



AGENDA

ORDINARY COUNCIL MEETING

27 September 2023

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 261022.009 of 26 October 2022, an Ordinary Meeting of the Shire of Narrogin will be held on 27 September 2023 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

A handwritten signature in black ink, appearing to read 'Dale Stewart'.

Dale Stewart
Chief Executive Officer

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**



Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

To be 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

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.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for 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 attached 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.

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ORDINARY COUNCIL MEETING 27 SEPTEMBER 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7: 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 T Evans – Executive Manager Technical & Rural Services

Mr A Awang – Executive Manager Development & Regulatory Services

Ms V Ward – Executive Assistant

Leave of Absence

Apologies

Mr M Furr – Executive Manager Corporate & Community Services

Absent

Visitors

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

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 25 October 2023.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 23 August 2023 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

8.1 – Early Bird Rates Prizes Draw

The Early Bird Rates prizes draw will be carried out by the Shire President. All rates that were paid in full by 19 September 2023 and were eligible* are qualified and the winners will be drawn using the Shire's SynergySoft 'random prize generator competition' module. The 17 winners drawn, totalling \$3,500 will be documented in the table below and will be notified in writing.

RATES EARLY BIRD PRIZE 2023/24				
Prize	Assessment	Init	Name	Prize
1st				\$1,000
2nd				\$500
Bonus – 1st				\$100
Bonus – 2nd				\$100
Bonus – 3rd				\$100
Bonus – 4th				\$100
Bonus – 5th				\$100
Bonus – 6th				\$100
Bonus – 7th				\$100
Bonus – 8th				\$100
Bonus – 9th				\$100
Bonus – 10th				\$100
Bonus – 11th				\$100
Bonus – 12th				\$100
Bonus – 13th				\$100
Bonus – 14th				\$100
Bonus – 15th				\$100

* Note well: The Council has determined that criteria applies to be eligible for the Early Bird Rates Prizes Draw, pursuant to Council Policy 3.5 – Rates Prize Eligibility.

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Community Builders

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 AWARDING REQUEST FOR QUOTE 23/24-01 ANNUAL ROAD SEAL VARIOUS LOCATIONS

File Reference	28.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	29 August 2023
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. List of Roads – Fulton Hogan Price Schedule (Commercial In Confidence – Under Separate Cover)2. Evaluation Matrix (Commercial In Confidence – Under Separate Cover)

Summary

Council is requested to consider awarding the 2023/24 Request For Quote (RFQ 23/24-01) Annual Road Seal Various Locations, to Fulton Hogan Industries Pty Ltd, for the sum of \$1,033,358 excluding GST, for budgeted road seal projects contained within the 2023/24 Budget and as listed in Attachment 1.

Background

The 2023/24 Budget listed road sealing works (Attachment 1), are part of ongoing maintenance and preservation of road assets within the Shire and in accordance with Council's adopted Ten Year Road Program 2021-2031.

The Manager Operations has conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads in this financial year.

A full condition audit of the Shire's road network was conducted in 2016 by Talis Consulting which gave the Shire a valuable insight and foundation as to the condition rating of roads so that the Shire could formulate a road program based on the findings. Since then, a ten-year road program has been adopted and revised and all annual road works are entered into the Shire's road database – RAMM (Road Asset Maintenance Management). Council may also note, that a full valuation and condition audit is currently being conducted by a local Engineer on all roads, footpaths and bridges for financial valuation compliance requirements with asset condition audit results being entered into RAMM.

The road seal works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the \$250,000 expenditure threshold and therefore it was necessary to go to tender or for it to be facilitated through a WALGA RFQ process.

The Road Seal RFQ was facilitated through the WALGA Panel of Preferred Suppliers eQuotes portal, which satisfies the Local Government statutory requirement and Council's Procurement Policy.

Consultation

The roads included in Attachment 1, are the roads identified in the adopted Ten Year Road Program 2021-31 whereby the Road Reference Group and Council were consulted as part of the road program adoption.

Officers who have been consulted include:

- Chief Executive Officer;
- Manager Operations;
- Maintenance Foreman; and
- Construction Foreman.

Statutory Environment

The following statutory implications relates:

- Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications

RFQ 23/24–01 complies with Council Policy – Section 3 Financial Management, 3.1 Purchasing Framework, 3.1(b) Purchasing Thresholds and Requirements.

It is noted that the procurement was facilitated as a compliant eQuote and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A and Council Policy.

Financial Implications

Pricing for bituminous seals are slightly lower than last financial year (2022/23). This means that additional works can occur on selected listed projects and still remain within Budget. An example of this is additional re-seal works on the next highest priority road, advancing one of the next years proposed projects, such as Simmons Road.

Fulton Hogan submitted a total price, after compliant seal designs were carried out for seal works with additional scope to Simmons Road of 2.51kms of re-seal added, of \$1,033,358 excluding GST. The current Budget has a total allowance for seal works of \$1,185,106 excluding GST, so identified seal works on road projects can be wholly contained within the Budget.

Strategic Implications

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

Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the preferred contractor provides substandard quality work or issues arise relating to managing the awarded contract.	Possible (3)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Treat through ensuring that the contractor is in full compliance with the RFQ specifications and officers manage the contract per standard practice in the past, with similar contracts.

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 nine (9) has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Road Seal RFQ was advertised through the WALGA eQuotes Portal from 19 July 2023 to 9 August 2023. The RFQ document was sent to five (5) WALGA preferred suppliers through the WALGA eQuotes portal as follows:

- Downer Infrastructure;
- Fulton Hogan Industries Pty Ltd;
- Colas Western Australia Pty Ltd;
- Boral Pty Ltd; and
- Bitutek Pty Ltd.

Out of the five (5) companies requested to quote, only three (3) submitted quotes – Colas Western Australia Pty Ltd, Fulton Hogan Industries and Downer Infrastructure.

All five (5) companies that were requested to provide a quote are prequalified WALGA preferred suppliers and have relevant experience for these works. The three companies that submitted quotes were deemed to be compliant submissions based on the specifications contained within the RFQ.

The RFQ was evaluated on 80% Price, 10% Previous Experience and 10% Work Health & Safety (WHS) and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on predetermined bitumen application rates for each road contained in Attachment 1, so that suppliers were quoting on an equal basis. The predetermined bitumen application rates for roads contained in Attachment 1 are estimates based on the Manager Operation's experience and judgement however these may vary slightly from a compliant seal design that would be conducted by the preferred contractor.

An evaluation panel was formed that consisted of Executive Manager Technical & Rural Services and the Manager Operations.

The Combined Assessment Scores for the three (3) compliant submissions are illustrated below:

Contractor	Assessment Score
Fulton Hogan	100.00%
Downer	91.40%
Colas	94.60%

Fulton Hogan's submission was scored the highest and is considered to be the best value submission from this procurement process.

Fulton Hogan have previously been successful with the Shire's road seal RFQ, and have provided good quality workmanship and have been able to meet all criteria as set out in the RFQ specifications including works delivery timelines.

The RFQ included information alerting prospective suppliers that there was a local granite quarry located in Narrogin should they wish to investigate this option.

As stated under Financial Implications, there is a positive difference to what was budgeted for road seal works, and the successful quote supplied by Fulton Hogan, being a total amount of \$151,695.

This will allow a degree of contingency and also project improvements to the scope of works within the grant funded listed roads as follows:

Regional Road Group (RRG) - \$82,028 Whinbin Rock Road - primarily contingency however if there is any surplus recognised toward the end of the project then the project may be able to be extended. Has to be expended on this project or not claimed.

Wheatbelt Secondary Freight Network (WSFN) - \$45,600 Wandering Road – contingency and project improvement, has to be expended on this project or not claimed.

Black Spot - \$6,300 - contingency and project improvement, has to be expended on this project or not claimed.

Roads to Recovery (RTR) - Although the total RTR budgeted road seal component of works will not change (\$362,806) individual RTR projects within the Budget will require amendment due to the lower quoted seal rate as per the officer's recommendation. This will allow an additional 2.51km re-seal extension to Simmons Road and includes \$17,767 worth of contingency on that project.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to awarding Request for Quote 23/24 – 01, Annual Road Seal Various Locations, Council:

1. Award the contract to Fulton Hogan Industries Pty Ltd, for the sum of \$1,033,358.40 excluding GST;
2. Amend the following Roads to Recovery (R2R) projects contained in the 2023/24 Budget as follows:

Job No	Location	Budget Figure	Amended Figure	SLK Change
R2R204	Tarwonga Road SLK 2.04 to 3.04	\$71,148.00	\$55,630.00	
R2R331	Narrogin Harrismith Road SLK 16.70 to 18.20	\$94,176.00	\$52,980.00	
R2R065	Boothe Street SLK 0.00 to 0.39	\$15,015.00	\$6,730.00	
R2R316	Callan Way SLK 0.00 to 0.58	\$23,925.00	\$17,780.00	
R2R015	Fox Street SLK 0.00 to 1.28	\$39,268.00	\$55,195.00	
R2R221	Narrakine South Road SLK 1.03 to 2.42	\$59,637.00	\$41,178.00	
R2R276	Simmons Road SLK 0.00 to 1.26 to 2.50	\$59,637.00	\$133,313.00	0.0 to 3.77
		<u>\$362,806.00</u>	<u>\$362,806.00</u>	

3. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated seal provision within the Adopted Budget.

10.2.2 NARROGIN CARAVAN PARK – SOLAR POWER

File Reference	A325800
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	31 August 2023
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is respectfully requested to consider funding a new solar power system for the Narrogin Caravan Park, to the value of no more than \$15,000 transferred from the Economic and Development Reserve. Benefits of such and installation will be an immediate costs savings of around 50% on electricity costs, the system can be supplied and installed by local suppliers and a favourable financial projection by one of the installers advises that the system would pay for itself within three to three and half years.

Background

The Narrogin Caravan Park is a significant asset to our community, hosting tourists and travellers year-round. The reliance on conventional grid electricity presents both financial burdens and environmental concerns. The proposed solar power system installation offers an opportunity to address these issues by adopting renewable energy and reducing the park's ecological footprint and operational costs.

Consultation

Consultation has been entered into with:

- The Chief Executive Officer;
- Manager Operations;
- Caravan Park Managers; and
- Two local Solar System Suppliers.

Statutory Environment

Nil

Policy Implications

There are no current nor planned policies that relate. Funding the solar power system aligns with the Shire's sustainability objectives, reinforcing Council's dedication to reducing carbon emissions and adopting renewable energy sources. This project exemplifies the organisations commitment to environmentally responsible practices and sets a precedent for other businesses to follow suit.

Financial Implications

The supply and installation cost of the solar power system is estimated at \$15,000. However, it is noteworthy to advise that two (2) local suppliers have provided quotes for this project ranging from \$12,000 to \$14,000, including GST, which would foster local economic development. The required funds could be sourced from the Council's Economic and Development Reserve (current balance of \$79,654.00), ensuring minimal impact on existing budget allocations. Moreover, the local supplier's estimation of a payback period between 3 and 3.5 years indicates a swift return on investment due to reduced energy expenses.

The author viewed the last seven (7) months of electricity bills for the Caravan Park with bills ranging from just under \$1,600 per month to over \$3,000 per month with an estimated \$32,000 per annum being spent on electricity costs. Working on an estimated 50% reduction in electricity cost (consumption during day light hours) this would equate to a potential saving of up to \$16,000 over 12 months dependant on usage and the amount of sunny days, which may indicate that the system could be paid for in less than three years.

Strategic Implications

Investing in a solar power system for the Caravan Park serves multiple strategic purposes. It advances our sustainability goals, positions the organisation as a proactive adopter of green technologies, and stimulates economic growth by supporting local suppliers. This endeavour showcases the organisations commitment to innovation and leadership in the region.

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
Outcome:	3.3	Efficient use of resources
Strategy:	3.3.1	Increase resource usage efficiency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Declining to fund the solar power system carries inherent risks. The Narrogin Caravan Park would continue to pay elevated energy costs, which might adversely affect its financial viability. Furthermore, our reputation as a	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Officer Recommendation

sustainability-conscious community could be compromised, impacting eco-tourism opportunities and casting doubts on our commitment to responsible development.					
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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 nine (9) 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

Given the local supplier options and positive financial projections, the proposal to fund a new solar power system for Narrogin Caravan Park is a compelling one. By reducing operational costs, adhering to sustainability objectives, and supporting local businesses, this investment is in line with the long-term vision for the organisation. Therefore, it is recommended that the Council resolves to allocate funding for the installation of the solar power system, enabling the Narrogin Caravan Park to embrace a greener and economically viable future.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the installation of a solar power system to the Narrogin Caravan Park, Council:

1. Approve the installation and authorise the Chief Executive Officer to procure the solar system from a local Narrogin supplier;
2. Amend the 2023/24 Municipal Budget as follows:
 - a. Create New Expenditure Job BC (NEW) for Caravan Park Photovoltaic System \$15,000;
 - b. Fund the procurement from the Economic and Development Reserve with a new Transfer from the Reserve up to a maximum of \$15,000.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 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	11 September 2023
Author	Angel Mickle – Trainee Finance Officer
Authorising Officer	Mark Furr– Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – August 2023

Summary

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

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 and 13a 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 2023/24 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 and 13a, 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 – August 2023 is presented to Council for notation. Below is a summary of activity.

<i>August 2023 Payments</i>		
Payment Type	\$	%
Cheque	255.00	0.02
EFT (incl Payroll)	1,418,111.04	92.87
Direct Debit	91,051.94	5.96
Credit Card	10,222.96	0.67
Fuel Card	7,403.87	0.48
Trust	0.00	0.00
Total Payments	1,527,044.81	100.00

<i>Regional Payments</i>	\$	%
Non-Local/ Statutory	883,429.30	57.85
Local Suppliers	338,876.62	22.19
Payroll	304,738.89	19.96
Total	1,527,044.81	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for August 2023, Council note the Report as presented.

