. Demolition scheduled mid April.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	31/03/23
Walk Cycle & Mountain Bike Trails Projects		IO129	4110360		$138,854	$138,854	$50,615	$59,278	$8,663	$79,576		Other	Low	Liaise Doug Sawkins 25/1/2023 - RFQ advertised closed 20 February 2023	Development & Regulatory Services	Azhar Awang	Susan Guy	On Track	70%	27/07/22	31/03/23
Replacement of Library Copier		FE034	4110550		$4,000	$0	$0	$0	$0	$0		ITC Acquisition	High	15/08/22 - Project meeting scheduled with IT Officer 16/08/22 30/08/22 - Review of asset and determination that use is considerably less than criteria for replacement and therefore will not be considered for replacement until next financial year. 50k copies in 5 years as opposed to expected shelf life of 500k in 5 years..	Corporate & Community Services	Mark Furr	Kunal Sarma	No Longer Proceeding This Budget	0%	01/01/23	31/03/23
XC Class Train Mural Project		IO131	4110670		$20,000	$20,000	$0	$0	$0	$20,000		Other	Medium	Awaiting completion of Goods Shed and PM706 debate. Mural two carriages? and Train after first high pressure clean, then securing properly, then mural / paint..? Latter project - gut internals and make kid safe for play equipment...? Possibility of painting being done for free (cost of clean / materials). Researching.	Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/10/22	31/05/23
ANZAC War memorial repair & restoration		BC203	4110660		$45,455	$45,455	$22,971	$35,352	$12,381	$10,103		Building Construction/Mtce	Low	New ceiling has been completed. Painting contractor to commence work in March 2023 with completion by the 31/3/2023.Approval from the Heritage Council to match with existing colour. 8/2/23 - Contractor advised that work is schedule to commence in the week of 27 February and will require two to three weeks to complete the work. Assurance being given by the contractor that the work will be completed by the end of March.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	85%	27/07/22	31/03/23
Upgrade of lighting to LED at Clayton Oval, Narrogin. – Narrogin Hawks Football- Subject to Grant		BC279	4110355		$243,000	$243,000	$0	$0	$0	$243,000		Other	Low	Client Hawks - grant approved by DSR 24/11/22 at 60k...not 81k..so liaising with Dani Hawks re how they are progressing/financing if they chose higher quote.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/01/23	30/06/23
Library Extension Project (LRCIP 3)		IO080B	4110560		$400,000	$400,000	$5,848	$10,498	$4,650	$389,502	☑	Building Construction/Mtce	High	(LRCIP 3) Relocation / logistics during construction? 15/08/22 - Project scoping meeting scheduled for 16/08. 30/08/22 - Meetings with Architect to confirm ACC and DRS. 21/09/22 - RFT expected in Oct 22 - Final detail being determined after Engineer's work is completed. 17/10/22 - RFT to be completed by 27 October for dissemination; additional documentation required being sourced and intensive engagement between stakeholders (Architect, Certifier, Structural Engineer to finalise required work). This process along with sewer realignment project separate to RFT process. 20/10/22 - Planning application lodged and approved. 14/11/22 - RFT written and now only waiting for drawings to be certified after further delay from external stakeholders, expected mid-November. 5/12/22 - All required documentation now received and so RFT to be submitted by 14 Dec 22. 25/01/23 - RFQ submitted before Christmas with closing date of 27 Jan 23. No bids as of yet. 13/02/23 - Local Contractors contacted directly. 132/03/23 - Local contractors declined opportunity to participate. Eportal advert to be lodged. Contact with LCRIP to carry over funding into 23/24 to be undertaken in April 2023.	Development & Regulatory Services	Mark Furr	Ben Kittow	Off Track	25%	27/07/22	30/06/23
Public Halls, Civic Centres															Office of CEO			Not applicable			
Mayor's Parlour (Town Hall) Hot Water System (Zipsystem/ Miniboil)		BC182	4110160		$5,000	$5,000	$1,650	$1,650	$0	$3,350		Other	Completed	Liaise Arts Narrogin	Development & Regulatory Services	Azhar Awang	Ben Kittow	Complete	100%	01/10/22	31/12/22
Equipment for Town Hall (Fans, Stage Light ..)		BC181	4110160		$20,000	$20,000	$0	$0	$0	$20,000		Other	Low	Liaise Arts Narrogin	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	31/03/23
Town Hall Plan Upgrades- Heating, Cooling & Sundry (Circuit West)		BC183	4110160		$50,000	$50,000	$0	$0	$0	$50,000	☑	Other	Low	Liaise Arts Narrogin	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	31/03/23
Town Hall Stage Upgrade/ EWP / Rigging		BC184	4110160		$55,000	$55,000	$7,446	$22,311	$14,865	$32,689	☑	Other	Low	Liaise Arts Narrogin 17/8/2022 - PO issued to Peter Jago of Spirited Thinking to develop the design fro the rigging and the needs of the event organiser including stakeholders. 25/1/2023 - Peter Jago to submit first draft by end of January 2023.	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	5%	01/10/22	31/03/23
Town Hall Office No. 3		BC185	4110160		$0	$16,000	$0	$9,616	$9,616	$6,384			Low	New Job OCM 22/2/23	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	02/03/23	31/05/23
Narrogin Regional Leisure Centre															Office of CEO			Not applicable			
50 KV Generator & Trailer- Subject to Grant		PE075	4110255		$35,000	$35,000	$0	$0	$0	$35,000	☑	Plant & Equip Acquisition	High	EMDRS to source funding.	Development & Regulatory Services	Azhar Awang	Azhar Awang	On Track	0%	01/10/22	31/03/23
Narrogin Tennis Courts Lighting & Surface Upgrading (LRCIP 3)		IO127	4110360		$210,015	$210,015	$34,500	$204,940	$170,440	$5,075		Other	Low	- (LRCIP 3) - Lighting Component Quote of Vizona for Lighting Component let for $35,700 plus GST - project 10 weeks from 31/7/22 - lighting completed and commissioned 24/11/22. - Courts Component Quote to Sports Surfaces accepted and let - timing of product availability not until March 2023- Need to recoup 2/3rds cash from NTC nearing completion. 22/2/23 - Plexipave courts end of April and then move on to the synthetic turf courts end of May.	Office of CEO	Dale Stewart	Dale Stewart	On Track	50%	28/07/22	30/04/23
NRLC- Irrigation Pump		PE161	4110255		$13,500	$11,386	$15,989	$15,989	$0	-$4,603		Plant & Equip Acquisition	Completed	Installation now complete 27/10/22	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	27/07/22	31/12/22
Rec Centre Stadium LED Lighting		BC166	4110260		$35,000	$35,000	$35,126	$35,126	$0	-$126	☑	Building Construction/Mtce	Completed	Works completed to courts 1,2 &3. Sqaush court corridor lighting to re replaced 5/12/2022 . Enitre completion ETA12/12/2022.	Development & Regulatory Services	Azhar Awang	Azhar Awang	Complete	100%	01/10/22	31/03/23
Installation of Custom Orb Sheeting to Sections of Walls of Court 1 & 3 at NRLC		BC272	4110260		$30,000	$30,000	$0	$21,166	$21,166	$8,834	☑	Building Construction/Mtce	Low	Work awarded to Ground Up construction. Work to commence in March.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	10%	01/10/22	31/03/23
Sound Shell at Alby Park		BC273	4110260		$50,000	$50,000	$0	$8,025	$8,025	$41,975	☑	Building Construction/Mtce	Low	Judith McDougall has provided prelimainary drawings. Amendments after review are underway.	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	5%	01/01/23	30/06/23
Pool Filters-NRLC		PE072	4110255		$96,000	$96,000	$20,233	$20,233	$0	$75,767	☑	Other	Low	Liaise YMCA re pool downtime - timing / need	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	30/06/23
Pool Liner-NRLC		PE073	4110255		$80,000	$80,000	$0	$0	$0	$80,000	☑	Other	Low	Liaise YMCA re pool downtime - timing / need	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	30/06/23
Boiler-NRLC		PE074	4110255		$75,000	$75,000	$0	$0	$0	$75,000	☑	Other	Low	Liaise YMCA re pool downtime - timing / need	Development & Regulatory Services	Azhar Awang	Ben Kittow	On Track	0%	01/10/22	30/06/23
Transport															Office of CEO			Not applicable			
Bottle Creek Place (R2R) Reseal SLK 0 - 0.26		R2R337	4120166		$11,088	$11,088	$8,004	$8,004	$0	$3,084		Road Reseal	Completed	Completed - awaiting invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
George Street (R2R) Reseal SLK 0.36 - 0.77		R2R338	4120166		$23,166	$23,166	$11,905	$11,905	$0	$11,261		Road Reseal	Completed	Works in January, P/O issued to seal contractor awaiting to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23

Project Title/Task	COA Description	Job	COA	Renew Upgrade New	Original Budget	Current Budget	Actual Exp to 15/3/23	Total Committed Expenditure	Outstanding PO Exp to 15/3/23	Budget Remaining (incl P/Os)	Priority (to CEO)	Category	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Highbury West Road (R2R) Reseal SLK 5.15 - 5.65		R2R216	4120166		$15,714	$15,714	$14,403	$14,403	$0	$1,311		Road Reseal	Completed	Works in January, P/O issued to seal contractor 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Katta Road (R2R) Reseal SLK 0.04 - 0.79		R2R339	4120166		$95,953	$95,953	$22,913	$22,913	$0	$73,040		Road Reseal	Completed	Completed - awaiting invoice 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
McCormick Way (R2R) Reseal SLK 0 - 0.18		R2R340	4120166		$8,415	$8,415	$5,925	$5,925	$0	$2,490		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Newman Street (R2R) Reseal SLK 0 - 0.15		R2R341	4120166		$5,940	$5,940	$4,030	$4,030	$0	$1,910		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Pitt Street (R2R) Reseal SLK 0.02 - 0.13		R2R342	4120166		$6,600	$6,600	$4,145	$4,145	$0	$2,455		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Range Road (R2R) Reseal SLK 0 - 1.37		R2R343	4120166		$51,071	$51,071	$44,942	$44,942	$0	$6,129		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Stewart Place (R2R) Reseal SLK 0 - 0.15		R2R344	4120166		$6,270	$6,270	$6,619	$6,619	$0	-$349		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Stewart Road (R2R) Reseal SLK 0 - 0.53		R2R345	4120166		$22,572	$22,572	$14,909	$14,909	$0	$7,663		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Tanner Street (R2R) Reseal SLK 0 - 0.148		R2R346	4120166		$4,950	$4,950	$4,168	$4,168	$0	$782		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Wiese Road (Town) (R2R) Reseal SLK 0 -0.409		R2R347	4120166		$23,760	$23,760	$12,558	$12,558	$0	$11,202		Road Reseal	Completed	Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Chomley Road (R2R) Reseal SLK 15.23 - 16.81		R2R213	4120166		$77,000	$77,000	$21,132	$21,132	$0	$55,868		Road Reseal	Completed	Works in January, P/O issued to seal contractor 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show $0.00 balance	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Highbury East Rd Culvert Upgrade		R2R348	4120166		$60,000	$60,000	$19,041	$19,041	$0	$40,959		Road Construction	Low	MO doing RFQ,,works in March	Technical & Rural Services	Torre Evans	John Warburton	On Track	10%	28/02/23	31/03/23
Aerodrome															Office of CEO			Not applicable			
Airport Patient Transfer Facility St John Ambulance / RFDS		BC221	4120460		$30,000	$30,000	$27,273.00	$27,273	$0	$2,727		Building Construction/Mtce	Low	28/11/22 - Grant advises that project all but complete for grant purposes - awaiting acquittal invoices. Dale to Check income treatment 21/22 and 22/23 $10,000paid 21/22. ? $20,000 due 22/23 but all income recorded in 22/23..? check $10k in prepyats..? in balance sheet.	Office of CEO	Dale Stewart	Dale Stewart	On Track	90%	01/07/22	31/03/23
Airport- Seal Gravel Runway (RAPS Funded)		IO0185	4120466		$201,390	$201,390	$25,728	$190,623	$164,895	$10,767	☑	Road Construction	Low	Works 28 February, P/O issued to seal contractor	Technical & Rural Services	Torre Evans	John Warburton	On Track	25%	01/02/23	31/03/23
Regional Road Group															Office of CEO			Not applicable			
RRG Mckenzie Rd (Construction)-New seal over gravel - SLK 0 - 1.85		RRG338	4120167		$424,275	$424,275	$394,628	$394,628	$0	$29,647		Road Construction	Completed	Waiting for invoice	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
RRG Nomans Lake Siding Rd (Rehab) SLK - 0.03 - 2.07		RRG339	4120167		$244,797	$244,797	$99,843	$173,968	$74,125	$70,829		Road Construction	Completed	Seal complete, still need to rehab pit that was used and finalise all costings. Seems there are some in-consistancies with synergy, have reported to Alex and Mark.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
RRG Wanerie Rd (Rehab) SLK 4.1 - 5.3		RRG340	4120167		$163,492	$163,492	$72,681	$138,963	$66,282	$24,529		Road Construction	Low	Stabilisation works complete, asphalting in March.	Technical & Rural Services	Torre Evans	John Warburton	On Track	95%	01/01/23	31/03/23
Wheatbelt Secondary Freight Network															Office of CEO			Not applicable			
WSFN Wandering Road Development Works		IR337	4120164		$75,000	$75,000	$32,075	$62,775	$30,700	$12,225		Road Construction	Low	Gravel pushed, surveyor/Geo engaged	Technical & Rural Services	Torre Evans	John Warburton	On Track	75%	01/07/22	30/04/23
Black Spot programme															Office of CEO			Not applicable			
Blackspot Tarwonga Rd (Rehab) SLK 15.5 - 16		RBS204	4120168		$132,000	$154,500	$0	$51,012	$51,012	$103,488		Road Construction	Low	Road design recieved from consultant February after much delay. Road design sent to RSA for audit recieved back 14/2/23. All doc's sent to MRWA for final comment before proceeding with works.	Technical & Rural Services	Torre Evans	John Warburton	On Track	25%	01/01/23	31/03/23
Drainage Construction															Office of CEO			Not applicable			
Drainage Easement Falcon St		ID000	4120180		$30,000	$30,000	$0	$0	$0	$30,000		Road Construction	Low	Awaiting administration completion from DRS. 21/2/23 Met with Azhar who advises that it is still with th landowner to sign. 16/2/2023 - Deed of agreement sent to affected property owner by McLeods Solicitors. Waiting for signed deed of agreement. Delay was a result of the subdivision and amalgamation of the Church land to be amalgamated to the affected property for the creation of the storm water easement	Technical & Rural Services	Torre Evans	John Warburton	On Track	50%	01/01/23	31/03/23
Muni Funded Roadworks															Office of CEO			Not applicable			
NGN Valley Rd (Construction) SLK 4.83 - 6.83		R2R212	4120165		$200,000	$200,000	$236,003	$236,003	$0	-$36,003	☑	Road Construction	Completed	Waiting for invoice, and will be over budget and the R2R adjusted to compensate with unders in other R2R areas.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Park Street Widening (From Federal St to Church)		IR340	4120165		$13,423	$13,423	$0	$0	$0	$13,423	☑	Road Construction	Low	Start April 2023	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	30/03/23	01/05/23
Gorden Street Stabilising		IR341	4120165		$59,329	$59,329	$5,229	$50,118	$44,889	$9,211		Road Construction	Low	December start with stabilisation. 28 February for final seal	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/01/23	31/03/23
Design new Intersection for Wanerie and Cooraminning Roads		IR338	4120165		$40,000	$40,000	$0	$0	$0	$40,000		Consultancy	Low	RFQ sent to 3 suppliers 14/2/23. Will award and await the report.	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Manaring Rd Re-sheet (Currently Quartz)		IR342	4120165		$182,321	$182,321	$0	$0	$0	$182,321		Road Resheet	Low	June	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Flavel Road Re-sheet (Currently Quartz)		IR343	4120165		$22,929	$22,929	$1,192	$2,542	$1,350	$20,387		Road Resheet	Low	June	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Highbury West Re-sheet (Currently Quartz)		IR345	4120165		$35,578	$35,578	$28,465	$30,882	$2,417	$4,696		Road Resheet	Low	June	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Pethyebridge Rd Re-sheet (Currently Quartz)		IR346	4120165		$103,337	$103,337	$0	$0	$0	$103,337		Road Resheet	Low	June	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Cowcher Rd Re-Sheet (Currently Gravel)		IR347	4120165		$31,366	$31,366	$0	$0	$0	$31,366		Road Resheet	Low	June	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Chomley Road Seal (Weise) (Under policy 12.14)		IR349	4120165		$30,087	$30,087	$0	$0	$0	$30,087	☑	Road Construction	Low	Obtain payment before completing	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/04/23	30/06/23
Two Solar (Mobile) Speed Detection Signs		PE080	4120155		$22,000	$22,000	$20,540	$0	$0	$1,460		ITC Acquisition Plant & Equip	Low	Delivered, install March	Technical & Rural Services	Torre Evans	Sue Roopchand	On Track	80%	01/04/23	30/06/23
Footpath Construction															Office of CEO			Not applicable			
Burns Street Footpath (Kipling to Doney St)		IF055	4120175		$22,000	$22,000	$0	$30,580	$30,580	-$8,580		Footpath Construction	Low	RFQ complete and awarded . Installation 15February 2023. Some delays experienced from contractor. 21/2/23 Contractor advised that they can not do the works. MO contacting the next contractor NEC to see if they have the capacity to do the works at the same price. 13/03/2023 - New PO raised to NEC and provided to Creditors. 16/03/2023 - Outstanding PO amount amended to mirror new PO value on both Burns St and Doney Street works. Invoice yet to be recieved.	Technical & Rural Services	Torre Evans	John Warburton	On Track	50%	15/02/23	31/03/23
Doney Street Footpath (Butler to Grey St)		IF056	4120175		$29,000	$29,000	$0	$22,726	$22,726	$6,274		Footpath Construction	Low	21.2.23 Same as above.	Technical & Rural Services	Torre Evans	John Warburton	On Track	50%	15/02/23	31/03/23
Plant Replacement Purchases															Office of CEO			Not applicable			
Dynapak Padfoot- Outright Sale		PA8514A	4120350		-$40,000	-$40,000	$0	$0	$0	-$40,000		Vehicle Disposal	Low	To go to public auction March 2023	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/10/22	31/03/23
Flocon (p8215) Roadsealing - Trade old Flocon and purchase new		PA8215	4120350		$350,000	$350,000	$0	$349,881	$349,881	$119		Vehicle Acquisition	Low	New Flocon due March 2023	Technical & Rural Services	Torre Evans	John Warburton	On Track	25%	27/07/22	31/03/23
Jet Patcher (p8218)- Outright Sale		PA8169	4120350		-$20,000	-$20,000	$0	$0	$0	-$20,000		Vehicle Disposal	Low	To go to public aution when replacement arrives, expected March 2023	Technical & Rural Services	Torre Evans	John Warburton	On Track	75%	01/10/22	31/03/23
TCM Loader- Outright Sale		PA835	4120350		-$5,000	-$5,000	$0	$0	$0	-$5,000		Vehicle Disposal	Low	To go to public aution March 2023	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/01/23	31/03/23
Bobcat		PA835A	4120350		$80,000	$80,000	$78,900	$78,900	$0	$1,100		Vehicle Acquisition	Completed	RFQ complete and P/O issued.Delivery November	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
John Deere Ride On Mower (Parks)		PA066A	4120350		$10,000	$10,000	$9,364	$9,364	$0	$636		Vehicle Acquisition	Completed	Received	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
John Deere Ride On Mower (Caravan Park)		PA039A	4120350		$10,000	$10,000	$9,636	$9,636	$0	$364		Vehicle Acquisition	Completed	Received	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Hino Road Sweeper		PA024A	4120350		$350,000	$350,000	$348,500	$348,500	$0	$1,500		Vehicle Acquisition	Completed	Truck delivered.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Hino 300 Series Crew Cab		PA8219A	4120350		$100,000	$109,262	$0	$109,262	$109,262	$0		Vehicle Acquisition	Low	P/O issued, delivery March. Over expense counterbalanced and indeed small savings to budget made, by compensating increased trade.	Technical & Rural Services	Torre Evans	John Warburton	On Track	85%	01/01/23	31/03/23
Single Cab Ute Isuzu (Parks/Curator)		PA018C	4120350		$35,000	$35,000	$0	$29,035	$29,035	$5,965		Vehicle Acquisition	Low	P/O issued awaiting delivery	Technical & Rural Services	Torre Evans	John Warburton	On Track	0%	01/01/23	31/03/23
2018 Mitsubishi (MCLC)		PA004E	4120350		$30,000	$40,690	$40,690	$40,690	$0	$0		Vehicle Acquisition	Completed	Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete.	Technical & Rural Services	Torre Evans	Torre Evans	Complete	100%	01/01/23	31/03/23
2018 Mitsubishi (MF)		PA047G	4120350		$30,000	$44,532	$44,532	$44,532	$0	$0		Vehicle Acquisition	Completed	Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete.	Technical & Rural Services	Torre Evans	Torre Evans	Complete	100%	01/01/23	31/03/23

Project Title/Task	COA Description	Job	COA	Renew Upgrade New	Original Budget	Current Budget	Actual Exp to 15/3/23	Total Committed Expenditure	Outstanding PO Exp to 15/3/23	Budget Remaining (incl P/Os)	Priority (to CEO)	Category	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
2018 Holden (EHO)		PA065A	4120350		$30,000	$40,690	$40,690	$40,690		$0	☐	Vehicle Acquisition	Completed	Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete.	Technical & Rural Services	Torre Evans	Torre Evans	Complete	100%	01/01/23	31/03/23
2020 Isuzu (Senior Ranger)		PA8163C	4120350		$45,000	$55,892	$0	$55,892	$55,892	$0	☐	Vehicle Acquisition	Low	Senior Ranger to facilitate RFQ - over expense counterbalanced by matching increased trade	Technical & Rural Services	Torre Evans	Guy	On Track	50%	01/01/23	31/03/23
⊟ Bridges											☐				Office of CEO			Not applicable			
Tarwonga Road Bridge (MRWA Facilitate)		IB204	4120181		$192,000	$0	$0	$0	$0	$0	☐	Bridge Construction	High	MRWA have differed this project until 2024/25	Technical & Rural Services	Torre Evans	Torre Evans	No Longer Proceeding This Budget	0%	01/01/23	30/06/23
Whinbin Rock Road Bridge (MRWA Facilitate)		IB205	4120181		$396,000	$588,000	$0	$0	$0	$588,000	☐	Bridge Construction	Low	MRWA to facilitate design and delivery. Start of construction 15 March with the project concluding 7 weeks later in May.	Technical & Rural Services	Torre Evans	Torre Evans	On Track	0%	01/01/23	30/06/23
⊟ Economic Services											☐				Office of CEO			Not applicable			
⊟ Tourism & Area Promotion											☐				Office of CEO			Not applicable			
Caravan park upgrades(ablution blocks & Kitchen)		BC238	4130260		$45,000	$45,000	$7,081	$32,535	$25,454	$12,465	☑	Building Construction/Mtce	Low	Rendering awarded to local contractor to start 8 March, finish 2 weeks later. Painting of ablutions to be in summer. Stainless steel benches and tables in camp kitchen purchased and installed.	Technical & Rural Services	Torre Evans	John Warburton	On Track	25%	27/07/22	28/04/23
Construction of 3 chalets at Caravan Park		BC239	4130260		$450,000	$450,000	$24,703	$361,296	336,593	$88,704	☑	Building Construction/Mtce	High	P/O issued to Fleetwood. 3 x 2br units ordered with expected delivery August 2023	Technical & Rural Services	Torre Evans	Torre Evans	On Track	50%	01/10/22	30/06/23
⊟ Other Economic Services											☐				Office of CEO			Not applicable			
Land Development Opportunity		LB030	4130640		$40,000	$40,000	$0	$0	$0	$40,000	☐	Other	Medium	Havelock St Property sold to private owner and rates paid - available for reallocation at Budget Review, noting it was to be funded from the ED Reserve.	Office of CEO	Dale Stewart	Dale Stewart	On Hold	0%	01/08/22	28/02/23
Building Maintenance - Old Jewellers Shop		BC277	4130650		$10,000	$24,000	$24,165	$24,483	$318	-$483	☐	Building Construction/Mtce	Completed	Over exp authorised by CEO - unbudgeted income will compensate from proposed tenancy.New A/C to be installed to complete works entirely.	Development & Regulatory Services	Azhar Awang	Ben Kittow	Complete	100%	01/10/22	31/12/22
Good Shed Roof & Wall Restoration (LRCIP 3)		BC278	4130650		$300,000	$300,000	$2,640	$16,550	$13,910	$283,450	☑	Building Construction/Mtce	High	Heritage Application lodged. Referral number P3521-50123. Judith McDougall has been contracted to provide drawings/documents for RFQs.21/02/2023 ETA 4- 6 weeks.	Office of CEO	Dale Stewart	Dale Stewart	In Trouble	10%	01/10/22	30/06/23
⊟ Other Property & Services											☐				Office of CEO			Not applicable			
⊟ Administration Overheads											☐				Office of CEO			Not applicable			
2 Copiers Replacement at Shire office (Main & Gen printer)		FE102	4140580		$20,000	$20,000	$19,933	$19,933	$0	$67	☐	ITC Acquisition	Completed	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. 17/10/22 - Awaiting delivery. 14/11/22 - Copiers delivered and installed, project complete.	Corporate & Community Services	Mark Furr	Kunal Sarma	Complete	100%	27/07/22	31/12/22
Altus Payroll software implementation		FE101	4140580		$48,674	$48,674	$48,227	$48,227	$0	$447	☐	ITC Acquisition	Completed	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 17/10/22 - No further update at this time, project progressing as expected. 14/11/22 - User training provided, and parallel pay runs being finalized. Go live date amended by vendor to Jan 23 to mitigate any risks and ensure no errors during holiday period. 5/12/22 - Parallel Pay runs being reviewed, and project continues to progress as expected. Additional training to be provided to Homecare staff, project on track. 25/01/23 - Project has completed 2nd Parallel Pay Run. Third PPR to be undertaken before Go live of timesheet process on 14th Feb 23. 14/02/23 - Go Live commenced. 02/03/2023: First Run Completed (EI's to be amended to incorporate necessay changes)	Corporate & Community Services	Mark Furr	Lucille Munnik	Complete	100%	01/10/22	28/02/23
IT Upgrades as per Asset Management Plan		FE103	4140580		$40,000	$40,000	$25,239	$25,239	$0	$14,761	☐	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 17/10/22 - Assets being purchased, Procurement project not yet commenced (15k) 5/12/22 - IT upgrades on track, E-Invoice Demo planned for Jan 23 as part of creditor process improvements (procurement project). 25/01/23 - IT upgrades and purchases completed. Remaining budget is identified for Creditor process. eInvoicing engaged to determine digital accounts payable process to support creditor payments. Demonstration completed and final deliberations regarding suitability being undertaken. 13/02/23 - Another demonstration requested to ensure interface with Synergy before final decison to proceed. 13/03/23 - Demonstration of product working with Synergy booked for 20 March 2023.	Corporate & Community Services	Mark Furr	Kunal Sarma	On Track	75%	01/04/23	30/06/23
NB: This Original Budget Total is $65,000 more than the Adopted Capital Budget, due to income sales included above					$9,673,729	$9,818,732	$2,361,917	$4,121,325	$1,779,949	$5,662,106	☐				Office of CEO			Not applicable			

7.56pm - Cr Fisher declared a Proximity and Financial Interest and left the meeting.

10.3.3 ENACTING POLICY 3.13 RATING – CHANGE IN PREDOMINANT USE OF RURAL LAND

File Reference	A414; A42, A376; A375; A374; A626; A298; A554; A631; A2365; A386; A562; A286; A595; A565; A682; A627; A556; A582; A3; A340107; A449; 488; A230; A467; A77; A88; A623; A558; A329; A275; A555; A176; A148
Disclosure of Interest	Neither the Author nor Authorising Officer has any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.3.6, 28 July 2020 Res. 0720.015 Item 10.3.7, 28 July 2020 Res. 0720.016 Item 10.3.5, 24 February 2021 Res. 0221.012
Date	11 January 2023
Author	Thomas Baldwin – Rates Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Policy 3.13 Rating – Change in predominant use of rural land 2. CONFIDENTIAL attachment: Aerial view of affected properties (provided under separate cover)	

Summary

Council's authority is sought for the Chief Executive Officer (CEO) to apply to the Minister of the Department for Local Government, Sport and Cultural Industries (DLGSC) to change the basis of rating for all properties affected by Council Policy 3.13. Rating – Change in Predominant Use of Rural Land.

Background

Policy 3.13 was adopted by Council resolution 0720.015 in July 2020. As part of that resolution Council noted that the Administration would identify properties affected by the policy and inform the relevant ratepayers of Council's intention to apply for a change in rating basis for their property; either from Gross Rental Value (GRV) to Unimproved Value (UV) or from UV to GRV. The ratepayers were to be given the opportunity to object to the policy being applied to their property, with any objections referred to Council for a decision. The Administration carried out Council's instructions and in due course presented the objections received to the Ordinary Council Meeting (OCM) in February 2021. Council made a determination on each.

Council only considered those properties whose owners had submitted an objection, but not those properties whose owners had not objected. The DLGSC policy, interpreting Section 5.43 of the Local Government Act (WA) 1995, requires that Council resolve to make the application for each specific property. Council is therefore asked to consider the CEO's application cohort in its entirety before it is submitted to the Minister (again).

This matter was considered by the Council at the meeting on 22 February 2023, however, was deferred by the Council for clarification by the Administration that the attachment exactly reflected the properties under consideration. The Administration confirms that the attachment now reflects the 34 properties concerned. Two (2) properties were removed as they were previously identified as being eligible to retain their current valuation type (remain as unimproved value). The attachment was also amended to reflect the order of the properties within the table and the assessment number also recorded against each photograph, for easier identification purposes.

Consultation

Consultation has occurred as follows:

- Chief Executive Officer;
- Executive Manager Corporate & Community Services; and
- Assistant Legislation and Statutory Approvals Officer of the DLGSC.

Statutory Environment

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

- Local Government Act (WA) 1995 – Section 5.43 (h) & Section 6.26 to Section 6.82;
- Local Government (Financial Management) Regulations 1996 – Regulation 55 – Rate record, form of etc. (Act s.6.39(1)); and
- Department of Local Government, Sport and Cultural Industries – Rating Policy: Valuation of land.

Policy Implications

Policy 3.13 *Rating – Change in Predominant Use of Rural Land* has been adopted by Council and this resolution will enable it to take effect.

Financial Implications

If Council authorises the Administration to request the Minister to change the rating basis of a property from UV to GRV, and if the Minister grants the request, then the Administration will obtain from Landgate new valuations based on that property's GRV and then change that property's rate code so a new rate in the dollar and minimum rate will apply. Likewise, any property changing from GRV to UV will, after the Ministerial approval and the new valuation made, be given a new UV rate code to replace its current GRV rate code.

The current rate codes, with 2022/23 rates in the dollar and minimum rates, are as follows:

Rate Code	Description	U.V. Rate in the dollar (cents)	G.R.V. Rate in the dollar (cents)	Minimum Rate
01	General Rates - Residential		12.1642	$1,190
03	General Rates - Commercial		12.1642	$1,190
04	General Rates - Vacant		12.1642	$1,190
05	General Rates - Miscellaneous		12.1642	$1,190
06	General Rates - Multi Residential		12.1642	$1,190
07	General Rates - Industrial		12.1642	$1,190
10	GRV Industrial - Highbury		8.664	$953
13	GRV Residential - Highbury		8.664	$805

14	GRV Rural		8.664	$953
15	GRV Special Rural		8.664	$953
16	UV INDUSTRIAL	0.5183		$953
20	UV RURAL	0.5183		$953
21	UV SPECIAL RURAL	0.5183		$953
22	UV MINING	0.5183		$953

Both A42 and A414 currently use rate code 14 – GRV Rural. It is proposed to use rate code 20 – UV Rural, which uses a lower rate in the dollar, and would therefore lead to lower rates income for these two properties.

The remaining 32 properties currently use rate code 20 – UV Rural and all receive minimum UV rates only. The properties would move to rate code 14 – GRV Rural, which uses the same minimum rate but has a higher rate in the dollar. An increase in rates is likely for most properties in this category.

Until valuations are received from the Valuer General (Landgate) it is not possible to know the precise financial impact of this resolution.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.4	Agriculture opportunities maintained and developed
Strategy:	1.4.1	Support development of agricultural services
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Minister declines Council's application to change the rating basis for one or more properties. Overall rates income to the Shire does not increase.	Unlikely (2)	Minor (2)	Low (1-4)	Asset Sustainability	Accept Risk

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 four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Consultation with the DLGSC has identified the requirement for Council to resolve to make the application for each property identified by the CEO as having fallen under Policy 3.13, regardless of whether the ratepayer made an objection or not. The complete list of properties, as identified by the CEO and Administration, is hereby presented to Council for consideration along with the reason for including them in the application to the Minister.

To change from GRV to UV:

Assess #	**Current VEN**	• **Certificate of Title** • **Lot/Plan**	**Street Address**	**Reason**
A414	2088573	• 2959/770 • 22DP411882	3643 Williams-Kondinin Road HILLSIDE	Over 20 hectares, as per terms of policy. Consistency of land use and rating. Did not object to letter / policy.
A42	1496801	• 2607/295 • 20DP45415	59 Cooraminning Road, DUMBERNING	Over 20 hectares, as per terms of policy. Consistency of land use and rating. Did not object to letter / policy.

To change from UV to GRV:

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
A376	1093632	• 1233/534 • 1D24750	Lot 1 Manaring Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominately used for telecommunications tower – stranded lot. Consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A375	1093630	• 1285/965 • 1D30217	Lot 1 Lock Road, Narrogin Valley	Under 20 hectares, terms of policy, not utilised for farming, used for telecommunications tower, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A374	1093631	• 1584/690 • 1D30674	157 Boxsell Road, Hillside	Under 20 hectares, terms of policy, not utilised for farming, predominately telecommunications tower lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A626	1724216	• 2735/804 • 21P64336	18522 Great Southern Highway, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
				lot, not part of adjoining farm, lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A298	1755427	• 2750/742 • 2P51699	24 Condon Road, Narrogin Valley	Under 20 hectares, terms of policy, not utilised for farming, predominate industrial usage (former mallee oil production plant) for lot, consistency of land use and rating within Shire and former Shire and Town. Objected to letter / policy. Council rejected.
A554	1505170	• 2594/163 • 6P41779	82 Borgas East Road, Boundain	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A631	1727717	• 2735/690 • 100P61326	390 Wiese Road, Highbury	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
A2365	1420351	• 2205/661 • 70D100638	182 Narrakine South Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A386	1598176	• 1998/302 • 245P300905	Lot 245 Pustkuchen Road, Dumberning	Under 20 hectares, terms of policy, not viable for farming, suitable for predominate residential / lifestyle lot, vacant at the moment, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A562	1531083	• 2604/364 • 1D91333	Lot 1 Congelin-Narrogin Road, Minigin	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A286	1790130	• 2772/669 • 2000P67196	20 Yilliminning Road, Narrogin Valley	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
				Town. Did not object to letter / policy.
A595	1631939	• 2681/386 • 85P137087	68 Browns Road, Hillside	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A565	1547853	• 2622/191 • 6399P122793	360 Parks Road, Highbury	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Objected to letter / policy. Council rejected. But clearly lifestyle lot, half bush, house and small portion of arable.
A682	1932438	• 2868/309 • 22P75998	151 Bradford Exchange Road, Minigin	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A627	1726794	• 2722/69 • 1P64320	77 Graham Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
				lot, consistency of land use and rating within Shire and former Shire and Town. Objected to letter / policy. Council rejected. Half bush, house and lifestyle lot.
A556	2119959	• 1336/118 • 2235P85336	635 Springhill Road, Minigin	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A582	1598175	• 1869/281 • 218P136970	28 Pustkuchen Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A3	1093618	• 1762/766 • 1D64371	852 Tarwonga Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A340107	2037451	• 2805/10 • 66P70990	256 Katta Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming,

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
				predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A449	1093729	• 2116/488 • 9415P137307	134 Geeralying Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy. Predominate bush / lifestyle lot.
A488	1724220	• 2735/806 • 23P64336	Lot 23 Comini Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A230	778588	• 1403/794 • 1D18694	3046 Williams-Kondinin Road, Narrogin Valley	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Objected to letter / policy. Council rejected.

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
A467	1237340	• 2154/615 • 681P302051	31 Highbury West Road, Highbury	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A77	1093530	• 1621/603 • 11D61504	254 Mokine Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A88	1093351	• 1621/605 • 13D61504	202 Mokine Road, Dumberning	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A623	1930253	• 2862/599 • 120P404098	81 Hoffman Road, Highbury	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
A558	1708670	• LR3158/474 • 835P62348	Lot 835 Williams-Kondinin Road, Minigin	Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy. Crown land but leased to Cowcher Farms. Bush lot presumed for grazing.
A329	1093599	• 1658/86 • 3481P110660	701 Narrogin Valley Road, Narrogin Valley	Zoned 'Special Rural'. Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A275	1093346	• 1658/87 • 1688P107155	853 Manning Road, Narrogin Valley	Zoned 'Special Rural'. Under 20 hectares, terms of policy, not utilised for farming, predominate residential / lifestyle lot, consistency of land use and rating within Shire and former Shire and Town. Did not object to letter / policy.
A555	1894044	• 2605/199 • 807P302490	202 Earl Street, Hillside	Within the town site. Must be GRV – correcting error. Did

Assess #	Current VEN	• Certificate of Title • Lot/Plan	Property	Reason
				not object to letter / policy.
A176	778575	• 1690/175 (multi lot title) • 4D24634 & 6D26651	Lots 4 & 6 Earl Street, Hillside	Within the town site. Must be GRV – correcting error. used as Saleyards for Elders sheep auctions. Did not object to letter / policy.
A148	778576	• 2605/200 • 2D24634	Lot 2 Earl Street, Hillside	Within the town site. Must be GRV – correcting error. used as Saleyards for Elders sheep auctions. Did not object to letter / policy.

Additionally, since the policy was adopted over two years ago, it is recommended that the CEO write to all affected ratepayers again. This will remind them of the policy and of the upcoming changes both to their property's rating basis and rates payable. Some of the affected properties have changed ownership since the initial letters were sent and objections processed, so the new owners would probably not be aware of the upcoming change to their rates.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 220323.06

Moved: Cr Seale Seconded: Cr Broad

That with respect to enacting Policy 3.13. Rating – Change in Predominant Use of Rural Land, Council authorise the Chief Executive Officer to:

1. Apply to the Minister for Local Government for permission to change the basis of rating for the following property assessments from Gross Rental Value to Unimproved Value:

   A414 and A42.