Cheque Payments

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	731	15/08/2023				255.00		
2	INV JULY23	07/08/2023	8 Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup July 2023	255.00			
					Cheque Total \$	255.00		

EFT Payments

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
3	EFT21339	07/08/2023				1,800.40	L	
4	INV 619555	24/07/2023	14 Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges July 2023	1,800.40			
5	EFT21340	07/08/2023				1,360.82		
6	INV 2009894118	24/07/2023	14 Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 21/06/2023 - 19/07/2023	1,360.82			
7	EFT21341	07/08/2023				100.00	L	
8	INV 02082023	28/07/2023	10 WA College of Agriculture - Narrogin	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Student Award Sponsorship 2023/24	100.00			
9	EFT21342	07/08/2023				385,339.20		
10	INV AR173286	25/07/2023	13 Truck Centre (WA) Pty Ltd	P8215 NEW FLOCON - Purchase of New Flocon as per RFQ 21/22 - 04	385,339.20			
11	EFT21343	08/08/2023				3,916.62		
12	INV 2081836940	22/06/2023	47 Synergy	CEO STAFF HOUSING - Electricity Charges 19/04/2023 - 19/06/2023	442.19			
13	INV 2061857324	12/07/2023	27 Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 14/06/2023 - 11/07/2023	3,474.43			
14	EFT21344	08/08/2023				1,616.29	L	
15	INV 00080542	09/05/2023	91 Narrogin Packaging	CEMETERY GRAVE DIGGING - Compactor	80.00			
16	INV 0081589	20/07/2023	19 Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Toilet Supplies	1,059.09			
17	INV 00081607	24/07/2023	15 Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	357.35			
18	INV 00081619	24/07/2023	15 Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Toilet Supplies	119.85			
19	EFT21345	08/08/2023				26,861.24	L	

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
20	INV D2150731	20/07/2023	19	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 15,000L Diesel Delivered	25,621.20		
21	INV D2150732	20/07/2023	19	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 260L Unleaded Delivered	449.98		
22	INV 19014270	24/07/2023	15	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - Garden 2 x 4L for 2 Stroke mix	87.42		
23	INV 19014269	24/07/2023	15	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 200L Unleaded Delivered	361.90		
24	INV 19014326	31/07/2023	8	Great Southern Fuels	NO52 2018 TORO MOWER 7210 (WORKS) - 2x 20L ATF Heavy Duty Oil	340.74		
25	EFT21346	08/08/2023		Water Corporation			246.16	
26	INV 0021	19/07/2023	20	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Trade Waste Permit 01/07/2023 - 30/06/2024	246.16		
27	EFT21347	08/08/2023		Makit Narrogin Hardware			717.80	L
28	INV 115298	01/07/2023	38	Makit Narrogin Hardware	VARIOUS LOCATIONS - Maintenance Supplies	146.20		
29	INV 115312	03/07/2023	36	Makit Narrogin Hardware	VARIOUS BUILDINGS - Maintenance Supplies	571.60		
30	EFT21348	08/08/2023		Walga			12,194.40	
31	INV SI-005259	20/06/2023	49	Walga	MEMBERS CONFERENCE/TRAINING EXPENSES - Registration Fees 2023 WALGA LG Conference	12,194.40		
32	EFT21349	08/08/2023		RJ Smith Engineering			2,523.40	L
33	INV D110328	19/07/2023	20	RJ Smith Engineering	NO209 ISUZU FTS139/260 FIRE UNIT - Repair Damage to Fire Truck	2,050.40		
34	INV DI10497	28/07/2023	11	RJ Smith Engineering	PWO - WORKS - PROTECTIVE CLOTHING - Riggers Gloves 20 x Medium, 13 x Large, 10 x Extra Large	473.00		
35	EFT21350	08/08/2023		Narrogin Gasworx			181.02	L
36	INV 68568	31/07/2023	8	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT - x2 15kg Gas Bottles	181.02		
37	EFT21351	08/08/2023		Zipform			1,318.71	
38	INV 2169668	27/07/2023	12	Zipform	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Maintenance Supplies & Services	1,318.71		
39	EFT21352	08/08/2023		Narrogin Chamber Of Commerce			3,000.00	L
40	INV 00004414	01/08/2023	7	Narrogin Chamber Of Commerce	RATES - RATES INCENTIVE SCHEME - Rates Early Bird Prize 2023/24	3,000.00		
41	EFT21353	08/08/2023		Raeco			55.55	

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
42	INV 588614	20/07/2023	19	Raeco	LIB - GENERAL OFFICE EXPENSES - Genre Labels	55.55		
43	EFT21354	08/08/2023		Marketforce Pty Ltd			638.72	
44	INV 1644855	12/07/2023	27	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Form 5 Auction of Residence Western Australian 12 July 2023	638.72		
45	EFT21355	08/08/2023		Melchiorre Plumbing & Gas			132.00	L
46	INV 2961	17/07/2023	22	Melchiorre Plumbing & Gas	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Onsite Call Out	132.00		
47	EFT21356	08/08/2023		Narrogin Pumps Solar And Spraying			7.26	L
48	INV 00050959	06/07/2023	33	Narrogin Pumps Solar And Spraying	NO4846 2014 HINO 300 SERIES 3T TIPPER - S/S Hex Nipple 25x20	7.26		
49	EFT21357	08/08/2023		Fulton Hogan			3,309.46	
50	INV 5202963	21/07/2023	18	Fulton Hogan	ROAD MAINTENANCE GENERAL EXPENSES - 10 Tonne Loose Cold Mix Delivered	3,309.46		
51	EFT21358	08/08/2023		Fegan Building Surveying			1,045.00	
52	INV 1017	19/07/2023	20	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Building Application Issue Permit	605.00		PR
53	INV 1021	27/07/2023	12	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Building Application Issue of Permit	220.00		
54	INV 1022	28/07/2023	11	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Building Application Issue Permit	220.00		
55	EFT21359	08/08/2023		Bill & Ben Hot Bread Shop			60.00	L
56	INV 63	27/07/2023	12	Bill & Ben Hot Bread Shop	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Budget Completion Morning Tea	60.00		
57	EFT21360	08/08/2023		AFGRI Equipment Australia Pty Ltd			2,383.14	
58	INV 2738005	11/07/2023	28	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER (WORKS) - Supply Filter & Kit	683.28		
59	INV 2740323	20/07/2023	19	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS) - Supply Service Filters	699.71		
60	INV 2740643	21/07/2023	18	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS) - Supply Vehicle Parts	383.38		
61	INV 2744095	31/07/2023	8	AFGRI Equipment Australia Pty Ltd	NO4719 2019 JOHN DEERE 620G GRADER - Vehicle Parts	616.77		
62	EFT21361	08/08/2023		Wirtgen Australia Pty Ltd			1,266.98	
63	INV 1900095948	24/07/2023	15	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Supply Starter Motor & Intake Hose	1,266.98		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
64	EFT21362	08/08/2023				525.80		
65	INV 00077542	25/07/2023	14	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Road Signs & Drop Tag	171.60		
66	INV 00077591	27/07/2023	12	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Supply x7 Street Signs	354.20		
67	EFT21363	08/08/2023				275.00		
68	INV INV-1632	22/06/2023	47	Playmaster Pty Ltd	LIONS PARK MAINTENANCE/OPERATIONS - Plastic Bubble & Hardware for Playground	275.00		
69	EFT21364	08/08/2023				1,925.00		
70	INV 136549	01/08/2023	7	Safetycare Australia Pty Ltd	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Safety Hub Subscription 14/10/23 - 14/10/24	1,925.00		
71	EFT21365	08/08/2023				180.00	L	
72	INV NVS115301	24/07/2023	15	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Dog Food	135.00		
73	INV NVS115826	31/07/2023	8	The White Family Trust T/a Narrogin Valley Stockfeed	CARAVAN PARK - Gas Bottle Exchange 8.5 kg	45.00		
74	EFT21366	08/08/2023				2,816.00	L	
75	INV IV0000000913	28/07/2023	11	Kulker Carpentry And Construction	FITOUT OF RAILWAY STATION BUILDING - Sheet Storeroom	2,816.00		
76	EFT21367	08/08/2023				26,995.59		
77	INV 0360831184	21/06/2023	48	Elgas	NRRC UTILITY - GAS - 5000.0L Gas Supplied	7,063.10		
78	INV 0360832182	28/06/2023	41	Elgas	NRRC UTILITY - GAS - 6460.0L Gas Supplied	9,196.58		
79	INV 0360810930	20/07/2023	19	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 327.0L Gas Supplied	461.92		
80	INV 0360810931	20/07/2023	19	Elgas	NRRC UTILITY - GAS - 7273.0L Gas supplied	10,273.99		
81	EFT21368	08/08/2023				525.00	L	
82	INV 511	31/07/2023	8	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Dinner Catering	525.00		
83	EFT21369	08/08/2023				143.00	L	
84	INV INV-1467	27/07/2023	12	Narrogin & Districts Plumbing Service	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Fix Burst Water Pipe To Building	143.00		
85	EFT21370	08/08/2023				319.00		
86	INV INV-3038	25/07/2023	14	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Monthly FDAS & EVAC Test	319.00		
87	EFT21371	08/08/2023				1,966.79		
				Hersey's Safety				