2. Apply to the Minister for Local Government for permission to change the basis of rating for the following property assessments from Unimproved Value to Gross Rental Value:

   A376; A375; A374; A626; A298; A554; A631; A2365; A386; A562; A286; A595; A565; A682; A627; A556; A582; A3; A340107; A449; 488; A230; A467; A77; A88; A623; A558; A329; A275; A555; A176; A148.

3. Write to the affected ratepayers advising them that Council is proceeding with the application to the Minister for Local Government to change the rating basis of their property and that they can expect this change to be reflected on future rates notices, if approved by the Minister.

8.03pm - Cr Pomykala left the meeting.

8.04pm - Cr Pomykala re-entered the meeting.

CARRIED 8/0

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

Against: Nil

8.11pm - Cr Fisher re-entered the meeting

3.13 Rating – Change in Predominant Use of Rural Land

Statutory context Local Government Act 1995 –
- s.6.26 to s.6.82

Local Government (Financial Management) Regulations 1996 –
- r.55 – Rate record, form of etc. (Act s.6.39(1))

Corporate context Delegation 3.5 – Rates Record, Extensions and Objections

History Adopted 28 July 2020

Policy Statement

Where there is evidence that there has been a change in the predominant use of land, resulting from either the subdivision or amalgamation of rural land, or development of that land, the Shire will:

1. Ensure that any rural property where the valuation method is Unimproved Value (UV) is accurately assessed in the determination of its predominant use as that of rural, or otherwise.

2. Properties where the size is twenty (20) hectares or less, with evidence of a residential dwelling situated on the parcel, and without evidence that it is being used contiguously with a larger parcel of land held by the same landowner, nor being used for a declarable source of income for taxation purposes, resulting from a rural use; will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).

3. All properties that are zoned Special Rural, which include Rural Residential and Rural Smallholdings, shall be subject to a valuation of GRV.

4. Those properties found where the predominant use of the land is that of non-rural purposes will be referred to the Minister for Local Government. Adequate information will be provided so that a determination can be made on the method of valuation to be applied.

5. Where rural land is subdivided into smaller lots such as that of subsection (2), the Shire will, upon receipt of the Western Australian Planning Commission approval for subdivision of the affected land, apply to the Minister for Local Government for a change in valuation methodology from UV to GRV.

6. Subject to ministerial approval in subjection (4), the Shire is to apply the valuation method of GRV for rural land used predominantly for non-rural purposes.

7. All landowners affected by the change in the valuation method and rating shall be notified and advised of their right of appeal, prior to reporting to the minutes for Council.

– End of Policy

Notes

Rural purpose is defined as land which is used exclusively for farming activities such as cropping, grazing and/or similar intensive use of land for agricultural purposes.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

Cr Wiese declared an Impartiality Interest.

10.4.1 COMMUNITY CHEST 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	Shire of Narrogin
Previous Item Numbers	Nil
Date	10 March 2023
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Community Chest Applications	

Summary

Council is requested to support the recommendation made by the Community Chest Fund Reference Group at the meeting held on 13 March 2023.

Background

The Shire's Community Chest 2022/23 allocation was $25,000 with $15,000 allocated for carry overs. Round 1 allocation amounted to $14,175. Round 2 opened on 1 February 2023, with a balance of $10,825 to assist eligible groups with a range of community-based projects. Applications for Round 2 closed on 28 February 2023. The maximum amount for which any group could apply is $2,500.

A total of seven Community Chest applications were received for 2022/23 Round 2. The estimated total project cost across all applications is $29,303. The total request for cash from the Community Chest Fund is $13,749 representing 47% of total project costs. Across all applications, a total cash contribution of $11,774 or 40% of total project costs is offered, with $3,830 of in-kind contributions offered.

Table 1 below presents a summary of total project cost and cash and in-kind contributions offered, cash and in-kind requested across the seven applications, along with the Officers' recommendations.

		Contribution Offered			Community Chest Request		Recommendation
Community Group	**Total Project Cost $**	**Cash $**	**In- kind $**	**% of Cost**	**Cash $**	**In-kind $**	
Narrogin Art Group Inc	3,339	839	0	25	2,500	0	Officers': Support $2,500 being 75% *Ref Group: $2,500*
Narrogin Amateur Swimming Club Inc	2,001	150	150	15	1701	0	Officers': Support $1,701 being 85% *Ref Group: $1,701*
Narrogin Independent Playgroup	1,968	0	50	0	1,918	0	Officers': Support $1,918 being 97% *Ref Group: $1,918*
Narrogin Children & Families (pending Inc)	11,980	8,980	500	79	2,500	0	Officers': Conditional Support $2,500 being 21% *Ref Group: $2,500*
Highbury District Council	2,805	305	0	10	2,500	0	Officers: Not supported *Ref Group: Not Supported*
Narrogin Towns Soccer Club	5,010	1,500	2,230	74	1,280	0	Officers: Not supported *Ref Group: Not Supported*
Central South Naturalist Club	2,250	0	900	40	1,350	0	Officers: Not supported *Ref Group: Not supported*
TOTAL	29,303	11,774	3,830	53	13,749	0	Officers': $8,619 *Ref Group: $8,619*

The Community Chest Reference Group is requested to consider the 2022/23 Round 2 applications, based on the assessment and eligibility criteria set out below, as per the Community Chest Guidelines.

<u>What may be funded?</u>

- Professional fees and charges associated with an event or project (e.g. entertainment, adjudicators, printed, 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, installation of, or upgrades 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 Round 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).
- 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
- 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

Community Engagement Policy 1.14 relates and has been complied with.

https://www.narrogin.wa.gov.au/documents/532/council-policy-manual

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 Policy relates and has been complied with. No other policies relate.

Financial Implications

The balance remaining for the Community Chest Funds for Round 2 for the current Financial Year is $10,825.

It should also be noted that all amounts referenced are exclusive of GST and, if any groups are registered for GST, 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)
Non – compliance with eligibility and assessment criteria	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Risk

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 four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The following presents an overall assessment of each application with the Officers' recommendation.

<u>Narrogin Art Group Inc.</u>

Narrogin Art Group wishes to install new roller double shade blinds on a total of five windows at the Group's house in Elliot Street Narrogin. the aim is to make the rooms more attractive and comfortable, particularly in summer, for its 90 plus members. The rooms – kitchen, main room and pottery room are used on a weekly basis by members for various art and craft activities

The club was successful with a Community Chest application of $2,500 in 2020/21 for the purchase of a new pottery kiln. It is noted that the project was fully acquitted, however it was not completed until this financial year due to Covid related supply issues.

The club requests $2,500 in cash and is offering a cash contribution of $839 (25% of total project costs).

Officers' Recommendation: That this application for $2,500 in cash, paid in arrears, be supported.

Narrogin Amateur Swimming Club Inc.

The Narrogin Amateur Swimming Club has urgent need to upgrade and replace its existing training equipment which the Club describes as past its useful life or is damaged. Approximately 75% of the Club's training program utilises the equipment. The Club wishes to purchase kickboards, fins, pull buoys, hand paddles, and timing equipment as well as a whiteboards and whiteboard related supplies.

The Swimming Club's qualified coaches are all volunteers and donate many hours per year to the Club. The Club argues swimming has always been a popular recreational activity in Narrogin. The Club aims to contribute to the safety of the Narrogin community by ensuring young people have an opportunity to develop their swimming and water safety skills and knowledge.

The Club currently has 24 registered swimmers who train up to three times a week. The Club's research found there are 310 children aged 10-14 years in the Shire (ABS 2021 data) and currently 24 (7%) of those are Club members. The YMCA Narrogin has 173 children in it learn to swim program which acts as a feeder into the Swimming Club as young people work their way up to competitive swimming. The Club claims that the lifeguards and swimming teachers of tomorrow are its current members and that many of its swimmers over the years, have been employed at the YMCA and multiple current staff are ex- Swimming Club members.

The Narrogin Amateur Swimming Club membership fees are purposely kept affordable at $130 per annum. The revenue raised is given to Swimming WA.

The club has not received Community Chest Funds before. It requests $1,701 cash in advance (85% of total project costs). It is offering a cash contribution of $150 (7.5% of total project costs) and is seeking the remaining project costs of $1,851 in cash from the Shire as a direct contribution.

Officers' Recommendation: That this application for $$1,701 in cash, paid in advance, be supported.

Narrogin Independent Playgroup Inc.

The Narrogin Independent Playgroup supports 0–5-year-olds and their families and has 26 full member families (35 children) since the beginning of 2023. It wishes to purchase two collapsible gazebos to provide shelter and shade for young children in prams who attend the playgroup, as well as picnic rugs and a water table set in order to make an outside space more comfortable for parents and children and more user friendly.

The Playgroup has recently experienced a significant increase in family members with children less than 12 months old due to the new parents' group at the hospital being currently restricted through a combination of lack of staffing and a permanent location suitable for more than six families at a time. In previous years, the playgroup had three to four families in this age group, however it is now seeing an average of 12 families per week. This has caused an issue with pram parking as the prams are left in the elements with inadequate shade areas for infants to play safely outdoors. The Playgroup rents a building at the Narrogin Primary School which is unsuitable for any pram access inside.

The Playgroup requests $1,918 cash paid in advance and is offering a $50 in-kind contribution bringing total project cost to $1968.

Officers' Recommendation: That this application for $1,918 paid in advance, be supported. Despite the lack of a financial contribution, the proposed project offers support which is in demand from parents in the Narrogin community and the Playgroup has not received Community Chest Funds before.

Narrogin Children and Families (Pending Inc)

The Narrogin Childrens and Family Committee proposes to build and establish a Narrogin Community Children's Centre to provide a stable central location for playgroups, parent groups, toy library and other services and programs dedicated to supporting young families in Narrogin and surrounds. The Centre would look to co-locate services which are currently all individually attempting to support families. The estimated cost of establishing a fit for purpose Centre is $3.5- 4 million. The Committee's intends to apply for funding for up to two-thirds of the capital costs.

The Committee is seeking $2,500 of Community Chest funding as a contribution toward the cost of developing a professional business case for the proposed Community Children's Centre. It is offering in-kind assistance of $500 to prepare the business case.

It has received three quotes for the business case, the lowest of which is $11,480 and is seeking $8,980 in sponsorship money to support the cost of the business case. It is expected that the business case will take up to three months to prepare and the work will commence in April 2023

The Committee Is not incorporated but applied for incorporation and is waiting on an outcome.

Officers' Recommendation: That this application for $2,500 is supported on the condition that the Committee becomes incorporated, and the Shire receives confirmation of success with securing sponsorship to cover the balance of the consultancy fees to undertake the business case.

Highbury District Council Inc

The Highbury District Council is updating its kitchen at the Highbury Hall and wishes to install new vinyl flooring as recommended by the Shire of Narrogin's Environmental Health Officers. The new flooring will enable the community to hold events in the Hall such as Narrogin Dance Club meetings and allow the Council to hire out the Hall with a fully functioning kitchen.

The total project cost is $2,805 and the Highbury District Council is offering $305 in cash (10% of the project). It is requesting $2,500 of Community Chest funding paid in advance.

Officers' Recommendation: That this application for $2,500 is not supported as the Highbury District Council received $2,500 in Community Chest Funds in 20201/22 to assist with the acquisition of an air conditioning unit for the Hall.

Narrogin Towns Soccer Club Inc.

The Narrogin Towns Soccer Club proposes to run a one day Festival of Soccer event on 18 March 2023. The event will bring together over 100 school aged boys and girls to participate in free clinics run by Football West Accredited coaches. Mens and Womens Teams will travel from Albany Collie, Mt Barker and Harvey. The event aims to promote and celebrate a world famous sport in the heart of the Wheatbelt.

Total project costs are $5,010 with an in-kind contribution of $2,230 and a cash contribution via sponsorship of $1500 (74% of project costs) The Club is seeking $1,280 cash in advance to meet the cost of hiring an inflatable pitch. The Club was successful in the 2020/21 financial year in securing Community Chest funding in the same amount for the same purpose.

Officers' Recommendation: That this application for $1, 280 not be supported as the Festival of Soccer Event is to be held on 18 March 2023 and is therefore a retrospective project and a decision to support it would be contrary to Guidelines.

However, given this sporting event attracts visitors from surrounding towns and draws together Narrogin community members in celebration of a popular sport, the Officer has recommended to the CEO that the event be sponsored to the amount of $300. The CEO has indeed subsequently approved sponsorship of $300 to this event, and this has been communicated to the applicant.

Central South Naturalist Club Inc.

Central South Naturalist Club Inc is auspicing body for the Narrogin Eucalypts, of Narrogin Art Science and Stories one day event to take place on National Eucalypt Day on 23 March 2023. The day comprises a guided walk a series of presentations designed to raise awareness of Eucalypts.

The Club seeks $1,350 cash in advance (60% of total project costs) to contribute to presenters' costs of travel and catering for the day and offers $900 of in-kind contribution.

Officers Recommendation. That this application for $1,350 not be supported as the event is to be held on 23 March 2023 and has therefore substantially commenced and a choice to support is contrary to the Community Chest Guidelines.

However, given this event is to be held on National Eucalyptus Day and is an educational event which is drawing various presenters from out of Narrogin and will include Narrogin community members in celebration of the day, the Officer has recommended to the CEO that the event be sponsored to the amount of $300. The CEO has indeed subsequently approved sponsorship of $300 to this event, and this has been communicated to the applicant.

Voting Requirements

Simple Majority

OFFICER'S AND REFERENCE GROUP RECOMMENDATION AND COUNCIL RESOLUTION 220323.07

Moved: Cr Seale Seconded: Cr Pomykala

That with respect to the Community Chest Fund 2022/23 Round 2, the Community Reference Group recommend to Council a total of $8,619 of grants as follows:

1. Narrogin Art Group Inc. receive $2,500 cash (in arrears), representing a 74% Shire contribution to the overall project, towards the purchase of new roller blinds for the Group's Elliot Street house and that this project is delivered within a timeframe which allows for the submission of an acquittal by 30 June 2023.

2. Narrogin Amateur Swimming Club Inc receive $1,071 in cash (in advance), representing an 85% Shire contribution to the overall project towards the purchase of new training equipment, and that this project is delivered within a timeframe which allows for the submission of an acquittal by 30 June 2023.

3. Narrogin Independent Playgroup Inc receive $1,918 in cash (in advance), representing a 100% Shire contribution to the overall project towards the purchase of two collapsible gazebos, a picnic rug and water table and that this project is delivered within a timeframe which allows for the submission of an acquittal by 30 June 2023.

4. Narrogin Childrens and Family Committee receive $2,500 in cash (in advance),

representing a 20% Shire contribution to the overall project towards consultancy fees for the development of a professional business case for a proposed Narrogin Community Children's Centre and that this project is delivered within a timeframe which allows for the submission of an acquittal by 30 June 2023. The funds are offered subject to the Committee becoming incorporated and sponsorship monies of $8,980 being secured to support the project's completion by 30 June 2023.

5. Highbury District Council Inc does not receive a contribution towards the upgrade of kitchen facilities at the Highbury Town Hall as the Council received $2,500 Community Chest funding in 2021/2022 and a decision to support would be contrary to the Community Chest Guidelines.

6. Narrogin Towns Soccer Club Inc, not receive a contribution to the Festival of Soccer Event to be held on 18 March 2023 as the project is retrospective and a decision to support would be contrary to the Community Chest Guidelines. However, the Club's event is sponsored by the Shire with a $300 cash contribution through the Chief Executive Officer's delegation.

7. Central South Naturalist Club Inc as the auspicing body for the Narrogin Eucalypts, of Narrogin Art Science and Stories one day event on 23 March 2023 not be supported as the project has been substantially commenced prior to Council's consideration, and a decision to support would be contrary to the Community Chest Guidelines. However, the project is to be sponsored by the Shire with a $300 cash payment made to the Central South Naturalist Club Inc. through Chief Executive Officer's delegation.

CARRIED 9/0

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

Against: Nil

ATTACHMENT 1

Shire of Narrogin
RECEIVED
Directed to Susan
27 FEB 2023
Ref No IFM232980
Property File
Subject File 15.1.1
Ref

1. APPLICANT DETAILS

Name of Organisation

NARROGIN ART GROUP INC.

Contact Person

MRS. LYN HENDRY.

Address

[redacted]

Position

GRANTS OFFICER & VICE 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.

8524 1434 179

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

2021. $2500.00 RECEIVED TOWARDS
A NEW KILN FOR OUR POTTERY ROOM
KILN COST $16,500.00

3. PROJECT DETAILS

What is the name of your proposed project or event?

New Roller Shade blinds.
FOR OUR ART GROUP house
at 4 ELLIOT ST. NGN

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

To INSTALL Double SHADE blINDS. IN

- 3 WINDOWS IN MAIN ROOM
- 1 KITCHEN WINDOW
- 1 POTTERY ROOM.

How will your project / event benefit the Narrogin community?

MAKE THE ROOMS much more comfortable
FOR OUR 90 Plus members especially IN
Summer, who use these ROOMS EACH
WEEK.

Estimated project start date

ASAP.

Estimated project completion date

shortly after receiving the grant

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

To make our work rooms more comfortable to work in as well as more attractive.

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

Contributions	*Estimated value $*
[redacted]	[redacted]
Total In-kind	$[redacted]

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	$ 3,338.50	**TOTAL PROJECT EXPENDITURE**	$ 3338.50
**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	838.50	Venue hire	
In-kind *(volunteer, donated labour)*		Labour/contractor costs	
Sponsorship		Advertising	
Donations *(cash/materials from others- please list)*		Catering costs	
Other grants		Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
TOTAL *INCOME	*3338.50	**TOTAL *EXPENDITURE**	3338.50

**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?

IN OUR bi-monthly newsletter
as well as Shire logo

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. *(Available upon request from Administration Support Officer).*
	Afix Community Chest sign on project *(available on request).*
✓	Verbal announcements at event.
	Other *(please describe).*

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 ART GROUP 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

MRS. LYNDSAY H HENDRY

Position *(President or Vice President)* + GRANTS OFFICER

Signature LH Hendry

Date 22-2-23

DUPLICATE

No. A. 73/67

Form 5

Western Australia

Certificate of Incorporation

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

These are to Certify that " "

THE HATHCOIN ART GROUP (INC.)

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

Dated this second day of May, 19 68.

J. McPherson
REGISTRAR OF COMPANIES.

CARPET COURT

DREAM IT. STYLE IT. LIVE IT.

Narrogin Carpets & Curtains
139 Federal St Narrogin 6312
Ph (08) 9881 4959 Fax (08) 9881 1483
narrogincurtains@bigpond.com
ABN 99 322 584 071

We are pleased to submit the following quotation for your consideration:-

Price

QUOTATION

Ref: Q14355
Date: 17/02/2023

Narrogin Art Group
Elliot St
Narrogin WA 6312

Phone (H) (08) 9881 2592 Phone (W)
Fax Mobile
Email lyngrah2@bigpond.com
Job Ref No

Double roller blinds in Affinity Blockout and Solarscape sunscreen - colours to be confirmed Back room west window Blockout $340.00 Sunscreen $320.00 Kitchen Blockout $280.00 Sunscreen $260.00 West window Blockout $280.00 Suncreen $260.00 Front Windows Blockout $290.00 Blockout $290.00 Sunscreen $270.00 Sunscreen $270.00	$2,860.00
Installation	$175.00

Please forward remittance advice to narrogincurtains@bigpond.com

Bank Name	Narrogin Carpets & Curtains
BSB	016770
Account Number:	109978627

Sub Total:	**$3,035.00**
GST:	**$303.50**
Total Price:	**$3,338.50**

Conditions of sale

TRADING TERMS: PLEASE NOTE:
Payment terms; 50% deposit and balance of account owing payable on receipt of goods/services.
Rental Properties:Payment on order
Purchase Orders: Will be the responsibility of the orderer and payable in full when the job has been completed.

Bookkeeping Fees: $25.00 per month on accounts over 30 days
Debt recovery:Charges and fees will be incurred and payable by the debtor
Any floor preparation, removal of existing floor coverings or furniture moving will be charged at a rate of $95 per hour. Any floor preparation materials will be charged accordingly
Personal Effects:Customers responsibility
Rubbish removal:$20/m3 Asbestos:POA
Door cutdowns:POA
Ovens/fridges:POA
Customers measurements:Customers responsibility

#NOTE:By paying a deposit or ordering materials, I accept these Terms and Conditions of Sale.

We hope the above meets with your requirements and await your decision. Any further queries feel free to contact me anytime.

Yours faithfully

Quotation is valid for 14 days then subject to rise and fall. All materials and workmanship are fully guaranteed.

Jeremy Thornton

enquiries@narrogin.wa.gov.au MONDAY- FRIDAY

NARROGIN AMATEUR SWIMMING CLUB

Shire of Narrogin
Community Chest Funding Application

February 2023
Private & Confidential

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 Amateur Swimming Club

Contact Person

Vicky Eckersley

Address

Po Box 60 Narrogin WA 6312

Position

Secretary

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.

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?

Narrogin Amateur Swimming Club's Equipment Upgrade

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

Narrogin Amateur Swimming Club have identified an urgent need to upgrade and replace their existing training equipment. The current equipment is past its useful life and much is damaged from use over many years see image 1 and 2). Approximately 75% of our training program utilises additional equipment to improve swimming technique and build strength. This, in turn will train swimmers to swim faster. There is much science and written evidence to support our training principles and our coaches are qualified and follow Swim WA guidelines.

Word count 81

How will your project / event benefit the Narrogin community?

Narrogin Amateur Swimming Club has a long and proud history (see image 3). We have an active, passionate and well qualified committee and our swimmers are doing the Shire of Narrogin proud as the travel Western Australia competing on a weekly basis throughout the season (see image 4). Swimming has always been a popular recreational activity in Narrogin, with the YMCA a central hub of Narrogin life. There are currently 24 registered swimmers at the club, training up to three times per week in the YMCA swimming pool. This project will directly benefit the current and future members. 2021 figures by Australian Bureau of Statistics state that there are 310 children aged 10-14 years in the Shire of Narrogin. Currently, 24 of those are Narrogin Amateur Swimming Members. Therefore over 7% of this Narrogin demographic will directly benefit from this funding.

The learn to swim program at the YMCA Narrogin acts as a feeder into our swimming club. The learn to swim program currently has 173 children, therefore the future is looking positive for our club as young swimmers are working their way up to competitive swimming. Unfortunately, the largest barrier to participation at the YMCA is a lack of qualified lifeguards to supervise the pool and swimming teachers to run their program. In fact, the learn to swim classes were capped due to staff shortages.

The lifeguards and swimming teachers of tomorrow are the current members of Narrogin Amateur Swimming Club. Many of our swimmers over the years, have worked at the YMCA and multiple current staff are ex-members.

As of today, 21 February, there have been 78 drowning deaths reported in Australia this summer alone. We aim to contribute to the safety of the Narrogin Community by ensuring our youngsters have somewhere to develop their swimming and water safety. Our club is a safe space to build friendships, leadership and learn respect for one another. This will benefit the Narrogin Community as we are building the Shire leaders of tomorrow. They learn resilience, they are community minded and are proud to represent our town (see image 6).

Our qualified coaches are 100% voluntary and donate many hours per year to the club. We also have a proactive committee that meet formally quarterly and conduct an AGM annually. We have recently fixed new signage to the walls, sponsored by two local businesses that also have children swimming at the club (see image 7).

Our annual swimming membership is purposefully kept affordable. It includes $130 which goes directly to Swimming WA, leaving very little to independently buy new equipment. Therefore the club is dependent on fundraising and sponsorship. Our passionate committee members are all parents of the swimmers, they live and work in the Shire of Narrogin. However, we have currently exhausted all further sponsorship avenues at present. This year we have sold fresh eggs and at the Narrogin Christmas Markets (see image 5) the swimmers ran a stall selling home made gifts earning. The proceeds will used to contribute to this project. We believe this demonstrates our capacity to manage and be accountable for the funds and the project.

This project will also directly support two local business to supply the equipment, Sports Power and Best Office Systems. We considered internet based quotations from National Suppliers but the local suppliers offered the same products, cheaper without the need for freight charges.

Please note that we have consulted with the following:

Shire of Narrogin – Susan Guy – telephone 6/02/23, email 21/02/23
YMCA Narrogin Leisure Centre – Manager – Gabriel Puntel-- email 21/02/23
YMCA Narrogin Leisure Centre- Swim School Manager – Ryan Hare-email 21/02/23
Sports Power – Owner – Lindsay George – email 21/02/23
Better Office – Manager – Andrea Sevier – email 21/03/23

Estimated project start date

01/04/2023

Estimated project completion date

21/04/2023

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 funds will be used to replace and update the existing swimming training equipment. The following will be purchased from local businesses:

Sports Power, Narrogin (quote attached):

20 x Kickboards=$300

10 x Fins=$300

20 x Pull Bouys=$300

10 x Hand Paddles=$150

Timing equipment= $40

Total $1090 in GST

Best Office Supplies, Narrogin (quote attached):

2400 x 1200mm Whiteboard & writing equipment = $682

24 pack markers $45

Whiteboard eraser $13

Whiteboard cleaner $21

Total $761 inc GST

Total $1,851 (inc GSt)

Total $1,682 (ex GST)

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

Contributions	*Estimated value $*
Volunteer labour to erect whiteboard and dispose old one	*25*
Volunteer to organise new equipment and label	*50*
Volunteer to manage advertising	*50*
Volunteer to manage funding acquittal requirements	*25*
Total In-kind	*$150*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	$	TOTAL PROJECT EXPENDITURE	$
**Amount of Community Chest Funds requested in cash	1701	Materials	1851
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	0
Applicant's cash contribution	150	Venue hire	0
In-kind *(volunteer, donated labour)*	150	Labour/contractor costs	150
Sponsorship	0	Advertising	0
Donations *(cash/materials from others- please list)*	0	Catering costs	0
Other grants	0	Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*	0	Other expenditure *(please list)*	
TOTAL *INCOME	2001	**TOTAL *EXPENDITURE**	2001

**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 heavily featured on social media, via the Narrogin Amateur Swimming Club Facebook page which currently has 62 members. It will also be shared on the YMCA Narrogin Regional Leisure Centre page which has 1,700 followers and with permission the Shire of Narrogin page (3,300 followers) and Swimming WA with over 7,000 followers.

Narrogin Amateur Swimming Club will also publicly thank the Shire of Narrogin in our quarterly newsletter and via a feature in the Narrogin Observer.

"*Sponsored by the Shire of Narrogin*" and the Shire's logo will be displayed at all Narrogin Amateur Swimming Club events for 12 months, or as agreed by the Shire.

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. *(Available upon request from Administration Support Officer).*
✓	Afix Community Chest sign on project *(available on request).*
✓	Verbal announcements at event.
	Other *(please describe).*

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 Amateur Swimming 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

FIKIPA WALMSLEY

Position *(President or Vice President)*

VICE PRESIDENT

Signature

Date

27/02/2023

Photos

Image 1: The aged white board is no longer in use as the writing cannot be removed. This is a vital tool to set a program for each session and communicate with swimmers in the pool.

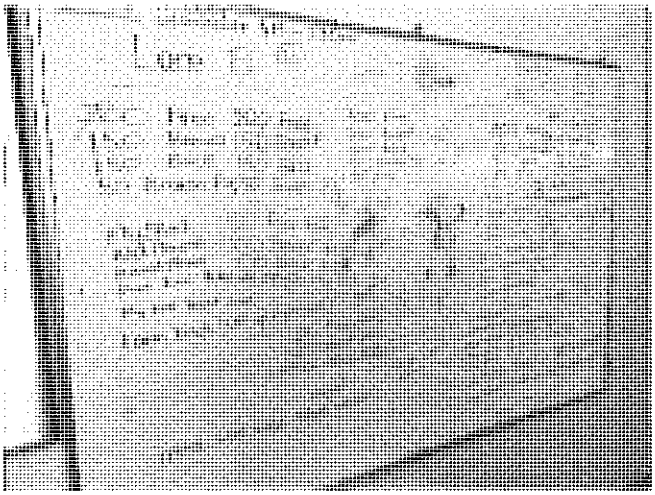


Image 2: The majority of the kick boards are missing, the remainder have been chewed and prolonged use in the pool means they are past their useful life.

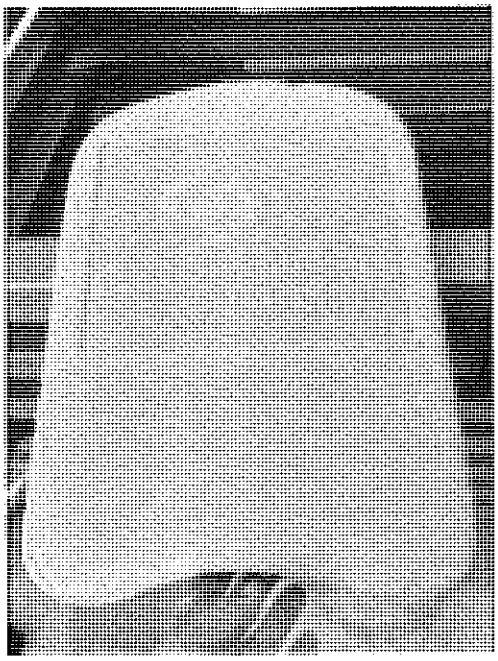


Image 3: Olympic Legend Dawn Frazer at Narrogin Swimming Pool in the 1950s

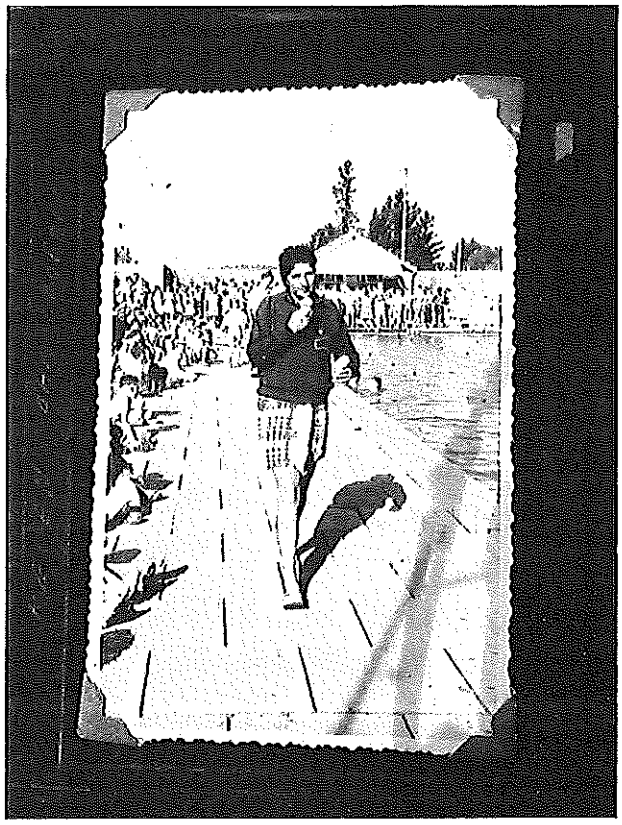


Image 4: A team photo taken Feb 2023

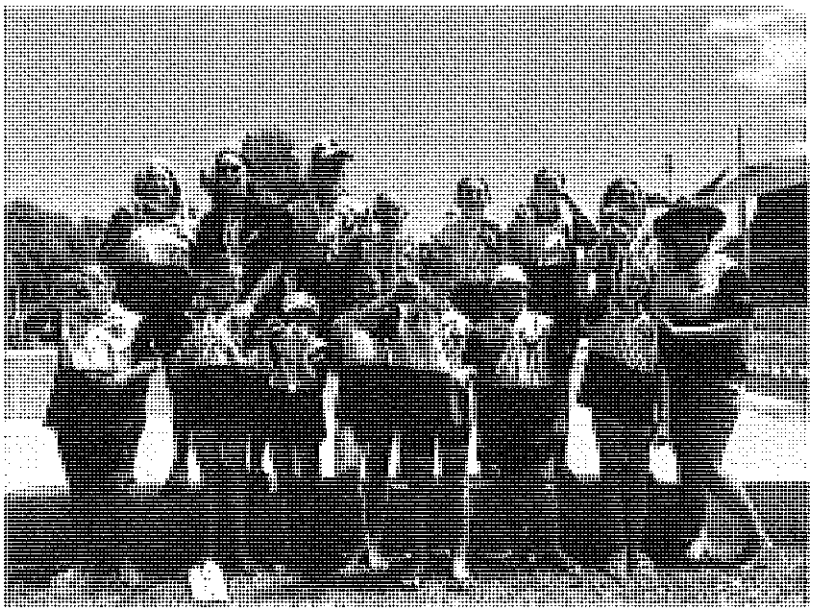


Image 5: Fundraising at the Narrogin Christmas Markets 2022

Image 6: Club swimmers representing our town with pride

Image 7: New Signage sponsored by two local businesses

LA & KC GEORGE
KALINDER FAMILY TRUST
T/A SPORTS POWER NARROGIN
ACN: 603 026 919
ABN: 354355 42852
PO Box 152
Narrogin WA 6312

NARROGIN AMATER SWIMMING CLUB

22/2/2023

Vicky Eckersley

E: vickyandjohn1@gmail.com

Mob – 0528 029 009

Community Chest Shire of Narrogin

Hi Vicky,

As per email 21st February 2023 please see below pricing –

- 20 x KICK BOARDS - $15 EACH INC GST
- 10 x SWIM TRAINING FINS - $30 EACH INC GST
- 20 x POOL BUOY'S - $15 EACH INC GST
- 10 x HANDLES - $15 EACH INC GST
- 2 x STOP WATCHES - $20 EACH INC GST
    - TOTAL - $1090.00 INC GST

- Quote is valid for 21 days.
- At the time of pricing products are available but this can change quickly so will need to be confirmed on receipt of the order/community chest advice.

Any further questions please contact Lindsay on Ph: 9881 2468

Kind Regards,

Lindsay George

BANK DETAILS: BSB: 086852 A/C: 242496002 NAB

vickyandjohn1@gmail.com

From: Reception Narrogin <Reception2@bestoffice.com.au>
Sent: Wednesday, 22 February 2023 10:12 AM
To: John and Vicky
Subject: RE: white board

Hello Vicky
Thank you for your enquiry

1 x 2400 x 1200 Educational porcelain whiteboard:

- Whiteboard material: Vitreous porcelain steel that accepts magnets.
- 20 year warranty under normal use on the surface.
- Heavy duty construction with aluminium frame.
- Full length aluminium pentray, with purpose moulded end caps.
- Masonry fixings are supplied.
- Special sizes can be made to order.

Price including freight $682.00 inc GST

Whiteboard Markers
4pk of Black or 4pk of colours (black, green, red & blue) $10
24pk of the above colours $45

Eraser
Magnetic whiteboard wiper Blue $13
108wx55dx27h mm

Whiteboard Cleaner $21
250ml

Please let me know if we can further assist

Thank you and kind regards

Andrea Sevier
RECEPTION NARROGIN

E: Reception2@bestoffice.com.au
W: www.bestoffice.com.au

Keep updated - Like Best Office Systems on Facebook

Albany 6/20 Campbell Rd
P: 08 9842 1333
F: 08 9842 1444

Narrogin 51 Federal St
P: 08 9881 4685
F: 08 9881 2256

1

fair trading
Ministry of Fair Trading
ABN 19 147 003 635

CERTIFICATE

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009894W

Certificate of Incorporation

This is to certify that

WASA REGION 2 SWIMMING INC.

has this day fifth day of September 2001 been
incorporated under the Associations Incorporation Act 1987.

Dated this fifth day of September 2001

Commissioner for Fair Trading

1. APPLICANT DETAILS

Name of Organisation

Narrogin Independent Playgroup

Contact Person

Kellie Wilkins

Address

c/- Narrogin Primary School, or PO Box 531, Narrogin WA 6312

Position

President

Phone

-

Mobile

[redacted]

Email

narroginindependentplaygroup@hotmail.com

What financial year are you applying in?

FYE 2023

Are you applying for Round 1 or Round 2? ✓

Round 1		Round 2	√

Organisation's ABN.

61 655 850 2563

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

Unaware of any applications within the previous 6 years. Records prior to this are not complete but also show no indication

3. PROJECT DETAILS

What is the name of your proposed project or event?

Pram Parking & Equipment Upgrade.
2 x (3mx3m) collapsible gazebos, 2 x extra large picnic rugs & 1 x deluxe water tray set (water tray table with jugs, funnels, water wheels & other water play toys.)

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

Our playgroup has seen significant increase in family members with children <1 year old due to a lack of new parents group being run at the hospital. Previous years we had 3-4 families in this age group and we are now seeing an average of 12 families per week. This has caused an issue with pram parking as the prams are left in the elements with no shade areas available and not enough shade areas for our babies to play safely outdoors out of the sun. The building is currently rented from Narrogin Primary School and is unsuitable for any pram access inside. A quote and application were sent through for a permanent shelter lean-to structure be constructed however we were advised it is a min 2 year wait for any maintenance approvals by the Department of Education. In addition our existing water play table deteriorated through mould damage and needs replacement.

How will your project / event benefit the Narrogin community?

Our playgroup is aimed at supporting 0-5 year olds and their families. The new parents' group at the hospital is currently restricted through a combination of lack of staffing and not having a permanent location suitable for more than 6 families at a time. We have been actively advertising to this group to assist in filling that gap and our numbers have grown to now have 26 full member families (35 children) since the start of the year. Previous years we have had an average of 10 full member families by end of Term 1. Our recent Open Day also had 6 additional new families attend for the first time, all with children <1 yr.
Our memberships are $100/year full or $60/yr casual (max 5 visits with option to purchase additional). This fee covers our rent, insurance, and Playgroup WA registration fees (charged per family), as well our expenses for providing weekly crafts and activities, 2 Open Days a year and our annual Christmas Party. We rely on volunteers, fundraisers and donations to run our centre.

Estimated project start date

April 2023

Estimated project completion date

April 2023

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

- Gazebo's purchased from Steelo's Guns & Outdoors; $398.00
- Picnic Rugs purchased from Picnic Season (online); $398.00
- Water Table Set purchased from Modern Teaching Aids (MTA) (online; $1,122.00 (which includes our member discount and free shipping)

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

Contributions	*Estimated value $*
Volunteer members pickup & delivery of gazebos & construction of water table at 2 hours	*$50.00*
Total In-kind	*$50.00*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**$**	**TOTAL PROJECT EXPENDITURE**	**$**
**Amount of Community Chest Funds requested in cash	$1,918.00	Materials	$1,918.00
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	0
Applicant's cash contribution	0	Venue hire	0
In-kind *(volunteer, donated labour)*	$50.00	Labour/contractor costs	$50.00
Sponsorship	0	Advertising	0
Donations *(cash/materials from others- please list)*	0	Catering costs	0
Other grants	0	Entertainment	0
Sales *(stall fees, event tickets/food/merchandise)*	0	Office/administration	0
Other income *(please list)*	0	Other expenditure *(please list)*	0
TOTAL *INCOME	$1,968.00	**TOTAL *EXPENDITURE**	$1,968.00

**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?

- Facebook
- Instagram
- Word of mouth
- Publicly acknowledged at announcements
- Display Signage at front sign-in entrance

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. *(Available upon request from Administration Support Officer).*
√	Afix Community Chest sign on project *(available on request).*
√	Verbal announcements at event.
	Other *(please describe).*

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 Independent Playgroup

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

Kellie Wilkins

Position *(President or Vice President)*

President

Signature

Date

25/2/2023

I certify that this is a true copy of the original document. Dated 28-02-2023

DUPLICATE

fa . tradinc
istry of Fair Trading

CERTIFICATE

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009076A

Certificate of Incorporation

This is to certify that

NARROGIN INDEPENDENT PLAYGROUP INC.

has this day seventh day of July 2000 been
incorporated under the Associations Incorporation Act 1987.