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
88	INV INV2227	21/07/2023	18	Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - Various PPE Items	1,966.79		
89	EFT21372	08/08/2023		D&L Studio Pty Ltd T/A Metal Artwork Badges		230.89		
90	INV 20524	24/07/2023	15	D&L Studio Pty Ltd T/A Metal Artwork Badges	NARROGIN & DRYANDRA VISITOR CENTRE - Volunteer Badges	230.89		
91	EFT21373	08/08/2023		CRISP Wireless		368.95	L	
92	INV 202301001276	20/07/2023	19	CRISP Wireless	RAILWAY STATION BUILDING OPERATIONS - Install Telephone at Visitors Centre	368.95		
93	EFT21374	08/08/2023		Peter Toboss		405.50		
94	INV 01082023	01/08/2023	7	Peter Toboss	MG HS PLUS EXCITE WAGON (EHO VEHICLE) - Reimbursement 30,000km Car Service	405.50		
95	EFT21375	08/08/2023		Shawmac Traffic & Safety Pty Ltd		4,930.20		PF
96	INV 00000135	20/02/2023	169	Shawmac Traffic & Safety Pty Ltd	BLACKSPOT TARWONGA RD (Rehab) SLK 15.5-16 Design Audit	4,930.20		
97	EFT21376	08/08/2023		Fleetwood Building Solutions Pty Ltd		195,623.48		
98	INV SA30791	25/07/2023	14	Fleetwood Building Solutions Pty Ltd	CARAVAN PARK CHALETs - x3 Chalets Built	195,623.48		
99	EFT21377	08/08/2023		Narrogin Fruit Trading Pty Ltd		716.15	L	
100	INV 000C2023072427	24/07/2023	15	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	77.80		
101	INV 000C2023072426	24/07/2023	15	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	60.85		
102	INV INV-0373	27/07/2023	12	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 15 People Catetring July 2023 Council Meeting	577.50		
103	EFT21378	08/08/2023		Team Global Express Pty Ltd		66.89		
104	INV 0593-T740710	23/07/2023	16	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	66.89		
105	EFT21379	08/08/2023		Aria Ross		465.70		
106	INV 240723	24/07/2023	15	Aria Ross	ADMIN - RECRUITMENT - Reimbursement of Pre-Employment Requirements	465.70		
107	EFT21380	10/08/2023		Department Of Human Services		205.03		
108	INV 38	02/08/2023	8	Department Of Human Services	Payroll Deductions/Contributions	83.06		
109	INV 38	02/08/2023	8	Department Of Human Services	Payroll Deductions/Contributions	121.97		
110	EFT21381	10/08/2023		Australian Services Union Western Australian Branc		26.50		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
111	INV 38	02/08/2023	8	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.50		
112	EFT21382	10/08/2023		LGISWA		244,130.69		
113	INV 100-155144-01	04/07/2023	37	LGISWA	VARIOUS DEPARTMENTS - Insurance Schedules 2023/24	244,130.69		
	PAY 4	14/08/2023		PAYROLL	PAYROLL 4 - 14/08/2023		147,993.76	
116	EFT21384	18/08/2023		Best Office Systems		1,077.00	L	
117	INV 620250	09/08/2023	9	Best Office Systems	FIRE - EXPENSED MINOR ASSET PURCHASES - Printing & Laminating	1,014.00		
118	INV 620263	09/08/2023	9	Best Office Systems	ADMIN OFFICE BUILDING MAINTENANCE - Building Maintenance Spreadsheet	63.00		
119	EFT21385	18/08/2023		Coles		1,345.11	L	PF
120	INV 197	31/07/2023	18	Coles	VARIOUS DEPARTMENTS - Coles Account July 2023	1,345.11		
121	EFT21386	18/08/2023		Synergy		32,379.90		
122	INV 2097832040	01/08/2023	17	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges - 25/06/2023 to 24/07/2023	12,647.77		
123	INV 2029900470	09/08/2023	9	Synergy	NRLC UTILITY - ELECTRICITY - Electricity Charges 12/07/2023 - 08/08/2023	16,128.86		
124	INV 2029900472	09/08/2023	9	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 12/08/2023 - 08/08/2023	3,603.27		
125	EFT21387	18/08/2023		Narrogin Packaging		1,208.74	L	PF
126	INV 00079408	17/03/2023	154	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Cleaning Supplies	129.75		
127	INV 00081589	20/07/2023	29	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Various Cleaning Products For Toilets & Chalets	1,059.09		
128	INV 00081797	31/07/2023	18	Narrogin Packaging	CHSP & CHCP - GENERAL OFFICE EXPENSES - Orange Detergent	19.90		
129	EFT21388	18/08/2023		Water Corporation		1,953.14		
130	INV 040823	04/08/2023	14	Water Corporation	CEMETERY MAINTENANCE/OPERATIONS - Water Usage 07/06/2023 - 03/08/2023	58.73		
131	INV 0167 - 040823	04/08/2023	14	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Charges 07/06/2023 - 03/08/2023	1,894.41		
132	EFT21389	18/08/2023		Makit Narrogin Hardware		987.80	L	
133	INV 115285	01/07/2023	48	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	442.10		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
134	INV 15346	17/07/2023	32	Makit Narrogin Hardware	VARIOUS LOCATIONS - Maintenance Supplies	545.70		
135	EFT21390	18/08/2023		Hancocks Home Hardware		8.00	L	
136	INV 447588	09/08/2023	9	Hancocks Home Hardware	ADMIN OFFICE BUILDING MAINTENANCE - 2 Keys Cut For Poultry Shed	8.00		
137	EFT21391	18/08/2023		Landgate		621.00		
138	INV 1304474	31/07/2023	18	Landgate	RATES & PLANNING - Property Valuations, Titles & Searches	621.00		
139	EFT21392	18/08/2023		Walga		40,124.36		
140	INV SI-006053	25/07/2023	24	Walga	MEMBERS - SUBSCRIPTIONS & PUBLICATIONS - Annual WALGA Membership 2023/24	40,124.36		
141	EFT21393	18/08/2023		Narrogin Agricultural Repairs		110.00	L	F
142	INV 267655	02/08/2023	16	Narrogin Agricultural Repairs	SMALL PLANT - HOMECARE - Husqvarna Trimmer Line	110.00		
143	EFT21394	18/08/2023		Narrogin Meals On Wheels		405.00	L	F
144	INV JUL-23	31/07/2023	18	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Deliveries for July 2023	405.00		
145	EFT21395	18/08/2023		Kulker Plumbing Service		848.71	L	
146	INV 13418	09/08/2023	9	Kulker Plumbing Service	STANDPIPE MAINTENANCE/OPERATIONS - RPZ Valve Testing	848.71		
147	EFT21396	18/08/2023		Mcleods		58.83		
148	INV 130832	28/07/2023	21	Mcleods	PLAN - CONTRACT TOWN PLANNING - Federal Street & Fortune Street Easements	58.83		
149	EFT21397	18/08/2023		RJ Smith Engineering		136.00	L	
150	INV D110630	03/08/2023	15	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - 8x 15L Bottles of Water For Public Use	136.00		
151	EFT21398	18/08/2023		Country Paint Supplies		681.68	L	
152	INV 4801013170	04/08/2023	14	Country Paint Supplies	FITOUT OF RAILWAY STATION BUILDING - Paint Supplies For New Storeroom	514.85		
153	INV 4801013171	04/08/2023	14	Country Paint Supplies	FITOUT OF RAILWAY STATION BUILDING - Paint Supplies For New Storeroom	16.85		
154	INV 4801013283	09/08/2023	9	Country Paint Supplies	FITOUT OF RAILWAY STATION BUILDING - 10L Precoat	149.98		
155	EFT21399	18/08/2023		Narrogin Gasworx		2,859.00	L	F
156	INV 68965	14/08/2023	4	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Lift Chair & Grey Cover	2,859.00		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
157	EFT21400	18/08/2023	Farmers Centre (Narrogin) Pty Ltd			356.95	L	
158	INV 88859	31/07/2023	18	Farmers Centre (Narrogin) Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply 2 Hydraulic Hose & Fittings	356.95		
159	EFT21401	18/08/2023	Narrogin Panel Beating Service			750.00	L	
160	INV 10546	02/08/2023	16	Narrogin Panel Beating Service	NGNO MG HS EXCITE WAGON (MLC) - Insurance Excess	750.00		
161	EFT21402	18/08/2023	Narrogin Chamber Of Commerce			1,000.00	L	
162	INV 00004413	01/08/2023	17	Narrogin Chamber Of Commerce	TOUR - PUBLIC RELATIONS & AREA PROMOTION - 100 \$10 Gift Vouchers	1,000.00		
163	EFT21403	18/08/2023	Local Health Authorities Analytical Committee			1,167.05		
164	INV MA2023-092	14/07/2023	35	Local Health Authorities Analytical Committee	HEALTH - ANALYTICAL EXPENSES - Services Provided for 2022/23	1,167.05		
165	EFT21404	18/08/2023	West Australian Newspapers Limited			680.00		
166	INV 1028037520230731	31/07/2023	18	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Narrative July 2023	680.00		
167	EFT21405	18/08/2023	Narrogin Bargain Barn			270.00	L	
168	INV 37	27/07/2023	22	Narrogin Bargain Barn	FITOUT OF RAILWAY STATION BUILDING - 3 Piece Dining Set & 1 Hallway Table	270.00		
169	EFT21406	18/08/2023	Gbr Mechanical			574.95	L	
170	INV INV-1913	04/08/2023	14	Gbr Mechanical	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - 60,000km Service	574.95		
171	EFT21407	18/08/2023	Fegan Building Surveying			2,035.00		PR
172	INV 1020	25/07/2023	24	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue Permit For Jolley Road, Pingrup Viewing Platform	605.00		
173	INV 1026	02/08/2023	16	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assessment Paperwork & Issue of Building Permit	220.00		
174	INV 1033	11/08/2023	7	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue of Permit for 46 Johnston Street Wickepin	605.00		
175	INV 1034	15/08/2023	3	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue of Permit for Pingrup Cemetry	605.00		
176	EFT21408	18/08/2023	AMPAC Debt Recovery Pty Ltd			2,414.50		R
177	INV 98581	31/07/2023	18	AMPAC Debt Recovery Pty Ltd	ADMIN - DEBT COLLECTION EXPENSES - Legal Charges July 2023	2,414.50		
178	EFT21409	18/08/2023	Narrogin Cabinet Makers			3,564.00	L	
179	INV 00003281	24/05/2023	86	Narrogin Cabinet Makers	FITOUT OF RAILWAY STATION BUILDING - Fit New Laundry Cabinets	3,454.00		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
180	INV 00003316	02/08/2023	16	Narrogin Cabinet Makers	FITOUT OF RAILWAY STATION BUILDING - New Door Frame & Door Stop	110.00		
181	EFT21410	18/08/2023		Torre Evans			53.18	
182	INV 140823	14/08/2023	4	Torre Evans	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Reimbursement Contract Expenses	53.18		
183	EFT21411	18/08/2023		BKS Electrical Pty Ltd			1,375.00	L PF
184	INV 3626	28/07/2023	21	BKS Electrical Pty Ltd	CHCP - CLIENT PURCHASES - General Electrical Repairs for Client	682.00		
185	INV 3681	04/08/2023	14	BKS Electrical Pty Ltd	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Fit & Replace Power Outlet	693.00		
186	EFT21412	18/08/2023		Lotex Filter Cleaning Service			218.57	
187	INV 00009344	08/06/2023	71	Lotex Filter Cleaning Service	POC - PARTS & REPAIRS - Filter Cleaning	218.57		
188	EFT21413	18/08/2023		Truck Centre (WA) Pty Ltd			2,264.26	
189	INV 2238412	31/07/2023	18	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Vehicle Service, Clear Fault Codes	2,264.26		
190	EFT21414	18/08/2023		Planning Institute Of Australia Ltd			485.00	
191	INV 158903	07/08/2023	11	Planning Institute Of Australia Ltd	PLAN - TRAINING & DEVELOPMENT - Registration Fee WA State Planning Conference	485.00		
192	EFT21415	18/08/2023		South Regional Tafe			440.00	
193	INV I0024792	08/08/2023	10	South Regional Tafe	WORKS - TRAINING & DEVELOPMENT - Auschem Course & Manuals For 4 Employees	440.00		
194	EFT21416	18/08/2023		Win Television WA Pty Ltd T/A WIN Television Network			1,100.00	
195	INV 1619321-1	31/07/2023	18	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - July 2023	1,100.00		
196	EFT21417	18/08/2023		Telair Pty Ltd			1,483.92	
197	INV TA10781-049	31/07/2023	18	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges July 2023	1,483.92		
198	EFT21418	18/08/2023		Aged & Community Services Australia			2,145.00	F
199	INV 1472	21/07/2023	28	Aged & Community Services Australia	CHCP & CHSP - SUBSCRIPTIONS & MEMBERSHIPS - ACCPA Annual Membership	2,145.00		
200	EFT21419	18/08/2023		Johns Building Supplies			3,294.74	L G
201	INV 94045	08/08/2023	10	Johns Building Supplies	MANARING ROAD BRIDGE - 30 Lengths of Timber & 15 Sheets of Ply For Bridge Works	3,294.74		
202	EFT21420	18/08/2023		Elgas			8,224.83	

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
203	INV 0360831701	02/08/2023	16	Elgas	NRLC UTILITY - GAS - 5,600.0L Gas Supplied	8,224.83		
204	EFT21421	18/08/2023		Earl Street Physiotherapy		181.00	L	F
205	INV 0039345	17/07/2023	32	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Move your body program	8.00		
206	INV 0039205	31/07/2023	18	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Move your body program	8.00		
207	INV 0039277	03/08/2023	15	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85.00		
208	INV 0039440	09/08/2023	9	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Move your Body Program	80.00		
209	EFT21422	18/08/2023		Simply Uniforms		705.98		F
210	INV 12327	18/07/2023	31	Simply Uniforms	CHSP & CHCP - ALLOWANCES - Homecare Staff Uniforms	705.98		
211	EFT21423	18/08/2023		Narrogin & Districts Plumbing Service		1,890.90	L	
212	INV INV-1488	03/08/2023	15	Narrogin & Districts Plumbing Service	TOWN HALL (FEDERAL ST) BUILDING - Repair Flowing Pipes & Vanity Leak	803.00		
213	INV INV-1484	03/08/2023	15	Narrogin & Districts Plumbing Service	STANDPIPE MAINTENANCE/OPERATIONS - Repair to Damaged Tarwonga Road Standpipe	1,087.90		
214	EFT21424	18/08/2023		Narrogin Podiatry		143.00	L	F
215	INV 0007159	08/08/2023	10	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Consultation	71.50		
216	INV 0007377	15/08/2023	3	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Consultation	71.50		
217	EFT21425	18/08/2023		Jennifer Fowler		1,552.00		F
218	INV 242	09/08/2023	9	Jennifer Fowler	CHCP - CLIENT PURCHASES - Seating Assessment	582.00		
219	INV 241	09/08/2023	9	Jennifer Fowler	CHCP - CLIENT PURCHASES - Cognitive Assessment	582.00		
220	INV 243	15/08/2023	3	Jennifer Fowler	CHCP - CLIENT PURCHASES - Seating Trial	388.00		
221	EFT21426	18/08/2023		Edwards Isuzu Ute		124.94	L	
222	INV 30763	28/07/2023	21	Edwards Isuzu Ute	NO03 2021 ISUZU D-MAX - Supply Service Filters Oil, Fuel & Air	124.94		
223	EFT21427	18/08/2023		Integrated ICT		203.50		
224	INV 28365	31/07/2023	18	Integrated ICT	ADMIN - INFORMATION SYSTEMS - M365 Exclaimer Signatures	203.50		
225	EFT21428	18/08/2023		Lite n' Easy Pty Ltd		652.98		F