Dated this seventh day of July 2000

Commissioner for Fair Trading

1. APPLICANT DETAILS

Name of Organisation

Narrogin Children & Families (pending Inc)

Contact Person

Kellie Wilkins

Address

[redacted]

Position

President

Phone

-

Mobile

[redacted]

Email

narrognchildrenandfamilies@gmail.com

What financial year are you applying in?

FYE 2023

Are you applying for Round 1 or Round 2? ✓

Round 1		Round 2	√

Organisation's ABN.

TBA (pending registration & incorporation)

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?

(Proposed) Narrogin Community Childrens Centre – Business Case

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

At beginning stages of trying to build a new Children's Centre in Narrogin. Current planning expectation is the project will cost $3.5-4 million of which we are aiming to gain half to two-thirds from larger grant providers. Seeking to partner with a grant consulting firm (quotes received from 3) to strengthen our applications for grants and provide a more professional business case.

How will your project / event benefit the Narrogin community?

We are going to build a permanent fit-for-purpose location for the children and families of Narrogin and surrounds. The Centre's core focus will be to provide a stable central location for playgroups, parent groups, toy library and other services and programs dedicated to supporting young families. Whilst these programs exist in town most are located in non-permanent, not fit-for-purpose and damaged premises in need of large repairs. The Centre would look to co-locate the services who are all individually trying to support families, to then combine, collaborate and then integrate them together to support local families.

Estimated project start date

April 2023

Estimated project completion date

June 2023

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

Quotes have been received from 3 WA grant consulting firms with lowest being $11,480.00. Once funds confirmed & entity is formally registered, work can commence on the business case. Payment must be made within 30 days of invoice which is issued once work commenced. All parties have advised the business case will take 2-3 months for completion with the committee working alongside the consultant throughout the process.

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

Contributions	*Estimated value $*
Committee volunteer hours to assist with completion of business case – 20 hours @ $25/hr	*$500.00*
Total In-kind	*$500.00*

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	0
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	0
Applicant's cash contribution	0	Venue hire	0
In-kind *(volunteer, donated labour)*	$500.00	Labour/contractor costs	$11,480.00
Sponsorship *Revheads Foundation pending written approval, 2 other verbal approved options approached pending Revheads.*	$8,980.00	Advertising	0
Donations *(cash/materials from others- please list)*	0	Catering costs	0
Other grants	0	Entertainment	0
Sales *(stall fees, event tickets/food/merchandise)*	0	Office/administration	$500.00
Other income *(please list)*	0	Other expenditure *(please list)*	0
TOTAL *INCOME	$11,980.00	**TOTAL *EXPENDITURE**	$11,980.00

**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?

- Facebook
- Instagram
- Sponsor Letters
- Word of Mouth
- Newspaper
- Radio
- Public Announcements
- Publicly mentioned through multiple events throughout the year.

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. *(Available upon request from Administration Support Officer).*
√	Afix Community Chest sign on project *(available on request).*
√	Verbal announcements at event.
√	Other *(please describe).* ***Radio & Newspaper***

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 Children & Families

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

Kellie Wilkins

Position *(President or Vice President)*

President

Signature

Date

27/2/2023

COMMUNITY CHEST APPLICATION FORM (FDRS010)

Shire of Narrogin

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 COUNCIL

Contact Person

MITCH WRAY

Address

PO BOX 350 NARROGIN

Position

PRESIDENT

Phone

Mobile

[redacted]

Email

[redacted]

What financial year are you applying in?

2022/23

Are you applying for Round 1 or Round 2? ✓

Round 1		Round 2	x

Organisation's ABN.

86 686 541 952

Is your organisation registered for GST? ✓

Yes	x	No	

Is your organisation incorporated? ✓

Yes	x	No		**If yes, please attach a copy of Certificate of Incorporation.**

Estimated project start date

MARCH 2023

Estimated project completion date

MAY 2023

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 FUNDS WILL GO TOWARDS THE VINYL FLOORING AND THE COMMUNITY WILL COVER THE REST

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

Contributions	*Estimated value $*
Nil	
Total In-kind	*$*

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	x	No	

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

2022 AIR CONDITIONER UNIT AT HIGHBURY HALL

3. PROJECT DETAILS

What is the name of your proposed project or event?

Updating the kitchen facilities

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

WE ARE SLOWLY UPDATING THE KITCHEN AT THE HIGHBURY HALL, WE HAD RISLEY CATULONG AND PETER TOBOSS FROM THE NARROGIN COME AND INSPECT THE KITCHEN AND ONE OF THE ITEMS THAT REQUIRED ATTENTION WAS TO GET NEW COMMERCIAL VINYL FLOORING INSTALLED

How will your project / event benefit the Narrogin community?

The updated kitchen will allow the community to hold events. Events planned for the future include Narrogin Dance Club holding dance meetings at the hall. Ability to hire out the hall will a fully functioning kitchen

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	$305.00	Venue hire	
In-kind *(volunteer, donated labour)*		Labour/contractor costs	$2805.00
Sponsorship		Advertising	
Donations *(cash/materials from others- please list)*		Catering costs	
Other grants		Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
TOTAL *INCOME	$2805.00	**TOTAL *EXPENDITURE**	$2805.00

**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?

This will be advertised at each function we have at the Highbury Hall

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. *(Available upon request from Administration Support Officer).*
x	Afix Community Chest sign on project *(available on request).*
x	Verbal announcements at event.
	Other *(please describe).*

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

02/03/2023

CARPET COURT
DREAM IT. STYLE IT. LIVE IT.

Narrogin Carpets & Curtains
139 Federal St Narrogin 6312
Ph (08) 9881 4959 Fax (08) 9881 1483
narrogincurtains@bigpond.com
ABN 99 322 584 071

We are pleased to submit the following quotation for your consideration:-

Price

QUOTATION

Ref: Q14395
Date: 1/03/2023

Pip & Danielle Porter
Porter Rd
Highbury WA 6313

Phone (H)
Fax
Email pip_dani@bigpond.com
Job Ref No

Phone (W)
Mobile 0429 813 175

Supply and install Gerflor Essence vinyl to Highbury hall $2,550.00

Please forward remittance advice to narrogincurtains@bigpond.com

Bank Name	Narrogin Carpets & Curtains
BSB	016770
Account Number:	109978627

Sub Total:	**$2,550.00**
GST:	**$255.00**
Total Price:	**$2,805.00**

Conditions of sale

TRADING TERMS: PLEASE NOTE:
Payment terms; 50% deposit and balance of account owing payable on receipt of goods/services.
Rental Properties:Payment on order
Purchase Orders: Will be the responsibility of the orderer and payable in full when the job has been completed.

Bookkeeping Fees: $25.00 per month on accounts over 30 days
Debt recovery:Charges and fees will be incurred and payable by the debtor
Any floor preparation, removal of existing floor coverings or furniture moving will be charged at a rate of $95 per hour. Any floor preparation materials will be charged accordingly
Personal Effects:Customers responsibility
Rubbish removal:$20/m3 Asbestos:POA
Door cutdowns:POA
Ovens/fridges:POA
Customers measurements:Customers responsibility

#NOTE:By paying a deposit or ordering materials, I accept these Terms and Conditions of Sale.

We hope the above meets with your requirements and await your decision. Any further queries feel free to contact me anytime.

Yours faithfully

Shane Thornton

Quotation is valid for 14 days then subject to rise and fall. All materials and workmanship are fully guaranteed.

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 Soccer Club

Contact Person

Mark Tenney

Address

[redacted]

Position

President

Phone

Mobile

[redacted]

Email

Mark.tenney@cewa.edu.au

What financial year are you applying in?

2020/2023

Are you applying for Round 1 or Round 2?

Round 2

Organisation's ABN

7110906296

Is your organisation registered for GST?

Yes

Is your organisation incorporated?

Yes

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	

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

2 years ago, we received a grant of approximately $1400 for the hire of an inflatable soccer pitch for the Narrogin Festival of Soccer

3. PROJECT DETAILS

What is the name of your proposed project or event?

Narrogin Festival of Soccer - 2023

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

The event aims to promote the World Game to all residents of Narrogin and surrounding areas. It draws together over 100 school-aged boys and girls to participate in free clinics run by Football West Accredited Coaches. Men's and Women's teams will travel from Albany, Collie, Mt Barker, and Harvey to play in the annual CMFEU Cup.

How will your project / event benefit the Narrogin community?

Narrogin used to have a thriving Soccer community in the 1970's and 1980's, and since its demise, there has always been a strong interest for the sport I the community. While not having an official league or competition, soccer is still played regularly at schools and ovals, and the Narrogin Festival of Soccer is a celebration of a world-famous sport in the heart of the Wheatbelt. Stemming from the success of the Qatar World Cup in 2022 and leading into the Women's World Cup this year in Australia and New Zealand, the event will help develop a love for soccer, while also building skills, fitness, and exposure for local businesses and the Narrogin Shire.

Estimated project start date

18/3/2023

Estimated project completion date

18/3/2023

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

Please tell us how the Community Chest funds will be used

We have acquired a quote for an inflatable soccer pitch. This is a huge hit for kids who love to play in this dynamic, rebounding space. The inflatable pitch is a huge attraction for the event and can be enjoyed by kids of all ages.

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

Contributions	*Estimated value $*
Pitch preparation (painting of lines, setting up flags, goals)	*10 hours ($25 p/h) = $250*
Accredited coaches x 4	*1 hour + travel ($40 p/h) = $480*
Eagles Sporting Club staff for dinner and bar	*3 hours ($25 per hour) = 300*
P&F BBQ – 8 people coordinating drinks and BBQ station	*6 hours ($25 per hour) = $1200*
Total In-kind	*$2230.00*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	$	TOTAL PROJECT EXPENDITURE	$
**Amount of Community Chest Funds requested in cash	$1280	Materials	0
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment: (Inflatable Pitch)	$1280
Applicant's cash contribution	0	Venue hire	
In-kind *(volunteer, donated labour)*	*$2230.00*	Labour/contractor costs	0
Sponsorship from local Narrogin businesses for purchase of strip	$1500	Advertising	0
Donations *(cash/materials from others- please list)*		Catering costs	0
		Narrogin Soccer Club kit	$1500
		In-kind volunteer work	*$2230.00*
Other grants	0	Entertainment	0
Sales *(stall fees, event tickets/food/merchandise)*	0	Office/administration	0
Other income *(please list)*	0	Other expenditure *(please list)*	0
TOTAL *INCOME	$5010	TOTAL *EXPENDITURE	$5010

**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?

Social Media

Shire Website

Narrogin Observer

Matchday banners

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. *(Available upon request from Administration Support Officer)*
	Afix Community Chest sign on project *(available on request)*
	Verbal announcements at event
	Other *(please describe)*

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 Bylaws 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)*

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

Mark Tenney

Position *(President or Vice President)*

President

Signature

Date

31/1/23

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

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1042263W

Certificate of Incorporation

This is to certify that

NARROGIN TOWNS SOCCER CLUB INCORPORATED

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
second day of February 2022

Gary Newcombe
Commissioner for Consumer Protection

CERTIFICATE

1. APPLICANT DETAILS

Name of Organisation

Eucalypts of Narrogin Art Science and Stories auspiced by Central South Naturalist Club Narrogin

Contact Person

Sally Rogers

Address

P.O. BOX 581, NARROGIN WA 6312

Position

Secretary

Phone

Mobile

[redacted]

Email

csnatsclubnarrogin@gmail.com

What financial year are you applying in?

2022/23

Are you applying for Round 1 or Round 2? ✓

Round 1		Round 2	X

Organisation's ABN.

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		No	X

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?

Eucalypts of Narrogin Art, Science and Stories

Celebrating National Eucalypt Day

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

A one day event celebrating National Eucalypt Day to be held in the Gnarojin Community Gardens.

We are raising awareness of eucalypts with a guided walk in Foxes Lair at 7:30am and another along Narrogin creek at 5:30pm.

Throughout the day (10:30 – 4:30) will be various presentations from experts and enthusiasts on eucalypt propagation, identification, history of the local tannin industry and relationship between eucalypts and the soil; taster workshops on botanical printing, artists at work, historical documents, brochures and information on local eucalypts plus citizen science research into eucalyptus dyes.

BYO picnic tea and drinks sundowner 6:30 – 8:30pm

How will your project / event benefit the Narrogin community?

This is an opportunity for community members to learn about:

- The diverse range of eucalypts endemic to our region;
- Our citizen science project on dyes made from eucalypt leaves and bark;
- The history of the local tannin industry;
- Significant trees within our district (such as the George Brockway salmon gum);
- The Wandoo woodlands;
- The connection between eucalypts and the land;
- Resources available to explore the district such as our local treasure Foxes Lair;
- Artistic responses to the trees from our region.

Estimated project start date

Thursday March 23

Estimated project completion date

Thursday March 23

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	X

Please tell us how the Community Chest funds will be used

The funds will be used to cover costs of presenters, materials to run the taster workshops, venue hire, advertising, entertainment and catering.

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

Contributions	*Estimated value $*
Volunteer and donated labour 3 people x 10 hours each	*750*
Volunteerand donated time 3 people x 3 hours each	*150*
Total In-kind	*$900*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	$	TOTAL PROJECT EXPENDITURE	$
**Amount of Community Chest Funds requested in cash	1350	Materials	100
**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	50
In-kind *(volunteer, donated labour)*	900	Labour/contractor costs	900
Sponsorship		Advertising	50
Donations *(cash/materials from others- please list)*		Catering costs	450
Other grants		Entertainment	100
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
Free entry, free tea and coffee throughout the day		Presenters costs	600
TOTAL *INCOME	2250	**TOTAL *EXPENDITURE**	2250

**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?

Through:

- social media such as facebook and instagram,
- posters throughout the town and surrounds,
- emails to schools, clubs and organisations.

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 posters and flyers.
X	Display the Shire of Narrogin flag or banner at your event if possible. *(Available upon request from Administration Support Officer).*
	Affix Community Chest sign on project *(available on request).*
X	Verbal announcements at event.
	Other *(please describe)*.

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)*

Eucalypts of Narrogin auspiced by Central South Naturalist Club Narrogin

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

Sally Rogers

Position *(President or Vice President)*

Secretary

Signature

Date

27/2/23

NATIONAL EUCALYPT DAY

FREE EVENT

THURSDAY MARCH 23

7.30am. Foxes Lair walk - Doug Sawkins

(meet at 7:15 in the arboretum carpark off Range Road, Narrogin)

GNAROJIN COMMUNITY GARDENS

Hale Street, Narrogin 10:30am - 5:00pm:

Come along and try your hand at botanical printing with eucalypts; chat to artists Peter Denton and Ned Crossley while they work; check out the art display and examples of woodworking; collect a brochure on local walks; have a cuppa; find out more about Eucalypts of Narrogin Art, Science & Stories and listen to the speakers throughout the day.

11:30am	Official Opening
12:30pm	Local tannin industry - Avril Baxter
1:30pm	Do trees change soil? - Dr Annette Nykiel
2:30pm	Biomass on farm - Keith Parnell
3:30pm	Eucalypt propagation - Peter Denton
4:30pm	Eucalyptus identification made easy - Peter White
5:00pm	Narrogin Creek walk - Peter White

6.30pm SUNDOWNER

BYO PICNIC TEA & DRINKS

Relax under the stars and listen to the music!

EUCALYPTS OF NARROGIN

ART, SCIENCE & STORIES

Shire of **Narrogin** *Love the life*

JOIN US!!

ASSOCIATION NO. A823504 FORM 5

CERTIFICATE OF INCORPORATION

Associations Incorporation Act 1895-1982

Section 3 (3)

THESE ARE TO CERTIFY that ....

CENTRAL SOUTH NATURALIST CLUB (INC)

has this day been incorporated as an Association under the provisions of the Associations Incorporation Act, 1895-1982.

Dated this Nineteenth day of October 1988.

A PERSON AUTHORISED BY THE
COMMISSIONER FOR CORPORATE AFFAIRS
IN WESTERN AUSTRALIA

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

INFOSTMT

Information statement

Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15

Purpose

Associations incorporated under the *Associations Incorporation Act 2015* (the Act) use this application form to provide required information to the Commissioner for Consumer Protection in accordance with the Act and *the Associations Incorporation Regulations 2016.*

Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in block letters.
- Tick ☑ where appropriate and complete all sections of the form.

OFFICE USE ONLY
Job Number
1735391

Date received
12 February 2019

SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. This information statement is for the association's financial year ending: *Day Month Year* — 31 August 2018

2. What is the name of the incorporated association?
The association's name as shown on the certificate of incorporation.

CENTRAL SOUTH NATURALIST CLUB (INC)

3. What is the incorporated association's registration number (IARN): A0823504W

4. What is the association's current address?
Provide the association's email and the address you want the Department to use to send communication to. The email address should not be a personal email.

Street	16 Federal St		
Suburb	NARROGIN		
State	WA	Postcode	6312
Email	nbb@westnet.com.au		

5. What is the association's current address for service?
The address for service is the address that you want the public to use to contact the association.

Street	PO Box 248		
Suburb	NARROGIN		
State	WA	Postcode	6312

ch category best describes the association's main objects or purpose?

onmental conservation

SECTION B: REPORTING AND REGULATORY OBLIGATIONS

Does the association currently have at least six voting members?Yes

Yes

7. When did the association hold its last Annual General Meeting (AGM)? — Day Month Year: 16 October 2018

8. What was the association's total revenue* for its last financial year?

Note: Revenue is the total amount of money received or earned by the association in a ancial year.

$ 695

9. Is the association registered with the Australian Charities Not-for-profit Commission (ACNC)?

No

SECTION C: AUTHORISED PERSONS PARTICULARS & DECLARATION

Provide the name and particulars of the person making this application:
Any correspondence about this application will be sent to this person.

I certify that:

- *I am a duly elected committee member of the association or authorised by a committee member on behalf of the association to submit this statement under the Act;*
- *the information contained within this statement is true and correct*
- *I understand that it is an offence under section 177 of the Act to make a false and misleading declaration in relation to this application; and*
- *I acknowledge that by participating in the lodgement of this application electronically I agree to be bound by the AssociationsOnline Terms and Conditions of Use.*

Yes, I Agree — Date: 12 February 2019

Name	Mr ROBERT CLARK		
Street or PO	344 Evans Rd		
Suburb	PIESSEVILLE		
State	WA	Postcode	6315
Telephone	08 98612288	Mobile	

bob.joefanchi@yahoo.com.au

MPORTANT: Before you submit this form, check that you have provided true and correct information.

[illegible]

LODGING THE APPLICATION FORM

Make a copy of this application (including attachments) for your own records.

By post:

Department of Mines, Industry Regulation and Safety
Consumer Protection Division
Associations and Charities Branch
Locked Bag 14
CLOISTERS SQUARE WA 6850

In person: (8.30 am to 5.00pm weekdays)

Department of Mines, Industry Regulation and Safety
Consumer Protection Division
Level 2, Gordon Stephenson House
140 William Street
PERTH

For assistance call our information line on 1300 30 40 74 or (08) 6552 9300

Email submissions cannot be accepted. Our online portal AssociationsOnline can be used to submit this application electronically. For more information please visit www.commerce.wa.gov.au/associationsonline

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10.4.2 VISITOR CENTRE NAMING

File Reference	26.3.4
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	14 March 2022
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Visitor Centre Working Group Minutes 2. Visitor Centre Naming Article 2003	

Summary

Council is requested to decide on a name for the Visitor Centre, following its relocation from the Railway Institute building on the corner of Park Street and Fairway, Narrogin to the newly refurbished Narrogin Railway Station, and after assuming control of the former entity's activities, to better reflect its new location and direction.

Background

The Dryandra Country Visitors Centre Inc. (DCVC) Committee in early to mid - 2022 resolved to wind-up its operations and requested that the Shire of Narrogin assume responsibility for the administration and management of the visitor centre including coordination of volunteers and the relocation of visitor services to the railway station. The Shire agreed to this request.

An Interim Visitors Centre Working Group (Working Group) was established by the CEO and the role and scope of the Working Group, approved by Council, was as follows:

a) Provide guidance to the CEO in the transition of the Dryandra Country Visitor Centre from incorporated association to a Shire of Narrogin run service; and
b) Make recommendations to Council with respect to part a) above through the Senior Officer responsible.

The Working Group comprises of voting members being the Shire CEO, Mr Dale Stewart as Presiding Member, Shire of Narrogin Cr Jacqui Early, Shire of Narrogin Cr Brian Seale, Cr Tamara Alexander, Shire of Cuballing Cr Don Bradford (the DCVC is supported by a financial contribution from the Shire of Cuballing) and Dryandra Country Visitor Centre volunteer nominee, Mr Rod Slater.

The Minutes of the inaugural meeting of the Working Group of 17 November 2022, records that the Working Group was asked (amongst other matters) to consider eleven variations of a name for the Visitors Centre (generated by consultation with DCVC volunteers and general discussion of the group) and tasked with developing a short list of three names to be presented to Council for a final decision (See Attachment 1).

The Minutes record consultation, to arrive at these 11 potential names, took place with the Chief Executive Officer, Councillors and Dryandra Country Visitor Centre volunteers and that the volunteers suggested that the name start with 'Narrogin' and contain either 'Visitor Centre' or 'Tourism' and did not contain either 'Great Southern' or 'Wheatbelt'. The 11 names presented were as follows:

- Narrogin Visitor Centre;
- Narrogin Rail Heritage Centre;
- Narrogin Heritage Rail Centre;
- Narrogin Cultural Heritage Centre;
- Narrogin Rail and Art Gallery Centre;
- Great Southern Heritage and Rail Centre;
- Great Southern Rail and Heritage Centre;
- Narrogin Station Arts and Visitors Centre;
- Wheatbelt Railway Museum and Gallery;
- Narrogin Historical Rail Centre and Art Gallery; and
- Narrogin Historical Railway Station and Information Centre.

The Working Group developed and recommended a short list of six names as part of the process of deciding on three names. These were as follows:

- Narrogin Visitor Centre;
- Narrogin Station Arts and Visitor Centre;
- Narrogin and Districts Visitor Centre;
- Narrogin and Dryandra Visitor Centre;
- Narrogin Tourism and Rail Centre; and
- Narrogin Visitor and Rail Centre.

The Administration and Working Group then recommended that Australia's Golden Outback (AGO), as the region's Regional Tourism Organisation, be consulted regarding this list of six potential names. The Administration forwarded the six names to the AGO's marketing team, and the response emailed to the Shire's Administration was as follows:

"We have reviewed your options and have also run past the rest of the team. We think implying that there is an attraction there may encourage more visitors. Also 'Visitor Centre' is a well-known concept with visitors so this may be better, than using the word tourism´. The AGO advised its choice would be between Narrogin Station Arts and Visitor Centre"" and "Narrogin Visitor and Rail Centre".

The Administration forwarded the AGO's advice by email to the Working Group members. Two members abstained from making any recommendation and one member preferred the Narrogin Visitor and Rail Centre. Cr Bradford (Cuballing) was of the view the name should be Narrogin and Dryandra Visitor Centre or Dryandra Country Visitor Centre and provided the following comments.

"I have circulated the names put forward by this group to my fellow councillors and they were somewhat surprised with what has been recommended. The loss of the word Dryandra from the title is somewhat baffling with its National Park Status. Many consider the park to be the major drawcard to the area. I struggle with the lack of awareness of such a great asset within our shires when trying to promote tourism in this area. Whilst the new location of the centre will bring new life to the centre after many years of stagnation, the need for rebranding and the costs associated with it seam {sic} wasteful at best. After consulting others on our council, we would like to see the name stay as it previously was or at least have the word Dryandra in its title. This we feel is necessary if we are to continue supporting this project".

While the Working Group decided, according to its Minutes, to convene a second meeting after feedback was received from the AGO, this meeting did not take place, and the matter is now referred to Council as the final decision maker.

Consultation

The following consultation occurred:

- The Shire's Manager Community Leisure & Culture;
- AGO marketing team - by email;
- Brighthouse Strategic Consulting - by email;
- Dryandra Country Visitor Centre Volunteers – face to face; and
- Visitor's Centre Working Group, face to face and email communication.

The consultation undertaken was in keeping with the principles established in Council Policy 1.12 Community Engagement.
https://www.narrogin.wa.gov.au/Profiles/narrogin/Assets/ClientData/Documents/Policy_Manual_at_1_March_2023.pdf

Statutory Environment

Nil

Policy Implications

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

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost. If the Council deems professional marketing expertise is desired, whilst a quote has not been obtained for this, it is envisaged that this would amount to at least $10,000, and possibly up to $30,000, depending upon the extent of the market research.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the name chosen results in confusion or reduced patronage.	Unlikely (2)	Moderate (3)	Medium (5-9)	Engagement Practices	Accept Risk
That the name chosen does not align with the views of the Shire of Cuballing who contribute annually approximately $5,000 cash towards the operations of the facility, putting in jeopardy this financial contribution.	Possible (3)	Minor (2)	Medium (5-9)	Asset Sustainability	Accept Risk

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 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Dryandra Country Visitor Centre was named close to 20 years ago (when located at the Old Courthouse Museum). In September 2003 a special edition of a local newsletter entitled “Cultural Exchange” reported that at an Annual General Meeting of the Committee of the Narrogin Tourist Bureau, a decision was made to create a new sub region for the purpose of attracting and servicing tourists and other visitors to the district. The sub region was to be called Dryandra Country and was to include the Shires of Cuballing, Narrogin, Pingelly and Wickepin and the Town of Narrogin. The newsletter further reported that the local governments in the sub-region had agreed to provide funds to employ a full-time manager for the Narrogin Tourist Bureau in 2003/04. (See Attachment 2).

With the creation of the Dryandra Country sub-region also came a name change with the Committee choosing “Dryandra Country Visitor Centre” to replace the name the “Narrogin and Districts Tourist Bureau”.

The Committee set out the following reasoning for this name change in the Cultural Exchange Newsletter:

“There will be those that regret the loss of Narrogin from the name but be assured there are very good reasons for the choice. The competition throughout rural Western Australia to attract metropolitan visitors as well as those from interstate and overseas and other parts of WA is intense. Areas with far more existing infrastructure and disposable income are becoming clearly defined in the minds of travellers. Think of the Swan Valley, Peel, etc These sub regions are the easily recognised areas that tourists head for. They and we know that within the region there are several attractive and interesting places to visit. In order to be truly representative of the Shire that will contribute to the continued growth of the region’s visitor information service, we need a name that would be inclusive. Dryandra Country highlights both the unique Woodlands and the wonderfully rich and diverse farmland that surrounds it. (See Attachment 2)”

It can be appreciated that the reasoning at the time was essentially motivated by a need for Narrogin to remain competitive in an ever increasing complex tourism sector, and to also appeal to the adjoining local governments, who contributed both financial and human capital at that time. Only the Shire of Cuballing, where Dryandra Woodlands National Park is predominantly now located, continues to contribute.

In choosing a name for the visitor centre in 2023 could potentially require considerable market research and professional advice. There are various complexities involved when a name will ultimately become integral to the visitor centres branding. This advice is exemplary:

“To grow a visitor economy through marketing activities, there must be strong alignment between the destination’s brand promise, its visitor experiences, and both of which must appeal to the destination’s best visitors – those who deliver the best social, economic, and environmental outcomes for the local communities within the destination” (see: https://tourismcollective.com.au/blog/destination-branding-a-destination-management-organisations-role/)

Short of consulting a branding specialist, the Administration sought feedback on the six names from both Australia’s Golden Outback and also Brighthouse Strategic Consulting, the latter of whom developed the Shire of Narrogin’s Tourism Strategy (2019). Brighthouse commented that it appreciated and understood there are historic attachments and deep-rooted ownership issues at play in the community when it comes to a naming exercise. The consultant advised that that from a market perspective, two important determinants for the name of the visitors’ centre are its location and ownership along with identifying the key tourism attraction for the area – that being the Dryandra Woodland National Park.

Brighthouse as professionals and consultants in the tourism space recommended the name “Narrogin’s Dryandra Visitor Centre”. While acknowledging Dryandra Woodland National Park is located in the Shire of Cuballing, Brighthouse believed that Narrogin needs to take ownership of Dryandra, especially now that it has National Park status.

This advice from Brighthouse, highlights that the naming exercise is a strategic marketing initiative and the value and power of the name chosen is not to be underestimated in terms of its impact on drawing tourists and visitors alike to Narrogin.

To add to Brighthouse's recommendation, it is notable that the Department of Biodiversity Conservation and Attractions (DBCA) on its website which presents a wealth of information about the Park as a key tourism attraction in the district, lists no less than eight bush walks ranging from 1km to 12.5km and one drive trail (23 Km) (See https://exploreparks.dbca.wa.gov.au/park/dryandra-woodland-national-park).

This is of interest when the home page of the website http://www.dryandratourism.org.au/ (which currently names the visitor centre at the Railway Station as the "Narrogin District Visitor and Rail Centre" makes the following statement:

"We cater for visitors who may be interested in hiking, mountain biking, eco-tourism, caravanning, RV touring, and backpacking". The listing of a range of activities associated with the outdoors links Narrogin very well with Dryandra Woodlands National Park. Images of the Numbat whose known home is strongly and popularly connected with the Dryandra Woodlands National Park are included on this same home page.

While the AGO made comment on the six names provided to it for feedback and did not suggest an alternative name to any of the six provided, in its Golden Outback Free Holiday Planner, it lists the "Barna Mia animal sanctuary nestled in the heart of Dryandra Woodland National Park" as one of Narrogin's top five attractions along with Downderry Wines. Foxes Lair, the Railway Station and the CBD Heritage Walk. (See https://www.australiasgoldenoutback.com/plan/free-holiday-planner)

As additional comment, it is strategic to consider that the Noongar occupation of the Dryandra Woodland National Park dates to pre-European contact. Several Noongar sites have been recorded in the area, including an ochre quarry, a scar tree, stone arrangements, rock art and artefact scatters. (See https://www.noongarculture.org.au/narrogin).

A $994,000 five-year Curtin University-led research project , Healing Land, Healing People, commenced in 2020, aims to use Noongar cultural knowledge, stories and histories as well as Western science to help restore Dryandra's biodiversity, bolster the wellbeing and culture of the Wilman people and enhance reconciliation.

(See: https://www.narroginobserver.com.au/news/narrogin-observer/community-encouraged-to-join-noongar-wilman-elders-on-bushwalk-to-learn-more-about-dryandra-bushland-c-8503339).

As this Curtin University project gains momentum, placing Dryandra Woodland National Park squarely on the tourism map for many travellers, and with local Narrogin Noongar people heavily involved, it is highly likely to boost tourism for Narrogin as a town site.

As final comment it may be worth considering the following advice regarding a visitor servicing strategy for a visitor centre. A visitor servicing strategy is a plan that guides all visitor centre activities, including the running of the centre, and is able to answer the following questions:

- Who are our region's high yield visitors and niche segments?
- What is their visitor journey and online and offline touchpoints?
- What are the information, inspiration and experience gaps in our high yield visitor's travel purchase journey?
- What gaps can our Organisation address?
- Who else is supporting visitors in our region? eg Regional Tourism Organisation/Private Industry/Community Groups/Retail Traders/Local Residents.
- Where and how can we support these people / organisations / groups with their visitor servicing activities?

- How can we work hand in hand with our Regional/Local Tourism Organisations to better market and service our visitors across their travel purchase journey?

(See https://tourismcollective.com.au/blog/12-things-successful-visitor-centres-do-differently/)

The answer to some of these questions may inform the difficult and challenging exercise of choosing a name for the Shire of Narrogin's newly relocated visitor centre.

Conversely, the volunteers who run the facility day to day, have consistently advised the Administration, that they want to see the name Narrogin in its title and did not see retention of the name Dryandra as critical. It was all agreed however that Dryandra Woodlands remains a critical asset of the districts to market in marketing strategies, however this should not be confused as to the name of the Centre, which has pivoted to being in a historical tourist drawcard in itself, that of a Historic Refurbished Railway Station and centre of a growing and developing Tourist and Rail Precinct.

On balance, the option of acquiring professional marketing expertise was not considered necessary, when it came to the *name of the Building or Centre,* and the Administration has recommended the name Narrogin Visitor and Rail Centre, in keeping with the predominate consensus view of the facilities volunteers and Australia's Golden Outback.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to re-naming the visitor centre, following its relocation to the Narrogin Railway Station, so as to better reflect its new location and control by the Shire of Narrogin, Council resolve to name it the '*Narrogin Visitor and Rail Centre'* and that it continues to market the attractions of the district, including the iconic Dryandra Woodlands National Park.

COUNCIL RESOLUTION 220322.08

Moved: Cr Early Seconded: Cr McNab

That with respect to re-naming the visitor centre, following its relocation to the Narrogin Railway Station, and with the winding up of the Dryandra Country Visitor Centre Inc, Council resolve to name it the '*Narrogin & Dryandra Visitor Centre'.*

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: Council felt that it was important to retain Dryandra in the name as an acknowledgement of the surrounding areas and the contribution from the Shire of Cuballing.

MINUTES
VISITORS CENTRE WORKING GROUP MEETING

17 NOVEMBER 2022

Commencing at 12:00 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of Visitors Centre Working Group.

Signed: ..... Date **8 November 2022**
(CEO)

These minutes were confirmed at the Visitors Centre Working Group Meeting held on

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.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

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

CONTENTS

VISITORS CENTRE WORKING GROUP MEETING
17 NOVEMBER 2022

1. OFFICIAL OPENING

The Presiding Member Dale Stewart declared the meeting open at 12.10pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)
Mr D Stewart – Chief Executive Officer (Presiding Member)
Cr J Early (via phone)
Cr B Seale
Mr R Slater - Visitor Centre

Staff (Non-voting)
Ms S Bell – Community Development Officer
Ms A Prysiazhna – Community Development Support Officer

Apologies
Nil

Absent
Cr D Bradford – Shire of Cuballing

Visitors
Mrs C Mahony – Visitor Centre proxy

3. DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature
Nil			

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING OF THE VISITORS CENTRE WORKING GROUP

OFFICER'S RECOMMENDATION

As this is the inaugural meeting of the Working Group, there are no previous minutes to be confirmed.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The move of the DCVC Visitor Servicing operations is schedule to occur from Monday 14 November 2022 through to Wednesday 16th November 2022.

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

7.1. TERMS OF REFERENCE

File Reference	Dryandra Country Visitors Centre
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No Previous Items Relate
Date	18 July 2022
Author	Sharon Bell – Acting Manager Community Leisure & Culture
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Terms of Reference	

Summary

Terms of Reference apply to Council Reference Groups, where Council does exercise control (establishment, dissolution etc.). Members of the public are generally unable to attend Reference Group Meetings without prior approval.

Background

Dryandra Country Visitors Centre Incorporated has resolved to wind-up and has requested that the Shire of Narrogin take over administration to continue effective service delivery, volunteer support and management, and to oversee the proposed relocation of Visitors servicing activities to the Narrogin Railway Station in coming months.

It was decided to appoint an interim Working Group to assist in the transition.

Comment

Terms of Reference are provided in Attachment 1.

Consultation

- Chief Executive Officer

- Executive Manager Development and Regulatory Services
- Visitors Centre Working Group

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

Nil

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Terms of Reference, the Visitors Centre Working Group note the Terms of Reference approved by the Council.

Noted

7.2. WEBSITE UPDATE

The Shire of Narrogin has sought a quote from Market Creations to have a website developed for the Visitors Centre. This will include the transfer of current information over to a new platform.

It is anticipated that funding for this project will come from the cash component assets of the Visitors Centre dissolution.

Discussion was held regarding the financing of a dedicated Destination website vs an in-house website.

Doug Sawkins, who is managing the existing website, is to be invited to the next Working Group meeting for this subject.

7.3. VOLUNTARY TERMINATION OF DRYANDRA COUNTRY VISITOR CENTRE INC

Cr Seale gave an update on the Termination of the DCVC. Form 7 has been submitted, however DMIRS has apologised for the delay in processing the application, as they are busy working through a backlog. It is anticipated that the application will be completed within two weeks.

The Westnet and Australia Post Box accounts will be cancelled when they expire.

The drone owned by the former DCVC has been scrapped, as it is no longer suitable for purpose. The Shire of Narrogin has purchased a drone that will be used jointly by the Rangers and CDSO.

The funds from the former DCVC have been placed in a trust fund by the Shire, until DMIRS determines who the funds should go to.

There is still no access to the DCVC Facebook account, Cr Seale will contact the former manager so that full access can be granted to a DCVC volunteer and the CDSO.

7.4. RELOCATION

Relocation is planned for 16 November 2022. The CDSO Anna Prysiazhna is managing this.

- Centre is closed from 14 – 17 November
- Pack up 14-15 November
- Relocate 16 November
- Unpack 17 November
- Soft opening 18 November.

Currently there is no telephone connection at the Railway Station, with the process of porting the number across from the old building in progress. Unfortunately this is taking a little time from Telstra's end.

The installation of the trainset is a work in progress.

7.5. RENAMING OF VISITORS CENTRE

File Reference	Dryandra Country Visitors Centre
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	No previous items relate
Date	18 July 2022
Author	Sharon Bell – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
Nil	

Summary

It is proposed to change the name of the Dryandra Country Visitor Centre to better reflect its new location and direction.

Background

Dryandra Country visitors Centre was formed with the financial backing of the Shires of Narrogin, Cuballing, Pingelly, Wickepin and Wandering, with management and Visitors servicing activities

provided by an Incorporated Organisation – the Dryandra Country Visitors Centre Incorporated. Currently only two Shires contribute to the organisation; the Shires of Narrogin and Cuballing.