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
226	INV 7024124	25/07/2023	24	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	92.18		
227	INV 7004489	25/07/2023	24	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	98.18		
228	INV 6984441	25/07/2023	24	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	170.91		
229	INV 7024273	25/07/2023	24	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	192.53		
230	INV 7014476	01/08/2023	17	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	99.18		
231	EFT21429	18/08/2023		ITR Pacific Pty Ltd			11,536.27	
232	INV 609899	08/08/2023	10	ITR Pacific Pty Ltd	VARIOUS VEHICLES - Supply 50 Grader Blades & 27 Scarifier Tips to 2 Vehicles	11,536.27		
233	EFT21430	18/08/2023		Bossea Pty Ltd			166.00	
234	INV 7903	26/07/2023	23	Bossea Pty Ltd	ADMIN - OFFICE EQUIPMENT MTCE - Security Bin Annual Rental 01/07/23 - 30/06/24	78.00		
235	INV 7912	28/07/2023	21	Bossea Pty Ltd	ADMIN - OFFICE EQUIPMENT MTCE - Collect & Deliver Blue Confidential Bin 27/07/2023	88.00		
236	EFT21431	18/08/2023		D&L Studio Pty Ltd T/A Metal Artwork Badges			26.84	
237	INV 20680	31/07/2023	18	D&L Studio Pty Ltd T/A Metal Artwork Badges	TOUR- VISITORS CENTRE BUILDING OPERATIONS - Name Badges For NDVC Volunteers	26.84		
238	EFT21432	18/08/2023		Let's Talk Flowers			110.00	
239	INV INV-0158	10/08/2023	8	Let's Talk Flowers	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Sympathy Flowers	110.00		
240	EFT21433	18/08/2023		Narrogin Fruit Trading Pty Ltd			1,023.69	L
241	INV 000C2023070312	03/07/2023	46	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	60.85		
242	INV 000C2023071132	11/07/2023	38	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	68.85		
243	INV 000C2023072645	26/07/2023	23	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	10.50		
244	INV 000C2023072824	28/07/2023	21	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	11.70		
245	INV 0375	31/07/2023	18	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Lunch 28/07/2023	166.76		
246	INV 000C2023073120	31/07/2023	18	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	80.69		
247	INV 000C2023080713	07/08/2023	11	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	46.84		
248	INV INV-0436	11/08/2023	7	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering For August MBS	577.50		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
249	EFT21434	18/08/2023				259.88		
250	INV 793436	08/08/2023	10	Eurofins ARL Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Samples For Asbestos Analysis	259.88		
251	EFT21435	18/08/2023		Reagan James Spanswick		180.00	L	
252	INV INV-1032	07/08/2023	11	Reagan James Spanswick	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Remove & Replace Broken Skylight	180.00		
253	EFT21436	18/08/2023		Team Global Express Pty Ltd		57.92		
254	INV 0594-T740710	31/07/2023	18	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	57.92		
255	EFT21437	18/08/2023		Rabobank Australia Limited		360.00	L	
256	INV 14082023	14/08/2023	4	Rabobank Australia Limited	TRUST LIABILTY - Bond Refund Reception Centre 1 Day Hire Commercial Rates	360.00		
257	EFT21438	18/08/2023		Discus Print & Signage		2,403.50		
258	INV 00034608	01/08/2023	17	Discus Print & Signage	FITOUT OF RAILWAY STATION BUILDING - Heritage Interpretive Panels	2,403.50		
259	EFT21439	18/08/2023		Chronicle RIP Pty Ltd		11,287.65		
260	INV INV-0496	08/08/2023	10	Chronicle RIP Pty Ltd	CEMETERY SOFTWARE - CHRONICLE - Digital Mapping & Database Solution For Cemetery First Payment	11,287.65		
261	EFT21440	18/08/2023		Training Momentum		1,701.00		
262	INV 00000866	31/07/2023	18	Training Momentum	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Health and Safety Representative Training - 24th to 28th of July 2023	1,701.00		
263	EFT21441	18/08/2023		Rhiannon Tomlinson		293.60	L	
264	INV 010823	01/08/2023	17	Rhiannon Tomlinson	ADMIN - RECRUITMENT - Reimbursement of Pre Employment Police Check, Medical & Drug and Alcohol Test	293.60		
265	EFT21442	18/08/2023		Therese Walker		238.00	L	
266	INV 24072023	24/07/2023	25	Therese Walker	ADMIN - RECRUITMENT - Reimbursement of Pre Employment Medical & Drug and Alcohol Test	238.00		
267	EFT21443	18/08/2023		Service Leadership		2,970.00		
268	INV 3344	12/08/2023	6	Service Leadership	ADMIN - TRAINING & DEVELOPMENT - 2 Design, Deliver & Delight Staff Professional Development Workshops	2,970.00		
269	EFT21444	25/08/2023		Synergy		1,302.75		
270	INV 2029900471	09/08/2023	16	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 12/07/2023 to 08/08/2023	937.66		
271	INV 2049894696	10/08/2023	15	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 09/06/2023 to 30/06/2023	121.22		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
272	INV 2033911426	15/08/2023	10	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 13/07/2023 to 09/08/2023	243.87		
273	EFT21445	25/08/2023		Narrogin Packaging			261.20	L F
274	INV 00081674	24/07/2023	32	Narrogin Packaging	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Toilet Rolls	61.70		
275	INV 00081835	02/08/2023	23	Narrogin Packaging	CHCP & CHSP - GENERAL OFFICE EXPENSES - Cleaning Supplies	199.50		
276	EFT21446	25/08/2023		Narrogin Gasworx			3,500.00	L F
277	INV 69104	18/08/2023	7	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Lift Chair for Client	3,500.00		
278	EFT21447	25/08/2023		Melchiorre Plumbing & Gas			2,986.28	L
279	INV 2763	10/08/2023	15	Melchiorre Plumbing & Gas	RAILWAY STATION RESORTATION COVID RECOVERY PROJECT - Installation & Supply of Kitchen Pipes	2,986.28		
280	EFT21448	25/08/2023		Fegan Building Surveying			825.00	L PR
281	INV 1028	07/08/2023	18	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - CDC Permit Issue for 96 Herald St Narrogin	605.00		
282	INV 1029	08/08/2023	17	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue Permit for 423 Dorakin Rd Wickepin	220.00		
283	EFT21449	25/08/2023		AFGRI Equipment Australia Pty Ltd			2,276.45	
284	INV 2747762	14/08/2023	11	AFGRI Equipment Australia Pty Ltd	NO4719 2020 JOHN DEERE 620G GRADER - Supply Elec Connector Cable Seal & Sensor	2,276.45		
285	EFT21450	25/08/2023		Earl Street Physiotherapy			50.00	L F
286	INV 0039594	17/08/2023	8	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Did Not Attend Physio Appointment Fee	50.00		
287	EFT21451	25/08/2023		Thing-a-me-bobs			2.99	L F
288	INV 1201	21/07/2023	35	Thing-a-me-bobs	CHCP - GENERAL OFFICE EXPENSES - Docket Spike	2.99		
289	EFT21452	25/08/2023		Narrogin Podiatry			143.00	L F
290	INV 0006119	27/07/2023	29	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	71.50		
291	INV 0007354	15/08/2023	10	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	71.50		
292	EFT21453	25/08/2023		Jennifer Fowler			485.00	L F
293	INV 3786	18/08/2023	7	Jennifer Fowler	CHCP - CLIENT PURCHASES - Psychology Assessment	485.00		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
294	EFT21454	25/08/2023	Forms Express Pty Ltd			1,476.75		
295	INV 246125	15/08/2023	10 Forms Express Pty Ltd	RATES - PRINTING AND STATIONERY - Brochures for 2023/24 Rates Envelopes	1,476.75			
296	EFT21455	25/08/2023	Goodyear Auto Care Narrogin			851.00	L	
297	INV 101426	08/08/2023	17 Goodyear Auto Care Narrogin	VARIOUS VEHICLES - Fitting & Disposal of Truck Tyres	188.00			
298	INV 105830	15/08/2023	10 Goodyear Auto Care Narrogin	NO2260 1994 THREE AXLE DOG TRAILER - Supply Tyre & Tube Plus Fitting and disposal	663.00			
299	EFT21456	25/08/2023	JH Computer Services			7,700.00		
300	INV 0000208320-D01	31/03/2023	147 JH Computer Services	ADMIN - INFORMATION SYSTEMS - Information Technology Support April 2023	7,700.00			
301	EFT21457	25/08/2023	Jet Charge Limited			1,265.00		
302	INV 84879	15/08/2023	10 Jet Charge Limited	ADMIN - CONSULTANTS - Site Assessment - EV Charging Scope for Railway Station, Museum & Memorial Park	1,265.00			
	PAY 5	28/08/2023		PAYROLL		156,745.13		
303	EFT21458	30/08/2023	Department Of Human Services			205.03		
304	INV 40	16/08/2023	14 Department Of Human Services	Payroll Deductions/Contributions	83.06			
305	INV 40	16/08/2023	14 Department Of Human Services	Payroll Deductions/Contributions	121.97			
306	EFT21459	30/08/2023	Australian Services Union Western Australian Branc			26.50		
307	INV 40	16/08/2023	14 Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.50			
308	EFT21460	31/08/2023	LGIS (Entity Name: JLT Risk Solutions Pty Ltd)			330.00		
309	INV 062214583	20/07/2023	42 LGIS (Entity Name: JLT Risk Solutions Pty Ltd)	PWO - INSURANCES (EXCEPT WORKERS COMP) - Marine Cargo 2023/24	330.00			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
EFT Total					\$ 1,113,372.15			

Direct Debits

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
310	DD9003.1	03/08/2023	Keenan & Tania Wenning			1,386.67	L	
311	INV 03082023	03/08/2023	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent & Internet 03/08/2023	1,386.67			
312	DD9003.2	03/08/2023	Elders Real Estate Pty Ltd			360.00	L	
313	INV 03082023	03/08/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 03/08/2023	360.00			
314	DD9021.1	11/08/2023	Australian Taxation Office			38,091.00		
315	INV PAYGPPE31.07.2023	11/08/2023	Australian Taxation Office	PAYG JULY - PPE 31/07/2023	38,091.00			
316	DD9034.1	16/08/2023	Sandwai Pty Ltd			1,038.40		F
317	INV 160823	16/08/2023	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEMS - Monthly Charges July 2023	1,038.40			
318	DD9040.1	10/08/2023	Elders Real Estate Pty Ltd			360.00	L	
319	INV 10082023	10/08/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 10/08/2023	360.00			
320	DD9051.1	17/08/2023	Elders Real Estate Pty Ltd			360.00	L	
321	INV RENT 170823	17/08/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 17/08/2023	360.00			
322	DD9067.1	24/08/2023	Elders Real Estate Pty Ltd			360.00	L	
323	INV RENT 240823	24/08/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 24/08/2023	360.00			
324	DD9070.1	11/08/2023	Beam			24,240.19		
325	INV PPE31/07/2023	11/08/2023	Beam	SUPERANNUATION CONTRIBUTION - Pay Run 38 PPE 31/07/2023	24,240.19			
326	DD9078.1	29/08/2023	Goodyear Auto Care Narrogin			-851.00	L	
327	INV 105830	29/08/2023	Goodyear Auto Care Narrogin	NO2260 1994 THREE AXLE DOG TRAILER - Supply Tyre & Tube Plus Fitting and Disposal Invoice Paid to Incorrect Supplier	-663.00			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
328	INV 101426	29/08/2023		Goodyear Auto Care Narrogin	VARIOUS VEHICLES - Fitting & Disposal of Truck Tyres Invoices Mistakenly Refunded	-188.00		
329	DD9079.1	28/08/2023		Xero		59.00		F
330	INV 280823	28/08/2023		Xero	CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription August 2023	59.00		
331	DD9085.1	25/08/2023		Beam		25,287.68		
332	INV PPE14/08/2023	25/08/2023		Beam	PAYROLL CREDITORS - SUPERANNUATION CONTRIBUTION - Pay Run 40 PPE 14/08/2023	25,287.68		
333	DD9096.1	31/08/2023		Elders Real Estate Pty Ltd		360.00	L	
334	INV RENT 310823	31/08/2023		Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 31/08/2023	360.00		
Direct Debit Total					\$	91,051.94		

Credit Card Purchases

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
335	DD9066.1	22/08/2023	National Australian Bank			9,662.74		PF
336	INV PRJUL0123	11/07/2023	42	National Australian Bank	CHSP & CHCP TRAINING & DEVELOPMENT - Medication Course Registration	601.70		
337	INV MFJUL0823	12/07/2023	41	National Australian Bank	NO15066 2013 TIPPER TRAILER - Plate Change 1TOQ339 to NO15066	31.10		
338	INV MFJUL0923	17/07/2023	36	National Australian Bank	NO15068 2012 LOADSTAR TRAILER - Plate change 1TNA692 to NO15068	31.10		
339	INV MFJUL1023	18/07/2023	35	National Australian Bank	VARIOUS LOCATIONS - Greeting Messages Monthly Charge July 2023	151.80		
340	INV MFJULFEE	28/07/2023	25	National Australian Bank	INVEST - BANK FEES AND CHARGES (INC GST) - Annual Credit Card Fee	60.00		
341	INV DSJUL0123	01/07/2023	52	National Australian Bank	1NGN TOYOTA PRADO GXL DSL WAGON - Fuel (No BP)	228.23		
342	INV DSJUL0223	06/07/2023	47	National Australian Bank	1NGN TOYOTA PRADO GXL DSL WAGON - Fuel (No BP)	184.52		
343	INV DSJUL0323	10/07/2023	43	National Australian Bank	ADMIN - ADVERTISING - Position Advertisement - Library Services Coordinator	357.50		
344	INV DSJUL0423	17/07/2023	36	National Australian Bank	FIRE PREVENTION/BURNING/CONTROL - Monthly Charges for SMS Account for June	17.60		
345	INV DSJUL0523	15/07/2023	38	National Australian Bank	1NGN TOYOTA PRADO GXL DSL WAGON - Fuel (No BP)	152.28		
346	INV DSJUL0623	21/07/2023	32	National Australian Bank	ADMIN - ADVERTISING - Advert Admin Officer (Reception) Homecare	390.50		
347	INV PRJULFEE	28/07/2023	25	National Australian Bank	INVEST - BANK FEES AND CHARGES (INC GST) - Annual Credit Card Fee	60.00		
348	INV DSJUL0723	25/07/2023	28	National Australian Bank	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Professional Membership 01/07/2023 - 30/06/2024 CEO	49.00		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
349	INV DSJUL0823	26/07/2023	27	National Australian Bank	FITOUT OF RAILWAY STATION BUILDING - x3 Lightbox & Licence Software for Digital Kiosk	5,627.31		
350	INV DSJUL0923	25/07/2023	28	National Australian Bank	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Local Government Professionals Membership 2023/2024 - CEO	531.00		
351	INV DSJULFEE	28/07/2023	25	National Australian Bank	INVEST - BANK FEES AND CHARGES (INC GST) - Annual Credit Card Fee	60.00		
352	INV MFJUL0223	06/07/2023	47	National Australian Bank	TOUR - VISITORS CENTRE BUILDING OPERATIONS - Toilet Sign	49.50		
353	INV MFJUL0323	10/07/2023	43	National Australian Bank	NGN339 HINO ROAD SWEEPER 2021 - Plate Change 1HRW068 to NGN339	18.90		
354	INV MFJUL0423	10/07/2023	43	National Australian Bank	VARIOUS VEHICLES - Plate Changes to NO Plates	124.40		
355	INV MFJUL1123	17/07/2023	36	National Australian Bank	VARIOUS VEHICLES - Plate Change to NO Plates	108.70		
356	INV MFJUL0523	11/07/2023	42	National Australian Bank	NO686 1991 CATERPILLAR 12G GRADER - NO686 Plate Remake	46.50		
357	INV MFJUL0623	11/07/2023	42	National Australian Bank	BUILD - TRAINING & DEVELOPMENT - Asbestos Courses	750.00		
358	INV MFJUL0723	12/07/2023	41	National Australian Bank	NO52 2018 TORO MOWER 7210 - Plate Change 1HQK272 to NO52	31.10		
359	DD9077.1	22/08/2023		National Australian Bank			560.22	PF
360	INV FEEJULY23	06/07/2023	47	National Australian Bank	INVEST - BANK FEES AND CHARGES (INC GST) - NAB International Transaction Fee	180.22		
361	INV MFJULY0123	06/07/2023	47	National Australian Bank	LIB - SUBSCRIPTIONS & MEMBERSHIPS - New Scientist Annual Subscription	380.00		
					Credit Card Total	\$ 10,222.96		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Fuel Card Totals

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
EFT21383	15/08/2023	15	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges July 2023	435.05	7,403.87		PF
INV JULY 23	31/07/2023			009NGN TOYOTA COROLLA HATCH 2020 - Fuel Charges July 2023	175.28			
				00NGN TOYOTA HILUX 4X4 2.4L DSL DUAL CAB - Fuel Charges July 2023	225.93			
				MG HS PLUS EXCITE WAGON - Fuel Charges July 2023	443.99			
				ONGN ISUZU MUX LSM 4X4 - Fuel Charges July 2023	413.09			
				0NO ISUZU MUX 4X4 LSM 2022 - Fuel Charges July 2023	382.51			
				1NGN TOYOTA PRADO GXL DSL WAGON - Fuel Charges July 2023	1,549.57			
				990NGN 2015 MITSUBISHI FUSO ROSA - Fuel Charges July 2023	220.36			
				NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Fuel Charges July 2023	654.16			
				NGN11555 2022 TOYOTA COROLLA - Fuel Charges July 2023	115.83			
				NGN15333 2014 MAZDA BT-50 - Fuel Charges July 2023	145.03			
				NGN2 TOYOTA COROLLA HATCH 2.0L PET CVT ASCENT SPORT - Fuel Charges July 2023	97.37			
				NGN219 2022 NISSAN X-TRAIL - Fuel Charges July 2023	745.96			
				NGN417 2020 MAZDA BT-50 4X4 - Fuel Charges July 2023	290.24			
				NGN839 2019 TOYOTA CORROLA CVT ASCENT - Fuel Charges July 2023	58.58			

10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 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	19 September 2023
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Monthly Financial Reports for August 20232. Capital Projects Tracker – August 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 2023/24 Annual Budget or resulting from a Council resolution.