With the relocation of the Visitors Centre to the Narrogin Railway Station, it is deemed that it is the appropriate time to rename the Visitors Centre

Comment

A short-list of names has been selected, with the Working Group tasked to short-list these to three. These will be recommended to the Council, who will decide on the name. Variations of the below can also be considered:

- Narrogin Visitor Centre
- Narrogin Rail Heritage Centre
- Narrogin Heritage Rail Centre
- Narrogin Cultural Heritage Centre
- Narrogin Rail and Art Gallery Centre
- Great Southern Heritage and Rail Centre
- Great Southern Rail and Heritage Centre
- Narrogin Station Arts and Visitors Centre
- Wheatbelt Railway Museum and Gallery
- Narrogin Historical Rail Centre and Art Gallery
- Narrogin Historical Railway Station and Information Centre.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Volunteers of the Dryandra Country Visitors Centre

Volunteers from the DCVC were consulted, and suggested that the name start with ‘Narrogin’ and contain either ‘Visitor Centre’ or ‘Tourism’ and did not contain either ‘Great Southern’ or ‘Wheatbelt’.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Voting Requirements

Simple Majority

WORKING GROUP RECOMMENDATION

That with respect to the re-naming of the Visitors Centre, the Visitors Centre Working Group have selected the following names, to be sent to Australia's Golden Outback for feedback, and for the Working Group to get consensus before going to Council:

- Narrogin Visitor Centre
- Narrogin Station Arts and Visitor Centre
- Narrogin and Districts Visitor Centre
- Narrogin and Dryandra Visitor Centre
- Narrogin Tourism and Rail Centre
- Narrogin Visitor and Rail Centre

Carried 4/0

8. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Volunteer updates:

- Need more volunteers. CDO to advertise on Facebook and in Narrogin Narrative encouraging people to volunteer. Also encourage Elected Members to volunteer for a shift.
- Volunteers name badges. These will be organised once name of VC is determined.
- Plants. See if Manger of Works has any planting containers at the depot suitable for the Station that geraniums can be planted into. Volunteers will take care of plants.
- Request to hang existing information panels on the walls. Agreed to.
- Hot Water System in kitchen not working. Switch inside of cupboard was not turned on.
- Waiting on installation of keypad lock for VC and master key for toilets.

VC Operations Manual. This is being compiled by CDSO, with a copy to go to CEO next week.

Walk through of VC after conclusion of meeting.

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 2.00 pm.

The next meeting will be held on a date to be determined, after feedback has been received from Australia's Golden Outback.

ATTACHMENT 2

Volume 2, Issue 1

September 2003

Cultural Exchange

SPECIAL EDITION

Narrogin & Districts' Tourist Bureau Inc.

Narrogin Tourist Bureau makes plans for an exciting future

This edition of "Cultural Exchange" is being published to keep all members of the Narrogin & Districts' Tourist Bureau fully informed about some exciting developments currently taking place. The newsletter will also be sent to all the volunteers who provide such an excellent service at the Narrogin Tourist Bureau.

Tourism, like all industries, has become increasingly complex over the past 25 years. Many tourists now expect to be able to plan and book their international and domestic travel from the comfort of their own home or office. Marketing has become more sophisticated and requires regular updating.

The Western Australian Tourism Commission expects all visitor information centres to provide a high level of professional service and to play an integral part of the overall industry.

As well as this, we are expected to provide up-to-date promotional material, conduct familiarization tours for visiting tour operators and other VIPs, participate in regional tourism associations, help mount displays and exhibitions and continually upgrade our knowledge through training and professional development.

So, how to achieve all this with limited funding and a very willing but overworked group of volunteers?

The answer your management committee arrived at, after a lengthy period of consultation with many individuals and organisations, was to seek to form a close liaison with surrounding shires.

After a long period of negotiation culminating at the annual general meeting held on Wednesday, 17th September, the outcome has been to create a new sub-region for the purpose of attracting and servicing tourists and other visitors to our part of the state.

That sub-region is to be called Dryandra Country and will encompass the Shires of Cuballing, Narrogin, Pingelly and Wickepin and the Town of Narrogin.

Importantly, the five local government authorities have agreed to provide funds in the 2003/04 year to this association to enable it to employ a full-time manager to assist with the running of the tourist bureau in Narrogin and to help visitor information providers in the Shires of Wickepin, Cuballing and Pingelly.

This position will be advertised over the next three weeks and it is hoped that a suitable person will be employed in the near future.

Feedback Corner

- If you have any suggestions for articles in future newsletters
- Ideas to improve our services for visitors
- Concerns or complaints
- Or talents and skills to offer

Please contact any member of the committee or drop a note into the Old Courthouse at Narrogin.

Inside this issue:

Committee appreciates stakeholder support and co-operation

Change is never easy and does not come about without some heart searching, setbacks and disappointments.

It is to the credit of everyone involved that these important and positive changes are now coming to fruition.

The outgoing committee has worked with patience, intelligence and in a spirit of co-operation that is to be applauded.

Support and encouragement has been provided by a number of individuals and organisations.

The councillors and staff of all five local governments, Dryandra Woodlands Focus Group and Dale Sanders, Wheatbelt Development Commission, Narrogin Chamber of Commerce, Narrogin Business Enterprise Centre, Lions Dryandra Woodland Village, Department of CALM, WA Tourism Commission and many others too numerous to mention.

Great results can be achieved if there is sufficient passion, commitment, tolerance and common sense applied.

What's in a name?

Possibly the most controversial aspect of the changes taking place at the present time is the change of name.

Dryandra Country Visitor Centre is the name that has been chosen for the association hitherto known as Narrogin and Districts' Tourist Bureau.

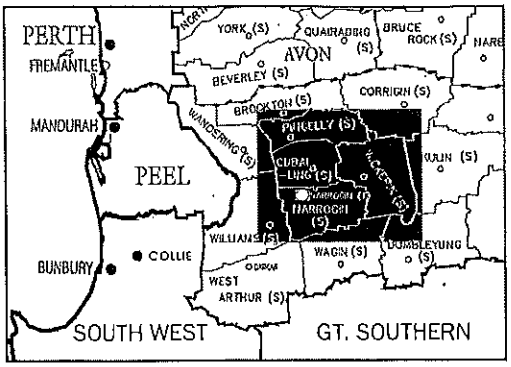
There will be those that regret the loss of Narrogin from the name but be assured there are very good reasons for the choice.

The competition throughout rural Western Australia to attract metropolitan visitors as well as those from interstate, oversees and other parts of WA is intense.

Areas with far more existing infrastructure and disposable income are becoming clearly defined in the minds of travellers. Think of the Swan Valley, Peel, etc

These sub regions are the easily recognized areas that tourists head for. They and we know that within the region there are several attractive and interesting places to visit.

In order to be truly representative of the shires that will contribute to the continued growth of the region's visitor information service, we needed a name that would be inclusive.



Dryandra Country highlights both the unique Woodlands and the wonderfully rich and diverse farmland that surrounds it.

We believe that over the next few months the name Dryandra Country will become a phrase that we will *all* be proud to take ownership of.

Dryandra Country Visitor Centre Inc. will promote and service the area to be known as Dryandra Country—Pingelly, Cuballing, Narrogin and Wickepin.

Working in partnership

By bringing together the combined resources of the Narrogin, Wickepin, Cuballing and Pingelly communities, we can form a powerful alliance that will strengthen our ability to compete successfully.

We already have some excellent attractions within this region—the Pingelly Observatory, Albert Facey Homestead, Narrogin Leisure and, of course, Barna Mia.

And great places to visit such as Yilliminning rock, Yornaning dam, Foxes Lair, Boyagin nature reserve, and the lakes—Yearlering, Toolibin, Taarblin.

Then there are the heritage buildings, walk trails, wildflowers, farm and bush scenery.

There's a variety of places to stay, eat and shop and just about all the services that visitors have need of from time to time.

If we work together, helping to promote all the region's events , attractions, facilities and services, we will benefit every business and individual.

We will also be taken more seriously by the media, government, regional tourism associations, funding providers and our customers.

Let's enjoy the journey and relish in the results of working in partnership.

Volunteers are an essential ingredient

Anyone browsing through the visitors' books at the Old Courthouse could not help but be impressed by the praise heaped on the volunteers.

Again and again the words "friendly" and "helpful" are used by people from around the globe.

While we may be moving into an era of paid staff, the need for enthusiastic volunteers will not diminish one iota.

Every roster (14 per week) will still need to be filled by volunteers. In fact more tasks will probably be added to our workload.

The centre manager will be there to help us deal with the inevitable changes and new technology; deal with administrative tasks; liaise with the WATC and other stakeholders; help us to become more professional and accountable; coordinate events; apply for grants; nominate for awards; and much much more.

Volunteers of the Narrogin and Districts' Tourist Bureau were congratulated by mayor Sally Higgins on receiving the Australia Day award for a community organisation in January 2003.

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

12.1 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES

File Reference	9.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Bush Fire Advisory Committee
Previous Item Numbers	Nil
Date	21 March 2023
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart, Chief Executive Officer
Attachments 1. List of Appointments Fire Control Officers for the Shire of Narrogin 2. Draft 2023/2024 Fire Order 3. Minutes of the Bush Fire Advisory Committee Meeting held on 20 March 2023 4. Letter from DFES dated 3 January 2023	

Summary

This report is presented to Council to consider the following recommendations from the recent Bush Fire Advisory Committee (BFAC) meeting, held on 20 March 2023:

- Appointment of the Fire Control Officers (FCOs) for the Shire of Narrogin and dual Officers for adjoining local governments;
- Adoption of the Fire Control Order 2023/24; and
- Revised Policy 5.2 Bush Fire Brigades – Management.

Background

Under the Bush Fires Act 1954, a FCO has significant authority in a fire emergency, where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policy '5.2 Bush Fire Brigades – Management'. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions', Parks and Wildlife Service Officer in certain situations.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Council, and the Shire's CEO, as the employer, to consider the suitability of a person prior to appointment as an FCO. In this regard, the Council should note the requirement of the Bush Fire Brigades Local Law that FCO's are to complete a FCO course and a refresher at least once every 10 years, for their appointment to remain valid.

Pursuant to Section 33 of the Bush Fires Act 1954, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order. Land owners and occupiers are required to clear firebreaks and fuel free areas before 1 November each year and thereafter maintain them free of all flammable materials until 1 May.

The Work Health and Safety Act 2020 (Act) and Regulations came into effect on 30 March 2022. Due to the changes, a review of training requirements for FCO's and volunteers was considered and recommended at the BFAC meeting held on 22 March 2023. As a result of these recommendations some minor amendments are recommended to the Policy.

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer;
- Executive Manager Development and Regulatory Services; and
- Bush Fire Advisory Committee (BFAC).

Statutory Environment

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

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers;
- Work Health and Safety Act 2020 (Act) and Regulations; and
- Shire of Narrogin Bush Fire Brigades Local Law 2017.

Policy Implications

Council Policy 5.2 Bush Fire Brigades – Management relates.

Financial Implications

The administrative expenditure is wholly contained in the budget and is minor in nature.

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

Comment/Conclusion

At the BFAC meeting held on 22 March 2023, the Committee resolved to recommend to Council to rescind all previous appointments and to make the appointments of CBFCO, Deputy Chief Bush Fire Control Officer's (DCBFCO), FCO's, Fire Weather Offices and the Weather Committee as per Attachment 1. At that meeting, it was also recommended that the following Fire Control Officers be appointed as Dual FCO's for the following Shires:

Shire of Cuballing	- Guy Maley, Clayton Hardie, Keiran Quartermaine;
Shire of Wagin	- Stuart Moyses, Nathan Walker;
Shire of West Arthur	- Murray Saunders;
Shire of Wickepin	- Troy Smith; and
Shire of Williams	- Clayton Hardie, Murray Saunders, Russell Ashley.

Appointments of each FCO are linked to a Bush Fire Brigade (BFB), unless a FCO is appointed by an adjoining Shire to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. It is proposed that this arrangement continue, without specific limitation.

A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to Shire employees to carry out works, nor do they have the authority to hire plant or contractors.

Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire's CEO is personally responsible and criminally liable for all the volunteers within the Bush Fire Brigades. The Shire's CEO is legally required to ensure that all the FCOs and Bush Fire volunteers have undertaken the appropriate or required training to allow them to perform their role(s) safely.

The DFES minimum recommended standard for Bush Fire Brigade Volunteers with a Local Government Grants Scheme Fire Appliance, is completion of the Bushfire Safety Awareness and Firefighting Skills courses, consistent with DFES managed volunteers who are required to undertake both courses prior to commencing operational duties. The Shire owns and manages 2 'white' fire appliances funded by DFES.

The Shire has previously adopted a Council Policy, Policy 5.2 Bush Fire Brigades – Management however due to this advice from DFES, the following changes are recommended to the existing Policy, under clause 7 – Training, to include reference to the minimum recommended training for volunteer Bushfire fighters.

The proposal of the CEO is to include a new section c) under clause 7 – Training, of the Policy as follows:

7. Training

a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;

b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the *Rural Fire Awareness, Bushfire Safety Awareness,* and *Firefighting Skills* and if

satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

c) With effect from 1 October 2023:

i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses are *permitted to drive or operate* Shire Fire Trucks; and

ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

At the BFAC meeting held on the 20 March 2023, the Committee endorsed part c) ii, however replaced the words 'permitted to drive or operate' with the word 'should' such that it reads as follows:

c) With effect from 1 October 2023:

i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses *should* drive or operate Shire Fire Trucks; and

ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

The CEO understands that the majority of the FCO's present at the BFAC Meeting were of the view that whilst it "all but" essential the driver of a Shire fire truck must be appropriately trained, it was still important, and to be encouraged, but not critical, that the second or subsequent officers on the fire truck had the necessary training.

The Committee also has recommended to adopt the attached 2023/24 Fire Order with the minor change of an 800 litre mobile fire fighter instead of a 400 litre.

Voting Requirements

Simple Majority

OFFICERS' & BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION AND COUNCIL RESOLUTION 220323.09 PART 1 OF 2

Moved: Cr Broad Seconded: Cr Fisher

That with respect to the recommendations of the Bush Fire Advisory Committee, Council:

1. Rescind all other Bush Fires Act appointments previously made.
2. Pursuant to Section 38 of the Bush Fires Act 1954, approve the appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers, Bush Fire Brigade Fire Control Officers and Fire Weather Officers (each of them for 'whole of Shire') (subject to part 3) as listed in Attachment 1.
3. Pursuant to Section 38 (6) and (7) of Bush Fires Act 1954, request the Fire and Emergency Services Commissioner to approve the Shire of Narrogin for the purposes of giving effect to the appointment of Fire Weather Officers.
4. Pursuant to Section 38 of Bush Fires Act 1954, approve the nominations of the following persons as Dual Fire Control Officers for the following Shires:

   Shire of Cuballing – Guy Maley, Clayton Hardie, Keiran Quartermaine;
   Shire of Wagin – Stuart Moyses, Nathan Walker;
   Shire of West Arthur – Murray Saunders;
   Shire of Wickepin – Troy Smith; and
   Shire of Williams – Clayton Hardie, Murray Saunders, Russell Ashley.
5. Approve the Fire Control Order for the 2023/24 year as presented in Attachment 2.
6. Note the appointment of the Fire Weather Committee, as determined by the Chief Bush Fire Control Officer from time to time, pursuant to Council Policy.
7. Cause Notice of the Bush Fire Control Officer Appointments to be published in the Narrogin Observer, Shire's Website and Public Noticeboards.
8. Cause Notice of any approval to part 3 to be published in the Narrogin Observer, Shire's Website, Public Noticeboards and Government Gazette.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION PART 2 OF 2

That with respect to Bushfire Brigade Member Training requirements, Council approve the following amendment: to Policy 5.2 Bush Fire Brigades - Management, Clause 7, such that it reads as follows:

7 Training

a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;

b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the *Rural Fire Awareness, Bushfire Safety Awareness,* and *Firefighting Skills* and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

c) With effect from 1 October 2023:

i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses should drive or operate Shire Fire Trucks; and

ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

CARRIED 9/0

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

Against: Nil

ATTACHMENT 1

Bush Fire Appointments 2023/24 Fire Season

		Name
Chief Bush Fire Control Officer		Pip Porter
First Deputy CBFCO		Vern Gibson
Second Deputy CBFCO		Stuart Moyses
Base Radio Operator		Stuart Moyses
Bush Fire Brigade	**Brigade Rank**	**Fire Control Officers**
Highbury	Captain 1st Lieutenant 2nd Lieutenant	Pip Porter Stuart Moyses Murray Saunders
Minigin	Captain 1st Lieutenant 2nd Lieutenant	Clayton Hardie Lewis Hardie Russell Ashley
Central	Captain 1st Lieutenant 2nd Lieutenant	Vern Gibson Jon Rick Leigh Ballard
Nomans Lake	Captain 1st Lieutenant 2nd Lieutenant	Nathan Walker Daryl Kilpatrick Vacant
Ockley	Captain 1st Lieutenant 2nd Lieutenant	Troy Smith Kieran Quartermaine Braden Lange
Shire of Narrogin Fire Control Officers		
Senior Ranger Ranger		Guy Maley Noel White
Shire of Narrogin Fire Weather Officers		
Fire Weather Officer 1 Fire Weather Officer 2 Fire Weather Officer 3		Pip Porter Vern Gibson Stuart Moyses
Weather Committee		**Alternative member**
Boundain	Keiran Quartermaine	
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	
Minigin	Clayton Hardie	Lewis Hardie
Central	Vern Gibson	Leigh Ballard
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Troy Smith	Braden Lange

FIRST AND FINAL NOTICE

Pursuant to the *Bush Fires Act 1954 section 33*, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order here within.

1. Land Zoned General Agriculture, Rural Smallholding & Rural Residential

1.1. Firebreaks

(a) at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.

(b) at least 6 metres wide shall completely encircle all buildings and haystacks.

(c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

1.2. Fire Fighting Equipment – Where the land owners total land holding is 100 hectares or greater a readily mobile operational fire fighting unit containing a minimum of 800 litres of water on standby and available for inspection is required during the period from 1 November to 1 May, inclusive.

1.3. Harvesting – A person shall not undertake or allow harvesting during the Prohibited Burning period unless–

(a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and

(b) a readily mobile fire fighting unit of a minimum of 800 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

1.4. Harvest bans and other bans – permitted activities

(a) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

ATTACHMENT 2

(b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.

(d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.

(e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.

(f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

1.5. Public Holidays

(a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day, Boxing Day and New Year's Day each year.

(b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by the Shire. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

2. All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial

(a) Where the area of land is 4,000 m^2 in area or less – all flammable material on the land shall be reduced to a height of less than 10 cm.

(b) Where the area of land exceeds 4,000 m^2 in area –

(i) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and

(ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.

(iii) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 5.2.

3. Open Air Fires

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the

(c) Prohibited Burning period (including garden refuse).

(d) No fires in the open air are permitted on any day when the fire danger rating is "High" or above.

4. Properties with Fire Management Plans

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

5. General

5.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the Restricted Burning periods from an Authorised Officer.

5.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Shire or its duly Authorised Officer not later than 1 October, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Shire or a duly authorised person, you shall comply with the requirements of this notice.

5.3. Penalties apply to persons who fail to comply with the requirements of this Notice.

5.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

DEFINITIONS

Authorised Officer: An officer appointed as a Shire of Narrogin Fire Control Officer.

Ban On The Movement Of All Vehicles: includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

Firebreak: means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

Flammable Material: includes bush (as defined in the Bush Fires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

Harvest Ban: applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

Harvesting: includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

Internal Vehicle Access: is defined as a trafficable surface, free of all flammable material, a minimum width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

Mobile Fire Fighting Unit: is defined as having a minimum water carrying capacity of eight hundred (800) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations;

Yard: is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

DEFINITIONS

Prohibited Burning: This period commences on 1 November of each year until and including 1 March of the following year. This time may be amended, subject to prevailing seasonal conditions.

Restricted Burning Time: This period commences on 2 March until and including 1 May and recommences on 1 October until and including 31 October of any year. This time may be amended, subject to the prevailing seasonal conditions.