Council is requested to review the August 2023 Monthly Financial Report, noting that Council is advised of the following matters:

- Creditors - A total of 304 invoices were paid in August 2023, of which 82% were paid within 30 days. Average days for invoices to be paid in August was 20 days in comparison to 11 days in July.
- Debtors - 90-day debtors in August was \$44,914. Of this debt 98% is attributed to an agreed long term debt with the UGSHA which will carry forward until the end of the financial year. There are a further three (3) other debtors, totalling \$914 being followed up by the Finance department.

- Rates –The amount received to date is 16% of the total to be collected, and there is still more than \$6.5M still to be collected from both current and arrears 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 that have been owing for more than three (3) years.
- Fees and Charges – After the refurbishment of the Doug Fairclough Rooms, Town Hall Office 3, the room is now ready to be hired. This room is named after Doug Fairclough who was Mayor between 1994 and 1997 and subsequently named Freeman of the Town in 1998. A full day rate of \$200 plus GST or half day rate of \$120 plus GST is proposed to be charged. A recommendation to adopt these new fees and include them in the Fees and Charges Schedule for the current financial year is provided in the Officers' Recommendation below.
- The LCRIP Phase Project, Narrogin Tennis Court Lighting & Surface Upgrading, which was part of the capital expenditure program in 2022/23, did not complete as expected at the end of June 2023. The remaining project expenditure was not carried forward and included within the 2023/24 adopted budget. A request for a budget amendment to accommodate this oversight is represented within the Officers Recommendation below.
- The Capital Project BC265, SES Building Project, has \$62,210 allocated to fit out the current SES Shed with Air conditioning; this particular structure is likely to be demolished in the coming 12- 18 months due to the subject to grant approval, a new SES building. After liaising with the relevant funding department approval has been provided that acknowledges that better use of the funds can be achieved if these funds are reallocated for preparatory work for the revised \$6.8M grant which be reapplied for in the 2023/24 financial year for 2024/25. Management is therefore requesting an amendment to budget that reallocates the purpose of this funding and is represented in the officers' recommendation below.

Strategic Implications

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

Comment/Conclusion

The August 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	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

requirement, non-compliance may result in a qualified audit.					
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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 – Part 1

Absolute Majority – Part 2

Absolute Majority - Part 3

OFFICERS' RECOMMENDATION Part 1 of 3

That with respect to the Monthly Financial Reports for August 2023, Council note the Reports as presented.

OFFICERS' RECOMMENDATION Part 2 of 3

That with respect to the Budget for the 2023/24 Financial Year, Council approve amendments to the 2023/24 Budget as follows:

1. Increase GL4110360 Job No (NEW) Capital Expenditure for the Narrogin Tennis Court Lighting & Surface Upgrading from Nil to \$39,210;
2. Increase GL5110340 Capital Revenue for the Narrogin Tennis Court Lighting & Surface Upgrading from Nil to \$39,210;
3. Increase GL5050240 Capital Revenue for the SES Building Project from Nil to \$62,210;
4. Increase GL4050260 Capital Expenditure job No. BC265 for SES Building Project from Nil to \$62,210;
5. Decrease GL5050240 Capital Revenue for the Colocation of the Volunteer Bush Fire Brigades and SES Unit from \$6,800,000 to Nil;
6. Decrease GL 4050260 Capital Expenditure Job BC280 Construction of Joint VBFB and SES Unit from \$6,800,000 to Nil; and
7. Noting that the amendments to the Adopted Budget for 2023/24, in accordance with these revised changes, maintains a balanced budget (Nil Surplus/Deficit).

OFFICERS' RECOMMENDATION Part 3 of 3

That with respect to the schedule of Fees and Charges for the 2023/24 Council:

1. Adopt the new fee for the hire of The Doug Fairclough Rooms, Town Hall Office 3, 80 Federal St, Narrogin at a Full Day Rate of \$200 plus GST and a Half Day Rate \$120 plus GST.
2. Undertake advertising by local public notice, pursuant to Section 6.19 of the Local Government Act 1995, for the information of the public, enabling them to take effect from the date of publication.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2023



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

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
FOR THE PERIOD ENDED 31 AUGUST 2023								
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		3,470,191	3,470,191	3,470,191	3,395,788	(74,403)	-2%	
Revenue from operating activities								
General Purpose Funding - Rates		5,763,563	5,763,563	5,763,563	5,763,563	0	0%	
General Purpose Funding - Other		449,427	449,427	74,301	90,880	16,579	22%	▲
Governance		3,750	3,750	3,750	181	(3,569)	-95%	
Law, Order and Public Safety		310,644	310,644	40,551	119,810	79,259	195%	▲
Health		32,995	32,995	5,499	9,639	4,140	75%	
Education and Welfare		2,383,053	2,383,053	499,026	799,278	300,252	60%	▲
Housing		17,651	17,651	2,942	4,185	1,243	42%	
Community Amenities		1,348,433	1,348,433	1,035,317	997,834	(37,483)	-4%	
Recreation and Culture		52,075	52,075	7,429	7,734	305	4%	
Transport		329,067	329,067	64,794	203,232	138,439	214%	▲
Economic Services		628,751	628,751	104,792	68,923	(35,869)	-34%	▼
Other Property and Services		163,600	163,600	27,067	6,158	(20,908)	-77%	▼
		11,483,008	11,483,008	7,629,030	8,071,418	442,388	5%	
Expenditure from operating activities								
General Purpose Funding		(407,215)	(407,215)	(70,905)	(59,231)	11,674	16%	
Governance		(844,148)	(844,147)	(119,069)	(135,969)	(16,900)	-14%	▼
Law, Order and Public Safety		(948,449)	(948,449)	(172,189)	(123,017)	49,172	29%	▲
Health		(350,546)	(350,546)	(66,703)	(60,226)	6,478	10%	
Education and Welfare		(2,517,892)	(2,517,892)	(463,383)	(341,495)	121,888	26%	▲
Housing		(41,901)	(41,901)	(5,898)	(7,011)	(1,112)	-19%	
Community Amenities		(1,553,091)	(1,553,091)	(272,066)	(198,602)	73,463	27%	▲
Recreation and Culture		(3,858,745)	(3,858,745)	(719,583)	(629,069)	90,514	13%	▲
Transport		(4,137,108)	(4,137,108)	(674,104)	(701,885)	(27,782)	-4%	
Economic Services		(1,099,712)	(1,099,712)	(200,278)	(151,284)	48,993	24%	▲
Other Property and Services		(148,042)	(148,042)	(134,425)	(145,238)	(10,813)	-8%	
		(15,906,849)	(15,906,849)	(2,898,601)	(2,553,027)	345,574		
Operating activities excluded from budget								
Add back Depreciation		3,206,671	3,206,671	534,445	558,539	24,094	-5%	
Adjust (Profit)/Loss on Asset Disposal	12	84,428	84,428	0	8,934	8,934	0%	
Adjust Employee Benefits Provision (Non-Current)		123,950	123,950	0	0	0	0%	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0	0%	
Movement in Leave Reserve (Added Back)		161,813	161,813	0	0	0	0%	
Stock increase		0	0	0	(5,908)	(5,908)	0%	
Amount attributable to operating activities		2,623,212	2,623,212	8,735,065	9,475,743	815,081		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		12,041,492	12,041,492	2,415,063	299,583	(2,115,480)	-88%	▼
Land and Buildings	11	(9,051,662)	(9,051,662)	(35,360)	(210,548)	(175,188)	495%	
Plant and Equipment	11	(3,200,292)	(3,200,292)	(532,482)	(443,544)	88,938	-17%	
Furniture & Equipment	11	(13,200)	(13,200)	(4,500)	(5,245)	(745)	17%	
Infrastructure Assets - Roads	11	(3,007,185)	(3,007,185)	(89,922)	(23,148)	66,774	-74%	
Infrastructure Assets - Footpaths	11	(58,000)	(58,000)	0	0	0	0%	
Infrastructure Assets - Road Drainage	11	(10,000)	(10,000)	0	0	0	0%	
Infrastructure Assets - Parks and Gardens	11	(26,000)	(26,000)	0	(122)	(122)	0%	
Infrastructure Assets - Aerodromes	11	(113,400)	(113,400)	0	0	0	0%	
Infrastructure Assets- Bridges	12	(863,000)	(863,000)	0	7,419	7,419	0%	
Infrastructure Assets- Other	12	(209,000)	(209,000)	(4,000)	(2,176)	1,824	-46%	
Proceeds from Disposal of Assets	12	488,683	488,683	0	42,955	42,955	0%	
Proceeds from insurance		0	0	0	0	0	0%	
Amount attributable to investing activities		(4,021,564)	(4,021,564)	1,748,799	(334,827)	(2,083,626)		
Financing Activities								
Proceeds from Advances		0	0	0	0	0	0%	
Repayment of Debentures	13	(139,123)	(139,123)	0	0	0	0%	
Self-Supporting Loan Principal		0	0	0	0	0	0%	
Transfer from Reserves	10	4,731,906	4,731,906	0	0	0	0%	
Advances to Community Groups		0	0	0	0	0	0%	
Transfer to Reserves	10	(3,194,431)	(3,194,431)	0	0	0	0%	
Amount attributable to financing activities		1,398,352	1,398,352	0	0	0		
Net Capital		0	0	10,483,864	9,140,915	(1,268,545)		
Total Net Operating + Capital		0	0	10,483,864	9,140,915	(1,268,545)		
Closing Funding Surplus(Deficit)	3	0	0	10,483,864	9,140,915	(1,268,545)		

KEY INFORMATION

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

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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 year to 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
Opening Funding Surplus	\$ (74,403)	(2%)		Timing	This Opening Funding Surplus variance is unaudited and, therefore, subject to change.
Revenue from operating activities					
General Purpose Funding - Other	16,579	22%	▲	Permanent	Income higher due to receipt of more Financial Assistance Grants(FAGS) over and above what was received in advance for 2023/24.
Law, Order and Public Safety	79,259	195%	▲	Timing	Income higher due to timing of receipt of Bush Fire Mitigation Activity Grant funding received from DFES \$101k.
Education and Welfare	300,252	60%	▲	Timing	Income higher due to Dept of Health six month funding towards increase in homecare staff wages.
Transport	138,439	214%	▲	Timing	Income higher mainly due to receipt of the Main Roads WA operational grant funding slightly earlier than envisaged in budget \$181k.
Economic Services	(35,869)	(34%)	▼	Timing	Lower income due to timing of caravan park fees and other tourist and area promotion income.
Other Property and Services	(20,908)	(77%)	▼	Timing	Income lower due to timing of private works activity and receipt of fuel tax credits.
Expenditure from operating activities					
Governance	(16,900)	(14%)	▼	Timing	Expenditure higher due to timing of the WALGA annual membership fee of \$36k.
Law, Order and Public Safety	49,172	29%	▲	Timing	Expenditure lower mainly due to timing bushfire risk mitigation activities.
Education and Welfare	121,888	26%	▲	Timing	Lower expenditure mainly due to timing of implementation of budgeted salaries, and other expenditure under CHCP and CHSP activities.
Community Amenities	73,463	27%	▲	Timing	Expenditure lower mainly due to timing of invoices from the waste collection contractor.
Recreation and Culture	90,514	13%	▲	Timing	Expenditure lower due to timing of parks maintenance activities and NRLC operating expenditure, including the Shire's operational subsidy.
Economic Services	48,993	24%	▲	Timing	Expenditure lower mainly due to timing of building control wages, as the vacancy for the surveyor has yet to be filled.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,115,480)	(88%)	▼	Permanent	Grants Income lower mainly due to the grant funded SES Training/Meeting room project of \$6.8m not going ahead. This drop in grants income is offset by a corresponding drop in capital expenditure \$6.8m.
Financing Activities					

KEY INFORMATION

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

▲ Favourable variance

▼ Unfavourable variance

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

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

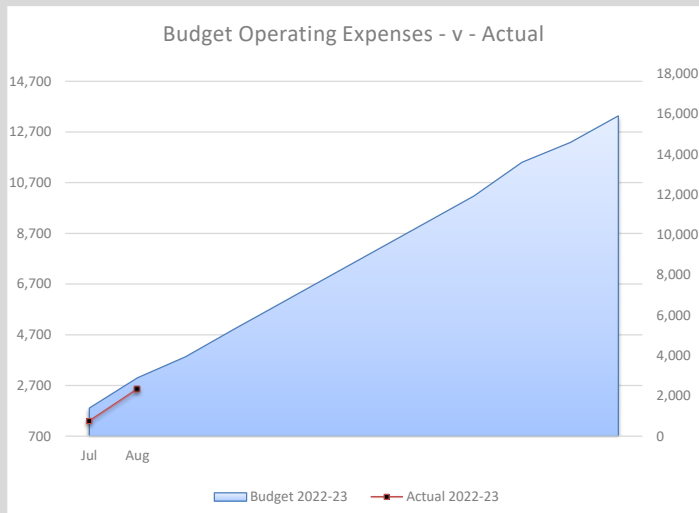
ROUNDING OFF FIGURES

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

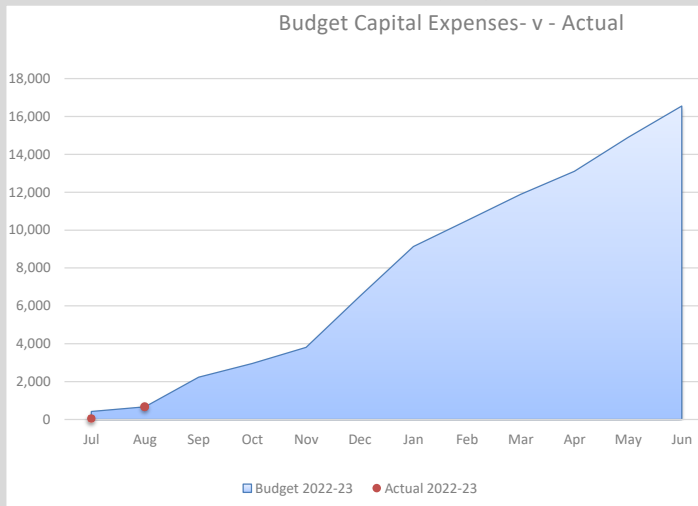
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2023**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

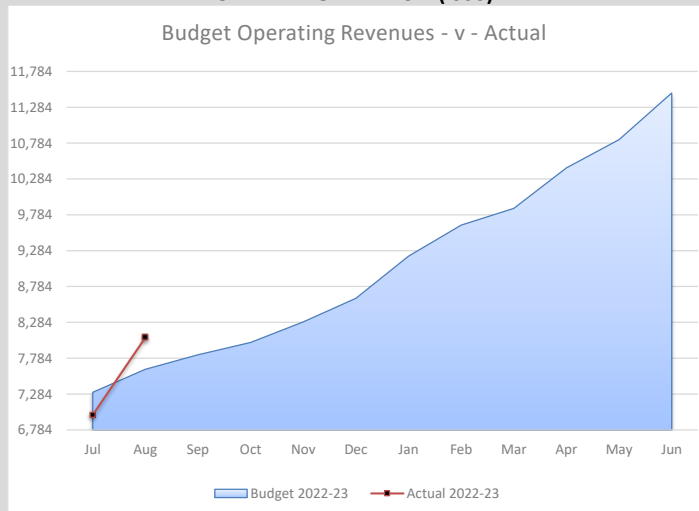
OPERATING EXPENSES ('000)



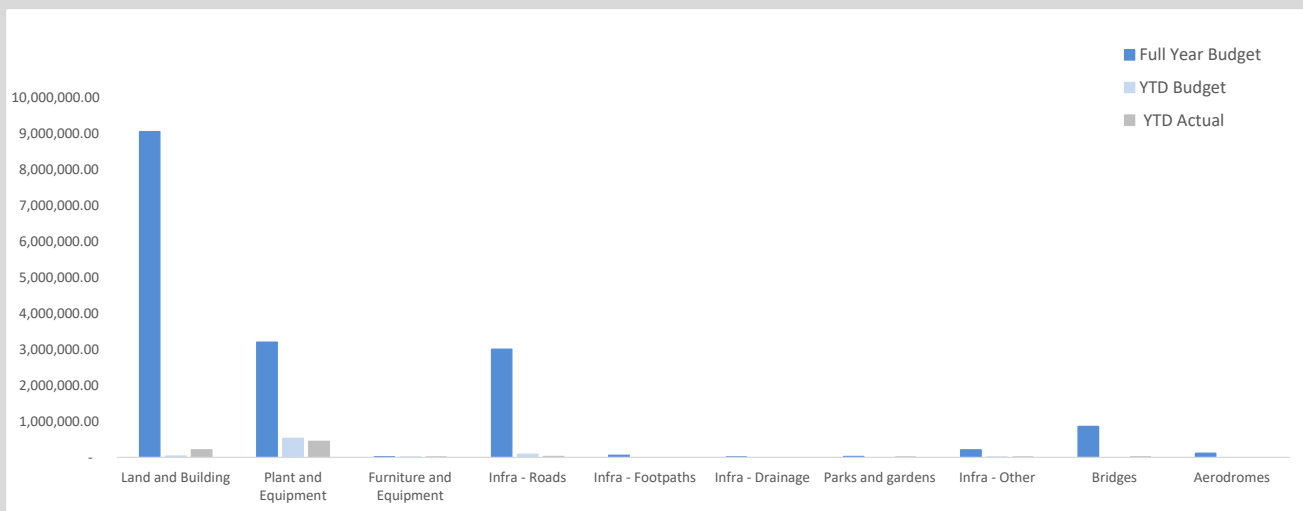
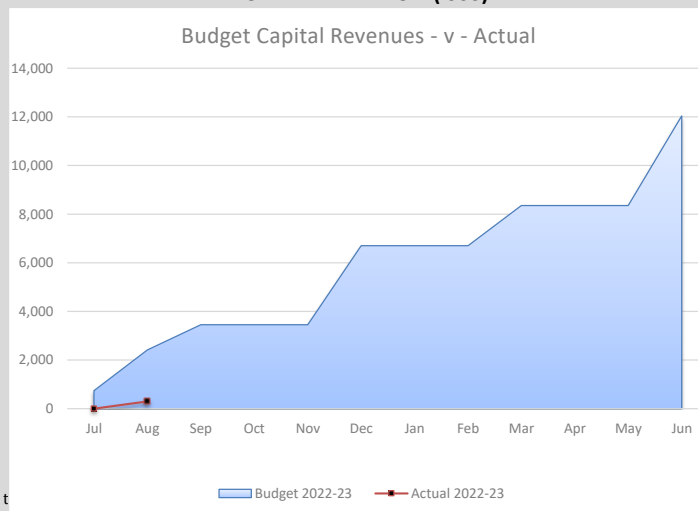
CAPITAL EXPENSES ('000)



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 31 AUGUST 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

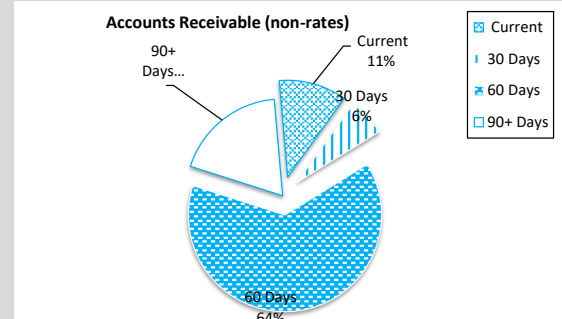
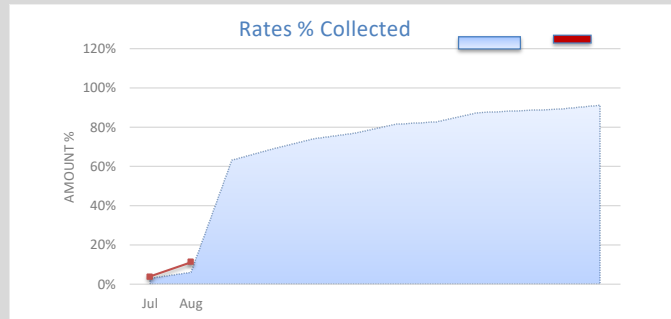
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 22	31 Aug 23	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	435,075	658,762	Receivables - General	27,134	15,143	152,994	44,914	240,185
RATES - Rates Levied - GRV	3,407,588	3,607,387	Percentage	11%	6%	64%	19%	
RATES - Rates Levied - UV	1,134,890	1,213,419						
RATES - Minimum Rates Levied - GRV	645,213	676,256						
RATES - Minimum Rates Levied - UV	229,673	255,535						
RATES - Interim Rates Levied - GRV	10,967	1						
RATES - Back Rates Levied - GRV	6,848	0						
RATES - Ex-Gratia Rates (CBH, etc.)	11,525	12,499						
Instalment Admin fee	0	13,471						
Priave S/Pool Inspection fees	1,914	1,860						
Domestic Refuse Collection Charges	511,736	524,382						
Domestic Services (Additional)	4,457	5,023						
Commercial Collection Charge	46,905	194,201						
Commercial Collection Charge(additional)	47,376	50,356						
Domestic Recycling Service	180,224	194,201						
Non-Rateable Collection Charge	39,984	75,793						
Non-Rateable Additional Pick Up	33,345	38,831						
Commercial Additional Pick Up	25,573	27,431						
FESA ESL	280,218	296,485						
Total Rates and Rubbish (YTD)	6,618,436	7,187,132	GST Input					
Less Collections to date	(6,568,966)	(1,292,530)	Provision For Doubtful Debts (including Rates)					(150,000)
Net Rates Collectable	484,545	6,553,364	Total Receivables General Outstanding					90,185
% Collected (Current and Arrears)	93.13%	16.47%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(195,110)						
Pensioner Deferred ESL		(8,986)						
Total Rates and Rubbish, ESL, Excess Rates		6,349,268						

KEY INFORMATION



Debtors Due	\$240,185
Over 30 Days	6%
Over 90 Days	19%

Collected	Rates Due
16%	\$6,349,268

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

FOR THE PERIOD ENDED 31 AUGUST 2023

Current Assets

	Last Years Closing 30 Jun 2023	This Time Last Year 31 Aug 2022	Year to Date Actual 31 Aug 2023
	\$	\$	\$
Cash Unrestricted	4,317,014	2,424,846	3,506,917
Cash Restricted - Reserves	5,331,422	2,879,447	43,915
Cash Restricted -Term Deposits	0	2,000,000	5,300,000
Muni Term deposits	0	0	700,000
Cash Restricted - Trust	30,878	33,009	30,775
Receivables - Rates and Rubbish, ESL, Excess Rates	280,449	6,099,075	6,349,268
Receivables - Other	415,404	624,658	602,072
Inventories	19,832	34,843	25,739
	10,394,998	14,095,878	16,558,686

Less: Current Liabilities

Payables	(1,283,272)	(659,009)	(1,697,398)
Lease Liabilities	(36,042)	(36,042)	(36,042)
Loan Liability	(139,123)	(17,245)	(137,392)
Provisions	(733,283)	(626,006)	(733,283)
	(2,191,719)	(1,338,302)	(2,604,115)

Net Current Asset Position

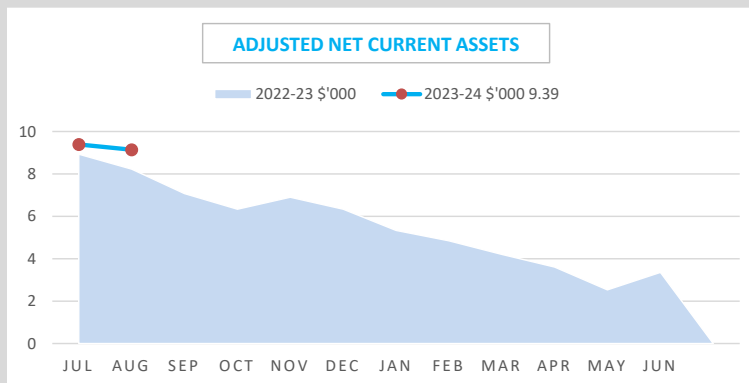
	8,203,279	12,757,576	13,954,571
Less: Cash Restricted	(5,331,422)	(4,879,447)	(5,331,422)
Add Back: Component of Leave Liability not Required to be funded	371,710	361,204	371,710
Add Back: Current Loan Liability Current Portion of Lease Liability	154,761	17,245	137,392
	36,042	11,769	36,042
Adjustment for Trust Transactions Within Muni	5,419	(2,681)	5,622
Longterm portion of sundry debtors	(44,000)	(44,000)	(33,000)
Net Current Funding Position	3,395,788	8,221,665	9,140,916

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)
\$9.14 M

This Time Last Year
Surplus(Deficit)
\$8.22 M

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

<u>Cash Restricted (Reserves)</u>	<u>Investment Value \$</u>	<u>Matruity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
NAB (Investment 1)	3,000,000	26/10/2023	5.10%	NAB	50%
CBA (Investment 2)	2,300,000	30/10/2023	4.85%	CBA	38%
Municipal Funds					
CBA (Investment 2)	400,000	30/10/2023	4.85%	CBA	7%
CBA (Investment 3)	300,000	31/10/2023	4.77%	CBA	5%
	6,000,000				100%

Investment Summary

NAB (Investment 1)	3,000,000	Aheres to investment policy	50%
CBA (Investment 2 & 3)	3,000,000	Policy	50%
	6,000,000		100%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

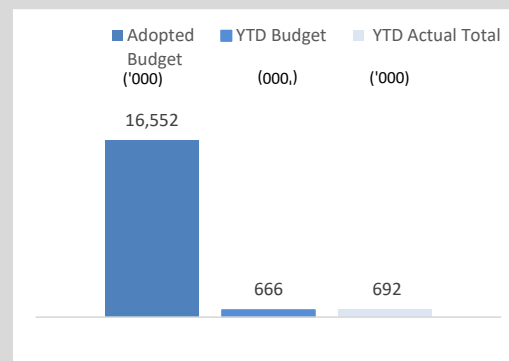
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,051,662	9,051,662	35,360	210,548	(175,188)
Plant & Equipment	3,200,292	3,200,292	532,482	443,544	88,938
Furniture & Equipment	13,200	13,200	4,500	5,245	(745)
Roads	3,007,185	3,007,185	89,922	23,148	66,774
Footpaths	58,000	58,000	0	0	0
Road Drainage	10,000	10,000	0	0	0
Infrastructure- Bridges	863,000	863,000	0	7,419	(7,419)
Other Infrastructure	209,000	209,000	4,000	2,176	1,430
Parks and Gardens	26,000	26,000	0	122	(122)
Aerodromes	113,400	113,400	0	0	0
Capital Expenditure Totals	16,551,739	16,551,739	666,264	692,202	(26,333)

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
	\$16.55 M	\$16.55 M	\$.69 M	4%