Unrestricted Burning Time: The time period each year where a permit to burn is not required, in areas zoned rural under the Shire of Narrogin Town Planning Scheme. This period commences on 2 May until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.

Firebreak Time: The time each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This period commences on 1 November each year until and including 1 May of the following year.

Fire Control Enquiries
Phone: 08 9890 0900, 8.30 am – 5.00 pm
email: ranger@narrogin.wa.gov.au

General Enquiries
Shire of Narrogin
89 Earl St
Narrogin WA 6312
Phone: 9890 0900
email: enquiries@narrogin.wa.gov.au
Visit the Shire office between
8.30 am – 4.30 pm, Monday to Friday

A Standard Australian Fire Danger Ratings System (AFDRS) will be implemented Australia wide on 1 September 2022. Details are available on the Shire Website.

Shire of
Narrogin
Love the life

Fire Control Order

Effective for 2023-24

ATTACHMENT 3

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING
20 March 2023

Commencing at 3:00 pm

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Bush Fire Advisory Committee.

Signed: ……. Date: 23 March 2023

(CEO)

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on __/___/___.

Signed: ……. Date:

(Presiding Member 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.

CONTENTS

BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES
20 MARCH 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 3.10 pm.

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

Voting Members

Elected Members Present

Mr Leigh Ballard – Shire President (Presiding Member)

CBFCO

Pip Porter

DCBFCO

Vern Gibson
Stuart Moyses

FCO's

Kieran Quartermaine
Nathan Walker
Braden Lange
Troy Smith

Non-Voting Attendance

Staff

Mr Azhar Awang – Executive Manager Development and Regulatory Services
Mr Guy Maley – Senior Ranger
Mr Noel White – Ranger
Ms Vanessa Ward – Executive Assistant (minutes)

Other

Snr Sgt Shannon McGeown – Narrogin Police
Simon Vogel – DFES
Scott Reeves – Narrogin Volunteer Fire and Rescue
Blake Halford

Apologies

Murray Saunders
Russell Ashley
Lewis Hardie
Daryl Kilpatrick
Clayton Hardie
Jon Rick
Mr Dale Stewart – Chief Executive Officer
Mrs Wendy Russell – Executive Support Officer

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Stuart Moyses Seconded: Pip Porter

That the minutes of the Bush Fire Advisory Committee Meeting held on 19 September 2022 be confirmed as an accurate record of proceedings.

CARRIED

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 1– List of current appointees

A list of the current CBFCO, DCBFCO, Weather Committee, FCO's ,Brigade Captains and Dual FCO's is required to be endorsed by Council annually prior to the fire season.

COMMITTEE RESOLUTION

Moved: Nathan Walker Seconded: Keiran Quartermaine

There be a recommendation to Council to appoint the following with all previous appointments being rescinded.

Chief Bush Fire Control Officer	- Pip Porter
First Deputy CBFCO	- Vern Gibson
Second Deputy CBFCO	- Stuart Moyses
Base Radio Operator	- Stuart Moyses

Bush Fire Brigade Fire Control Officer's:

Highbury	Captain	Pip Porter
	1st Lieutenant	Stuart Moyses
	2nd Lieutenant	Murray Saunders
Minigin	Captain	Clayton Hardie
	1st Lieutenant	Lewis Hardie
	2nd Lieutenant	Russell Ashley
Narrogin	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
	2nd Lieutenant	Leigh Ballard
Nomans Lake	Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
	2nd Lieutenant	Murray Junk (TBC)
Ockley	Captain	Troy Smith
	1st Lieutenant	Keiran Quartermaine
	2nd Lieutenant	Braden Lange

Fire Weather Officers
Pip Porter
Vern Gibson
Stuart Moyses

Weather Committee		**Alternative Member**
Boundain	Murray Junk (TBC)	Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	
Minigin	Clayton Hardie	Lewis Hardie
Narrogin Central	Vern Gibson	Leigh Ballard
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Troy Smith	Braden Lange

Dual Fire Control Officers

Cuballing	Guy Maley, Clayton Hardie, Keiran Quartermaine
Wagin	Stuart Moyses, Nathan Walker
West Arthur	Murray Saunders
Wickepin	Troy Smith
Williams	Clayton Hardie, Murray Saunders, Russell Ashley

CARRIED

6. MATTERS WHICH REQUIRE DISCUSSION

6.1 ANNUAL REVIEW OF THE SHIRE FIRE ORDER

Attachment 2 – 22/23 Fire Order

The Shire of Narrogin Fire Order is to be reviewed annually.

- The Committee requested that the Mobile Fire Fighting Unit capacity be increased to 800 litres.

6.2 REGIONAL SAFETY MESSAGE

Attachment 3 – DFES Regional Safety Message - Electrical Hazards at Bushfires.

For information.

6.3 TRAINING

Attachment 4 – Copy of letter from the Department of Fire & Emergency Services *Volunteer Bushfire Training Information*

Summary

The Shire of Narrogin has received a letter from the Department of Fire & Emergency Services (DFES) as per Attachment 1, as a result of the request from local governments seeking guidance from the DFES on minimum training standards for local government Bush Fire Brigade members. The request was made due to the recent enactment of the *Work, Health and Safety Act 2020 (WA).*

Background

Due to the concern raised by local governments with the recent adoption of the Work, Health and Safety Act 2020, DFES has provided the minimum recommended standards training courses for Volunteer Bush Fire Service Bush Firefighters. These are as follows:

The minimum recommended standard for Farmer Response/Pastoral Brigades without a Local Government Grants Scheme Fire Appliance is completion of the Rural Fire Awareness Course;

The minimum recommended standard for Bush Fire Brigades with a Local Government Grants Scheme Fire Appliance is completion of the Bushfire Safety Awareness and Firefighting Skills courses, consistent with DFES managed volunteers who are required to undertake both courses prior to commencing operational duties.

The Shire has also adopted a Council Policy on Bush Fire Brigades - Management and due to this advice from DFES, the following changes are recommended to the existing Policy, under clause 7 – Training, to include reference to the minimum recommended training for volunteer Bushfire fighters.

The proposal is to include a new section c) under clause 7 – Training, of the Policy as follow

7. Training

a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;

b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighter's competency with

regards to the *Rural Fire Awareness, Bushfire Safety Awareness,* and *Firefighting Skills* and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

c) With effect from 1 October 2023:

i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses are permitted to drive or operate Shire Fire Trucks; and

ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

Consultation

- The Department of Fire & Emergency Services; and
- Chief Executive Officer.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Bush Fire Advisory Committee recommend to Council the following change to Council Policy 5.2 clause 7 as follow:

1. Training

a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;

b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighter's competency with regards to the *Rural Fire Awareness, Bushfire Safety Awareness,* and *Firefighting Skills* and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

c) With effect from 1 October 2023:

i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses are permitted to drive or operate Shire Fire Trucks; and

ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

COMMITTEE RESOLUTION

Moved: Keiran Quartermaine Seconded: Guy Maley

That the Bush Fire Advisory Committee recommend to Council the following change to Council Policy 5.2 clause 7 as follow:

1. Training
   a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years;
   b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighter's competency with regards to the *Rural Fire Awareness, Bushfire Safety Awareness,* and *Firefighting Skills* and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.
   c) With effect from 1 October 2023:
      i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved *Bushfire Safety Awareness* and *Firefighting Skills* courses should drive or operate Shire Fire Trucks; and
      ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved *Rural Fire Awareness* course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

CARRIED

The Committee felt that there should be some discretion in the event of an emergency with respect to having all trained volunteers operating and driving the Shire Fire Trucks.

Attachment 5 - 2023 Upper Great Southern Volunteer Training Calendar

Attachment 6 - Training Service Program

The training calendar and program are attached for your information and action as required.

6.4 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE

The Shire is making application for funding from MAF 2023-24 Round 1, which closes on 1 May 2023. The proposed mitigation works include:

- Speedway: Fire Access Tracks and Gates;
- White Road Refuse Site: Fire Access Tracks and Mechanical Clearing;
- Williams Road (Foxes Lair/Caravan Park): Fire Access Tracks and Prescribed Burning;
- Mokine Road: Fire Access Tracks and Spraying;
- Burley Road: Spraying;
- Banister Street: Fire Access Tracks and Mechanical Clearing;
- Granite Road: Fire Access Tracks;
- Graham Road: Fire Access Tracks and Fire Breaks;
- Cullen Street: Planned Burning; and
- Williams-Kondinin Road (Shotgun/vintage motorcycle): Mechanical Clearing.

7. GENERAL BUSINESS

Changes to 2024/2025 Burning Times

The committee requested that the burning times for the 2024/2025 year be amended, subject to determining whether the Townsite can be identified as a separate zone from the rural areas, to:

- Prohibited – 1 November until 1 March
- Restricted – 2 March until 14 April
- Unrestricted – 15 April until 31 October

Town Firebreaks

Administration staff to investigate changing the requirements for properties located within Townsites to be established and maintained to an area of 4m wide and 4m high.

Operation Vulcan

Snr Sgt Shannon McGeown of Narrogin Police advised that an offender had been caught and recently sentenced by the Courts.

Fire Maps

Executive Manager Development and Regulatory Services advised that the new fire maps would be available prior to the start of the fire season.

8. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 4.55 pm

ATTACHMENT 4

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Our Ref: D06807; 22/241202

Shire of Narrogin
RECEIVED
Directed to Dale/AZHAR
10 JAN 2023
Ref No ICR2329440
Property File
Subject File 9.8.1
Ref

Mr Aaron Cook
Chief Executive Officer
Town of Narrogin
PO Box 188
NARROGIN WA 6312

Dear Mr Cook

VOLUNTEER BUSHFIRE TRAINING INFORMATION

The enactment of the *Work, Health and Safety Act 2020 (WA)* has resulted in a recent increase in local governments seeking guidance from the Department of Fire and Emergency Services (DFES) on minimum training standards for local government Bush Fire Brigade members.

As you would be aware, Bush Fire Brigades that are gazetted under the *Bush Fires Act 1954* are under the remit of local government, and appropriately, local governments determine the level of training their volunteers require to address their local bushfire risk context.

To inform this decision-making and to assist local governments in fulfilling their responsibilities, DFES provide training products and courses, and support to local government staff as trainer – assessors in delivering bush fire training programs – a role we have held since the advent of the Bush Fires Board.

In light of recent queries, I believe it is timely to provide all local governments with updated information about our available training courses and doctrine guidance, as well as to reiterate our minimum recommended standards as outlined in the Bush Fire Service Training Program, enclosed for your reference.

As per the Bush Fire Service Training Program, developed in conjunction with volunteers across Western Australia, DFES has identified the following minimum recommended standards for Bush Fire Service Bush Firefighters:

- The minimum recommended standard for <u>Farmer Response/Pastoral Brigades without a Local Government Grants Scheme Fire Appliance</u> is completion of the Rural Fire Awareness Course.
- The minimum recommended standard for <u>Bush Fire Brigades with a Local Government Grants Scheme Fire Appliance</u> is completion of the Bushfire Safety Awareness and Firefighting Skills courses. This is consistent with requirements for DFES-managed volunteers who are required to undertake both courses prior to commencing operational duties.

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844
Tel (08) 9395 9300 | Fax (08) 9395 9384 | dfes@dfes.wa.gov.au | www.dfes.wa.gov.au

The new Rural Fire Awareness course offers a simplified, contextualised version of the Bushfire Safety Awareness and Firefighting Skills courses, with a focus on members in Western Australia's seasonal workforce and agricultural communities. It consists of a basic introduction to the main fire agencies in Western Australia, an overview of bushfire behaviour, bushfire safety and survival procedures, and an overview of bushfire suppression strategies and tactics.

The Rural Fire Awareness program is currently available as face-to-face training through the existing network of 375 regionally-based trainer assessors. It is also being converted to an online course, which will make it accessible 24/7 to any member who has registered and holds a volunteer service number. The online course is anticipated to become available during January 2023.

I also continue to encourage local governments to adopt higher minimum recommended standards as relevant to their local bushfire risk context. As we are all aware, Western Australia is a diverse state, and the importance of tailoring bushfire training requirements to your local needs is acknowledged and supported.

I would also like to take this opportunity to sincerely thank you and your volunteers for their ongoing efforts to protect Western Australian communities, livelihoods, and environments, from damaging bushfires. Should you have any queries regarding training for Bush Fire Brigade members, please contact training staff at the Bushfire Centre of Excellence BushfireCoE@dfes.wa.gov.au.

Yours sincerely

DARREN KLEMM AFSM
COMMISSIONER

3 January 2023

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Implementation Guide

Volunteer Bush Fire Service WA

Bush Firefighter Training Program

BUSH FIRE SERVICE W.A.

Training Programs Principles

Training Programs are a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- ***Ease of targeting brigade profile requirements***
  Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- ***Flexibility***
  Allow volunteers more flexibility in their training; and
- ***Choice***
  Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Bush Firefighter Training Program, once you have completed a volunteer membership application and have a DFES volunteer number.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Completion Requirements

To complete the Bush Firefighter Training Program, you will need to complete all the courses listed on the Training Program.

Training Programs Progress – Next Steps

Once you have completed the Bush Firefighter Training Program Training Program, you will be automatically enrolled on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground under supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete the Bush Firefighter Training Program in three (3) to eighteen (18) months.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below. Enrolled students will be notified if action is required.

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

Transition Notes

Change	Date
All personnel who are in progress on or have completed VFF1 will be placed on the BFB Bush Firefighter Training Program.	July 2019

Amendment Table

Change	Date
Initial release	December 2018
Revision – eAcademy Support Team	August 2019
Update to reflect entry point	November 2019
Update - Change of order to Bushfire Safety Awareness Modules	February 2021
Update - Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Implementation Guide

Volunteer Bush Fire Service WA

Advanced Firefighter – Role Based Training Program

Training Programs Principles

Training Programs is a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response roles or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- ***Ease of targeting brigade profile requirements***
  Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- ***Flexibility***
  Allow volunteers more flexibility in their training; and
- ***Choice***
  Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Advanced Firefighter Training Program upon your completion of the Bush Firefighter Training Program.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Completion Requirements

To complete the Advanced Firefighter – Role Based Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Training Programs Progress – Next Steps

You can apply for the Leadership Training Program upon your enrolment on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground with limited supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Training Stream within the Advanced Firefighter – Role Based Training Program in up to two (2) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below and enrolled students will be notified if action is required.

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager – District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

Transition Notes

Change	Date
All personnel who are progressing on or have VFF2 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF3 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF4 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF5 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019

Amendment Table

Change	Date
Initial release	December 2018
Revision – eAcademy Support Team	August 2019
Update – Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Implementation Guide

Volunteer Bush Fire Service WA

Leadership Training Program

Training Program Principles

Training Programs are a role-based training framework designed for progressive and safe training.

A Training Program may include multiple Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

These Training Streams are designed to provide:

- ***Ease of targeting brigade profile requirements***
  Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- ***Flexibility***
  Allow volunteers more flexibility in their training; and
- ***Choice***
  Be easy to understand and complete.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

Training Program Entry

You must apply to be enrolled on the BFS Leadership Training Program. Approval from your Brigade Captain or Training Manager, and a relevant District Officer, Area Officer or Community Emergency Services Manager (DFES Staff) is required.

You will be notified via email when your Training Program application is approved and confirmed. The Training Program and associated Training Streams will then appear on your eAcademy record.

Training Prerequisites

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that you complete training courses in the specified order; however, it is understood that course cancellations do happen and can affect your attempts to complete a Training Program or Training Stream.

You can complete courses within Training Streams out of the specified order, unless otherwise illustrated in the Training Program Diagram with an arrow.

Completion Requirements

To complete the Leadership Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Associated Roles

When you have completed this training, you will have the skills and competencies required to perform the BFB Officer (Role Specific) role.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Leadership Training Stream within three (3) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your particular circumstances.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Program and Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager)*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Program will be incorporated in the transition guide. Enrolled students will be notified if action is required.

Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training and Advisory Group*
- *Training Program Review Committee*

Transition Notes

Change	Date
All personnel who are in progress on or have completed VFF6 Pathway will be placed on the Leadership Training Program.	July 2019

Amendment Table

Change	Date
Initial release	October 2018
Revision – eAcademy Support Team	August 2019
Corrections – eAcademy Support Team	November 2019
Update – Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022

Bush Fire Service Training Program

Local induction to be completed at Brigade/Local Government level. If no local induction exists, the DFES Volunteer Firefighter Induction may be used.

❖ This diagram is to be read in conjunction with the Training Program Implementation Guide

BFS Bush Firefighter

Rural Fire Awareness*

Minimum recommended standard for Farmer Response/Pastoral Brigades without a Local Government Grants Scheme Fire Appliance

Bushfire Safety Awareness
- Bushfire Characteristics and Behaviour
- Bushfire Safety and Survival
- Suppress Bush Fire

AIIMS Awareness

Firefighting Skills
- Introduction to Map Reading
- Introduction to Communications
- Tools and Equipment
- Ropes and Ladders*
- Crew Protection*

Minimum recommended standard for BFB's with Local Government Grants Scheme Fire Appliance

Key
- Modules
- Recommended
- * = Dependent on Brigade Role as defined by Brigade/Local Government
- Specialist
- New Course Under Development
- ↓ Pre-requisite
- As determined by Local Government

BFS Advanced Firefighter – Role Based

Pump Operator
- Pump Operations

Appliance Driver
- On Road Driving
- Off Road Driving
- Emergency Driving

Advanced Bush Firefighter
- Advanced Bush Firefighting
- Crew Leader
- Machine Supervision for Bushfire
- Sector Commander

Structural Firefighter
- Structural Firefighting
- Ropes and Ladders*
- Breathing Apparatus*
- Internal Structural Firefighting*

BFS Leadership

Training Officer
- Workplace Trainer Assessor

Leadership Development
- Mental Health First Aid
- Leadership Fundamentals
- Sector Commander
- AIIMS 2017

Lieutenant
- Mental Health First Aid
- Leadership Fundamentals
- Sector Commander
- AIIMS 2017
- Incident Controller Level 1

Captain
- Mental Health First Aid
- Leadership Fundamentals
- Sector Commander
- AIIMS 2017
- Incident Controller Level 1
- Fire Control Officer
- Fire Weather 1

Fire Control Officer*
- Mental Health First Aid
- Sector Commander
- AIIMS 2017
- Incident Controller Level 1
- Fire Control Officer
- Incident Controller Level 2
- Fire Weather 1

Specialist/Optional Courses

Plantation Firefighting*	AHIMS (WebEOC) Awareness	Machine Supervision for Bushfire	Assist with Planned Burning
Ground Controller	AIIMS 2017	Provide First Aid	Fireline Construction
Workplace Trainer Assessor*	Leadership Fundamentals	Mental Health First Aid	Chainsaw Training (External Provider)*
FES Maps*	HF Principles	WAERN Basic Radio Use	Fire Weather 1
Incident Reporting System (IRS) Essentials	Four Wheel Drive Recovery	WAERN Advanced Radio Use	Field Radio Operator

Incident Control Vehicle (ICV) Awareness

- Incident Control Vehicle (ICV) Crew Support
- Incident Control Vehicle (ICV) Radio Operator
- Incident Control Vehicle (ICV) Resource Support

Incident Control Vehicle (ICV) Crew Leader

❖ Level 2 & 3 AIIMS Functional training programs are available.

Developed in conjunction with the Association of Volunteer Bush Fire Brigades WA Inc.

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13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.43 pm and pursuant to resolution 261022.009 of 26 October 2022, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 26 April 2023, at this same venue.

Shire of
Narrogin
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