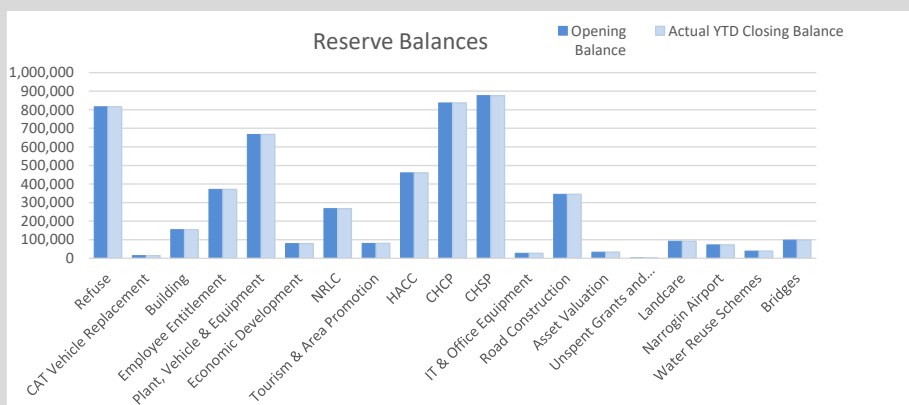
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

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	815,723	26,040		45,000	0	139,000	0	770,109	815,723
CAT Vehicle Replacement	14,040	440		0	0	0	0	13,939	14,040
Building	154,345	4,920		0	0	0	0	33,003	154,345
Employee Entitlement	371,710	11,860		0	0	0	0	365,674	371,710
Plant, Vehicle & Equipment	667,441	21,310		425,000	0	880,301	0	219,172	667,441
Economic Development	79,654	2,540		0	0	0	0	38,353	79,654
NRLC	267,389	8,530		100,000	0	0	0	5,464	267,389
Tourism & Area Promotion	80,942	2,580		0	0	0	0	79,624	80,942
HACC	460,249	14,604		0	0	474,853	0	5,454	460,249
CHCP	836,968	26,720		844,175	0	865,517	0	524,075	836,968
CHSP	875,903	27,970		1,517,256	0	2,329,460	0	435,169	875,903
IT & Office Equipment	27,218	860		0	0	0	0	26,769	27,218
Road Construction	345,348	11,020		0	0	0	0	139,747	345,348
Asset Valuation	32,826	1,040		0	0	0	0	32,288	32,826
Unspent Grants and Contributions	136	0		0	0	0	0	132	136
Landcare	91,813	2,930		0	0	5,000	0	85,104	91,813
Narrogin Airport	71,803	2,290		25,000	0	0	0	70,878	71,803
Water Reuse Schemes	38,518	1,220		20,000	0	0	0	37,930	38,518
Bridges	98,134	3,130		48,000	0	37,775	0	73,579	98,134
	5,330,160	170,004	0	3,024,431	0	4,731,906	0	2,956,462	5,330,160

KEY INFORMATION



Strategic Budget Projects Register 2023/24



For the Period Ending 20 Sept 2023.

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 20/09/23	Outstanding PO Exp to 20/09/23	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Responsible Exec	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 Copy/paste.. A	UV Code? To be added manually Copy/paste.. B	UV Code? To be added manually Copy/paste.. C	UV Code? To be added manually Copy/paste.. D	Calc column (do not enter) E (E= C + D)	Calc column (do not enter) F (F = E - D)		Crisp, Clear, Concise, Date format entry eg 13/7 - Project commenced and no issues expected.	Mark Furr	- On Track - Off Track - In Trouble - On Hold		Anticipated start date of the Project	Anticipated completion date of the Project
SES Building Project	4050260	BC265	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Low	Allocation to be used for the design and construction and Tender documentation. Concept design prepared by Joondalup Design and estimated quote received for submission to LGCS capital grant. Once funding approved a detail design and construction documentation will be sought for tender purposes. 20/09/23 - Request the repurposing of this funding via Budget amendment to utilise funds for grant submission (preparatory work.), for September OCM.	Azhar Awang	Not included in Budget	5%	01/07/23	28/02/24
Construction of SES & BFB Joint Facilities	4050260	BC280	\$6,800,000.00	\$6,800,000.00	\$0.00	\$0.00	\$0.00	\$6,800,000.00	High	Grant Application not supported by DFES LGGS annual 2023/2024 funding	Azhar Awang	On Track	5%	01/07/23	30/06/24
Mobile Standpipe - BFB (Fast Fill Trailer) Nomans Lake VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	PO Issued	Azhar Awang	On Track	0%	01/11/23	31/05/24
NGN417 2020 Mazda BT-50 4x4 (RANGER)	4050355	PA007E	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	PO Issued	Azhar Awang	On Track	0%	01/09/23	29/03/24
NGN00 2021 Toyota Kluger (EMDRS)	4050355	PA002N	\$55,000.00	\$55,000.00	\$0.00	\$56,027.00	\$56,027.00	-\$1,027.00	Low	PO Issued	Azhar Awang	On Track	0%	01/09/23	29/03/24
Senior Rangers 2020 Isuzu Replacement	4050355	PA8163C	\$55,892.00	\$55,892.00	\$0.00	\$55,891.00	\$55,891.00	\$1.00	Low	PO Issued	Azhar Awang	On Track	0%	01/09/23	29/03/24
Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Grant identified for application open now and closing 11 October 2023	Mark Furr	On Track	0%	27/07/23	31/05/24
Mobile Stand Pipe - BFB (Fast Fill Trailer) Highbury South VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low		Azhar Awang	On Track	0%	01/11/23	30/04/24
Acquisition of Incident Control Vehicle	4050255	PA950	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process.	Azhar Awang	On Track	0%	01/09/23	30/04/24
Acquisition of General Rescue Utility Vehicle	4050255	PA951	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process.	Azhar Awang	On Track	0%	01/09/23	30/04/24
Homecare - Special Needs Dining Chairs	4080450	PE082	\$7,200.00	\$7,200.00	\$0.00	\$7,200.00	\$7,200.00	\$0.00	Low		Mark Furr	On Track	0%	27/07/23	29/02/24
Homecare Fleet Replacement - Toyota Corolla 2019 NGN839	4080455	PA044	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	RFQ for vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
Homecare - Purchase of Wheelchair accessible vehicle	4080455	PA045	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	Low	RFQ for vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
Homecare - Replacement Home Maintenance Trailer	4080455	PA555	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	RFQ for vehicle issued 31/08/24	Mark Furr	On Track	0%	27/07/23	30/04/24
Homecare - Replacement of NGN 15333 - Mazda BT50 Utility 4x2	4080455	PA013	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	RFQ for vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
Homecare - Replacement of NGN847 - Mazda CX-5	4080455	PA010C	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	Low	RFQ for vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
Replacement of Fusio Rosa (Homecare Bus)	4080455	PA072A	\$125,300.00	\$125,300.00	\$0.00	\$125,296.00	\$125,296.00	\$4.00	Low	Awaiting delivery	Mark Furr	On Track	80%	27/07/23	31/10/23
Relocation of Narrogin Regional Homecare Services	4080360	BC052	\$868,545.00	\$868,545.00	\$0.00	\$0.00	\$0.00	\$868,545.00	Medium	CEO and Shire President engaging with NSCC Committee	Mark Furr	On Track	15%	01/07/23	31/05/24
Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Azhar Awang	On Track	0%	01/11/23	14/12/23
Asbestos Disposal Trench Fencing	4100165	IO189	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	Low		Azhar Awang	On Track	0%	29/09/23	30/11/23
Tip Face Fencing (Temporary/ Mobile Fencing)	4100165	IO191	\$42,000.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00	Low		Azhar Awang	On Track	0%	31/10/23	30/11/23
Construction of Recycling Shed (Tip Shop)	4100160	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low		Azhar Awang	On Track	0%	03/11/23	30/04/24
Thomas Hogg Sewerage Work	4100850	BC268	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low		Azhar Awang	On Track	0%	06/11/23	29/03/24
Thomas Hogg Ablutions Upgrade and Contribution	4100850	BC177	\$25,000.00	\$25,000.00	\$0.00	\$20,681.00	\$20,681.00	\$4,319.00	Low	PO issued to Thomas Hogg/ eagle club as per the agreed works with Building Maintenance officer	Azhar Awang	On Track	5%	01/09/23	29/03/24
Railway Dam ECO Toilets	4100850	BC275	\$21,145.00	\$21,145.00	\$0.00	\$0.00	\$0.00	\$21,145.00	Low	Waiting for the ablation unit to be completed and transported on the site.	Azhar Awang	On Track	30%	03/07/23	29/12/23
Mackie Park Financial Counselling Kitchenette	4100850	BC130	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low		Azhar Awang	On Track	0%	01/11/23	01/02/24
Development and Regulatory Services Pool Vehicle	4100655	PA074	\$30,000.00	\$30,000.00	\$27,272.00	\$0.00	\$27,272.00	\$2,728.00	Completed	Purchase outright the Bush Fire Control Officer vehicle. Now allocated to the building Maintenance Officer	Azhar Awang	Complete	100%	01/08/23	01/09/23
Cemetery Software - Chronicle	4100860	PE083	\$25,000.00	\$25,000.00	\$10,262.00	\$10,261.00	\$20,523.00	\$4,477.00	Low	P/O issued to Chronical, ESO progressing implementation. 19/9/23 second payment made.	Torre Evans	On Track	75%	06/09/23	30/11/23
ICT - Replace Lessor Hall and Town Hall CCTV Cameras	4110165	PE063	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	21/08/23 - Request for quotes emailed to potential providers. 05/09/23 - 2 quotes provided for review.	Mark Furr	On Track	10%	01/08/23	31/10/23
Town Hall Improvement Projects	4110160	BC181	\$102,689.00	\$102,689.00	\$0.00	\$3,020.00	\$3,020.00	\$99,669.00	Low	separate projects for jobs / monitoring. ? Waiting for the electrical report from the Electrical Engineering (SAGE) as to current power capacity to the existing Town Hall, to determine whether cooling, heating and lighting upgrade and sound system to the stage would be suitable or upgrade required to the electrical capacity..	Azhar Awang	On Track	0%	01/09/23	01/05/24
NRLC Basketball Courts - Swing down Backboards and Beams for Court 2	4110255	PE086	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	Not yet commenced.	Mark Furr	On Track	0%	26/10/23	30/04/24
NRLC Courts - Electric Winders	4110255	PE077	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	Not yet commenced.	Mark Furr	On Track	0%	26/10/23	30/04/24
NRLC - Fire Panel Emergency Warning System	4110255	PE079	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	Not yet commenced	Mark Furr	On Track	0%	26/10/23	30/03/24
NRLC - Upgrade Works	4110255	PE084	\$271,000.00	\$271,000.00	\$0.00	\$0.00	\$0.00	\$271,000.00	Low	Not yet commenced	Mark Furr	On Track	0%	26/10/23	30/04/24
NRLC - Architectural Concept Planning	4110255	PE085	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	RFQ for Concept Plan compiled and distributed for response. Closing date 21/09/23	Mark Furr	On Track	10%	01/08/23	30/04/24
50kv Emergency Generator and Trailer (Subject to Grant)	4110255	PE075	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Medium	Not yet commenced	Mark Furr	On Track	0%	26/10/23	30/04/24
Fit out of Railway Stn (NDVC)	4110660	BC207	\$20,000.00	\$20,000.00	\$24,244.00	\$0.00	\$24,244.00	-\$4,244.00	Low	12/9/23 - delivered and being erected and on track for completion of all by 30/9/23	Dale Stewart	On Track	0%	01/07/23	29/09/23
Narrogin Tennis Courts Lighting & Surface Upgrading (LRCIP 3)	4110360	IO127	\$0.00	\$0.00	\$0.00	\$39,120.00	\$39,120.00	-\$39,120.00	Low	12/9/23 - supplier advises hopefully dry weather will enable completion of last surfaces (synthetic) before end of Sept.	Dale Stewart	Not included in Budget	85%	01/07/23	30/09/23
Shelter Over BBQ at Wilbur Park and Slab	4110365	IO192	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	I have met with John to discuss this project. John will be constructing the shelter adjoining the tennis club, relocating the BBQ and installing a table seat combo.	Torre Evans	On Track	20%	12/09/23	29/03/24
Gnarrogin Skatepark BBQ Area	4110860	FE105	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	I have met with John on site to discuss this project. John to organise the install of an electric bunker light over the BBQ, remove current furniture and lay new concrete slab, replace table seat comb and new standup bench.	Torre Evans	On Track	20%	12/09/23	29/03/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 20/09/23	Outstanding PO Exp to 20/09/23	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Responsible Exec	Status	% Complete	Start Date	Due Date
Lions Park Upgrade including Disability Friendly Swing	4110365	IO061	\$62,000.00	\$62,000.00	\$0.00	\$8,945.00	\$8,945.00	\$53,055.00	Low	Irrigation commencing third week of september, followed by new swings and swing area, new concrete path, fencing, landscaping etc.	Torre Evans	On Track	20%	12/09/23	22/12/23
Walk Cycle & Mountain Bike Trails Project	4110260	IO129	\$26,000.00	\$26,000.00	\$122.00	\$187.00	\$309.00	\$25,691.00	Low	Works nearly completed. Archibald Trail need to be completed.	Mark Furr	On Track	90%	02/07/23	30/11/23
Construction of Library Building Extension	4110560	IO080B	\$389,502.00	\$389,502.00	\$1,450.00	\$0.00	\$1,450.00	\$388,052.00	Low	08/09/23 - RFQ lodged on WALGA e-Portal, closing date 4pm Fri 06 Oct 23	Mark Furr	On Track	10%	01/07/23	31/05/24
Public Art Strategy Implementation	4110860	IO113	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Low	Commencing in October 2023	Mark Furr	On Track	0%	27/07/23	31/05/24
Painting of XA Class Train	4110670	IO131	\$5,000.00	\$5,000.00	\$2,570.00	\$100.00	\$2,670.00	\$2,330.00	Low	12/9/23 - MO having outside crew finish rust proof and sanding this week, with Paul Guest vollen painter then able to be invited to complete, hopefully by 5/10, but weather and volunteer schedule dependent.	Dale Stewart	On Track	0%	01/07/23	31/10/23
Narrogin Railway Station and Footbridge Heritage Interpretive Project	4110660	BC208	\$13,559.00	\$13,559.00	\$0.00	\$11,060.00	\$11,060.00	\$2,499.00	Low	Awaiting the Heritage Panels expected to be delivered at the end of September 2023.	Mark Furr	On Track	85%	01/07/23	31/10/23
Construction of Sound Shell (Stage and Mural) at Alby Park	4110260	BC273	\$90,000.00	\$90,000.00	\$0.00	\$7,480.00	\$7,480.00	\$82,520.00	Low	Waiting electrical and structural reports and drawings for RFQ/RFT	Azhar Awang	On Track	10%	01/09/23	22/12/23
Construction of Dam at Airport	4120466	IO183	\$113,400.00	\$113,400.00	\$0.00	\$0.00	\$0.00	\$113,400.00	Low	Prelim drill shot have been done in the North West location however rock was encountered. The dam will need to be located next to the water bomber tanks. New test holes will be dug in November. EMTRS to order 2 new tanks, Gliding Club has been consulted.	Torre Evans	On Track	20%	12/09/23	15/03/24
Whinbin Rock Rd Construction	4120167	RRG205	\$1,080,000.00	\$1,080,000.00	\$20,692.00	\$90,176.00	\$110,868.00	\$969,132.00	Low		Torre Evans	On Track	0%	15/01/24	29/02/24
Wandering Road Construction SLK 0.0 to 3.00	4120164	WSFN332	\$757,352.00	\$757,352.00	\$1,078.00	\$60,632.00	\$61,710.00	\$695,642.00	Low	Works started 12/9/23	Torre Evans	On Track	50%	12/09/23	15/12/23
Blacksport Tarwonga Rd (Rehab) SLK 15.5 - 16	4120168	RBS204	\$165,000.00	\$165,000.00	\$4,482.00	\$0.00	\$4,482.00	\$160,518.00	Low		Torre Evans	On Track	0%	15/01/24	29/02/24
Narrogin Repertory Club Easement - Survey & Legal Costs	4120180	ID001	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	Have resent correspondence to 2 adjoining properties that also require an easement, no reply as yet. One sign letter received from 133 Federal Street, will have to follow up with the other landowner - KEEDAC.	Torre Evans	On Track	10%	12/09/23	30/05/24
Clayton Road Stabilising	4120165	IR047	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low		Torre Evans	On Track	0%	03/01/24	16/02/24
Construct Highbury Rest Area	4120165	IR048	\$55,805.00	\$55,805.00	\$0.00	\$0.00	\$0.00	\$55,805.00	Low		Torre Evans	On Track	0%	01/02/24	29/02/24
Lange Rd Re-Sheet SLK 6.1 to 10.4	4120165	IR307	\$120,223.00	\$120,223.00	\$0.00	\$0.00	\$0.00	\$120,223.00	Low		Torre Evans	On Track	0%	01/05/24	31/05/24
Pioneer Road Slip Lane to Railway Station Design Only	4120165	IR308	\$15,000.00	\$15,000.00	\$0.00	\$13,096.00	\$13,096.00	\$1,904.00	Low	P/O issued to local Engineering Consultant for design and MRWA approval process.	Torre Evans	On Track	10%	12/09/23	22/12/23
Taylor Rd Re-Sheet SLK 0.4 to 6.4	4120165	IR218	\$92,852.00	\$92,852.00	\$0.00	\$0.00	\$0.00	\$92,852.00	Low		Torre Evans	On Track	0%	24/05/24	31/05/24
Armstrong Rd Re-Sheet SLK 0.0 to 4.3	4120165	IR236	\$112,918.00	\$112,918.00	\$0.00	\$0.00	\$0.00	\$112,918.00	Low		Torre Evans	On Track	0%	03/05/24	31/05/24
Crooked Pool Rd Re-Sheet SLK 4.2 to 8.0	4120165	IR260	\$110,451.00	\$110,451.00	\$0.00	\$0.00	\$0.00	\$110,451.00	Low		Torre Evans	On Track	0%	02/05/24	31/05/24
Design New Intersection for Wanerie and Cooramining Roads	4120165	IR338	\$10,350.00	\$10,350.00	\$0.00	\$10,350.00	\$10,350.00	\$0.00	Completed	Report now received and will be presented at the next road ref group meeting. Awaiting invoice.	Torre Evans	Complete	100%	01/07/23	18/08/23
Chomley Road Seal SLK 2.45 to 2.95	4120165	IR213	\$52,678.00	\$52,678.00	\$0.00	\$0.00	\$0.00	\$52,678.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	15/01/24	29/02/24
Tarwonga Road Reseal SLK2.04 to 3.04	4120166	R2R204	\$71,148.00	\$71,148.00	\$0.00	\$0.00	\$0.00	\$71,148.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Narrogin Harrismith Road Reseal SLK16.7 to 18.2	4120166	R2R331	\$94,176.00	\$94,176.00	\$0.00	\$0.00	\$0.00	\$94,176.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Boothe Street Reseal SLK 0.0 to 0.39	4120166	R2R065	\$15,015.00	\$15,015.00	\$0.00	\$0.00	\$0.00	\$15,015.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Callan Way Reseal SLK 0.0 to 0.58	4120166	R2R316	\$23,925.00	\$23,925.00	\$0.00	\$0.00	\$0.00	\$23,925.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Fox Street Reseal SLK 0.0 to 1.28	4120166	R2R015	\$39,268.00	\$39,268.00	\$0.00	\$0.00	\$0.00	\$39,268.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Narrakine South Road Reseal SLK 1.03 to 2.42	4120166	R2R221	\$59,637.00	\$59,637.00	\$0.00	\$0.00	\$0.00	\$59,637.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Simmons Road Reseal SLK 0.0 to 1.26	4120166	R2R276	\$59,637.00	\$59,637.00	\$0.00	\$0.00	\$0.00	\$59,637.00	Low	Presenting the Annual Seal RFQ to Council at the September OCM	Torre Evans	On Track	0%	01/12/23	26/01/24
Highbury East Rd Culvert upgrade	4120166	R2R348	\$48,750.00	\$48,750.00	\$0.00	\$0.00	\$0.00	\$48,750.00	Low	P/O issued to NEC, works scheduled for December	Torre Evans	On Track	50%	24/11/23	31/01/24
Streetlight on Federal St to Access Divine You (Electronic/Solar)	4120165	IO186	\$8,000.00	\$8,000.00	\$0.00	\$2,958.00	\$2,958.00	\$5,042.00	Low	Solar street light purchased and delivered to the depot. To be installed in October.	Torre Evans	On Track	50%	06/10/23	30/11/23
Ensign Street Footpath (Narrakine to Floyd) as per adopted program	4120175	IF006	\$40,000.00	\$40,000.00	\$0.00	\$39,355.00	\$39,355.00	\$645.00	Low	P/O issued to NEC, works planned for December	Torre Evans	On Track	50%	30/11/23	26/01/24
Daglish Street Footpath (Lock to Ensign) as per adopted program	4120175	IF007	\$18,000.00	\$18,000.00	\$0.00	\$16,642.00	\$16,642.00	\$1,358.00	Low	P/O issued to NEC, works planned for December	Torre Evans	On Track	50%	30/11/23	26/01/24
210 Caterpillar Backhoe (Rego)	4120350	PA023A	\$200,000.00	\$200,000.00	\$0.00	\$202,696.00	\$202,696.00	-\$2,696.00	Low	Purchase order issued	Torre Evans	On Track	90%	08/09/23	30/11/23
2014 Hino 300 Series 3T Tipper (Rego)	4120350	PA8220A	\$100,000.00	\$100,000.00	\$0.00	\$92,688.00	\$92,688.00	\$7,312.00	Low	Purchase order issued	Torre Evans	On Track	90%	08/09/23	26/04/24
NOO 2020 Mitsubishi Triton (Works) (Grader Ute)	4120350	PA063A	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	Low kms, to be ordered later in 2024	Torre Evans	On Track	0%	01/03/24	30/04/24
NO592 Mitsubishi Triton (LH Parks & Gardens)	4120350	PA021A	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	Low kms, to be ordered later in 2024	Torre Evans	On Track	0%	01/03/24	30/04/24
NGN15581 Mazda BT50 Ute 2017 (Ovals)	4120350	PA062B	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	Low kms, to be ordered later in 2024	Torre Evans	On Track	0%	01/03/24	30/04/24
NGN12070 2002 Mower/Catcher Trailer (Works)	4120350	PA029A	\$23,000.00	\$23,000.00	\$21,900.00	\$0.00	\$21,900.00	\$1,100.00	Completed	Received	Torre Evans	Complete	100%	25/08/23	31/08/23
Handheld Vertimower (Parks and Gardens)	4120350	PA5556	\$10,000.00	\$10,000.00	\$0.00	\$8,963.00	\$8,963.00	\$1,037.00	Low		Torre Evans	On Track	0%	27/10/23	24/11/23
Flocon Road Sealer Purchase	4120350	PA8215	\$350,000.00	\$350,000.00	\$350,308.00	\$0.00	\$350,308.00	-\$308.00	Completed	Received	Torre Evans	Complete	100%	01/09/23	01/09/23
Hino 300 Series Crew Cab	4120350	PA8219A	\$109,000.00	\$109,000.00	\$0.00	\$109,261.00	\$109,261.00	-\$261.00	Low	Delivery mid September, licencing happening today.	Torre Evans	On Track	99%	29/09/23	06/10/23
Manaring Road Bridge	4120181	IB211	\$275,000.00	\$275,000.00	\$6,328.00	\$58,569.00	\$64,897.00	\$210,103.00	Low	Engineering designs complete and sign off on. Materials purchased.	Torre Evans	On Track	20%	01/12/23	29/02/24
Whinbin Rock Road Bridge (MRWA Facilitate)	4120181	IB205	\$588,000.00	\$588,000.00	\$0.00	\$0.00	\$0.00	\$588,000.00	Low	MRWA advise that this project will be completed in December 2023.	Torre Evans	On Track	0%	30/11/23	29/12/23
Est 1978 Accessible Entrance	4130650	BC282	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	Low		Azhar Awang	On Track	0%	02/10/23	01/04/24
NDVC Digital Kiosk	4130250	FE106	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	Low	12/9/23 - on track for completion and first data / imagery by 30/9/23	Dale Stewart	On Track	0%	01/07/23	30/09/23
Westpac Roof Replacement	4130650	BC283	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00	Low		Azhar Awang	On Track	0%	01/10/23	04/03/24
Construction and Fit Out of 3 New Chalets at the Caravan Park	4130260	BC239	\$297,272.00	\$297,272.00	\$179,599.00	\$63,375.00	\$242,974.00	\$54,298.00	Low	use one Job No. only !!! Handover from installer due mid September, along with furnishings, external earth works, concreting, landscaping, finishing off works, hopefully open for visitors late October early November pending contractors, furnishings.	Torre Evans	On Track	60%	12/09/23	16/11/23
Good Shed - Roof and Wall Restoration	4130650	BC278	\$283,450.00	\$283,450.00	\$0.00	\$13,910.00	\$13,910.00	\$269,540.00	Low	Waiting for report from Water Corporation and DFES whether a water tank or separation of building will be required to satisfy the Fire requirement due to the floor area being greater than 500m2	Azhar Awang	On Track	5%	01/09/23	29/02/24
1NGN 2019 Toyota Prado (CEO)	4140585	PA001M	\$75,000.00	\$75,000.00	\$0.00	\$63,665.00	\$63,665.00	\$11,335.00	Low	P/O issued	Torre Evans	On Track	90%	12/09/23	04/10/23

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 20/09/23	Outstanding PO Exp to 20/09/23	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Responsible Exec	Status	% Complete	Start Date	Due Date	
124	ONGN 2021 Isuzu MUX (EMCCS)	4140585	PA005M	\$55,000.00	\$55,000.00	\$55,702.00	\$0.00	\$55,702.00	-\$702.00	Completed	Vehicle acquired 30/08/23. Additional expense offset by additional revenue from Disposal of vehicle. Project within budget.	Mark Furr	Complete	100%	27/07/23	30/09/23
125	ONO 2021 Isuzu MUX (EMTRS)	4140585	PA700N	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	Low	P/O issued for PHEV Outlander	Torre Evans	On Track	90%	12/09/23	04/10/23
128	Trade - NGN417 2020 Mazda BT-50 4x4 (RANGER)	5050350	PD007E	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low		Azhar Awang	On Track	0%	01/09/23	01/12/23
129	Trade - NGN00 2021 Toyota Kluger (EMDRS)	5050350	PD002N	-\$35,000.00	-\$35,000.00	\$0.00	NA	\$0.00	-\$35,000.00	Low	P/O issued. waiting for arrival of vehicle	Azhar Awang	On Track	10%	01/09/23	01/11/23
130	Trade - Senior Rangers 2020 Isuzu Replacement	5050350	PD8163C	-\$48,182.00	-\$48,182.00	\$0.00	NA	\$0.00	-\$48,182.00	Low	PO issued. Waiting for arrival of vehicle	Azhar Awang	On Track	10%	01/09/23	01/11/23
131	Trade - Homecare Fleet Replacement - Toyota Corolla 2019 NGN839	5080450	PD044	-\$17,000.00	-\$17,000.00	\$0.00	NA	\$0.00	-\$17,000.00	Low	RFQ for Trade of Vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
132	Trade - Homecare - Replacement Home Maintenance Trailer	5080450	PD555	-\$1,500.00	-\$1,500.00	\$0.00	NA	\$0.00	-\$1,500.00	Low		Mark Furr	On Track	0%	27/07/23	30/04/24
133	Trade - Homecare - Replacement of NGN 15333 - Mazda BT50 Utility 4x2	5080450	PD013	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	RFQ for Trade of Vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
134	Trade - Homecare - Replacement of NGN847 - Mazda CX-5	5080450	PD010C	-\$25,000.00	-\$25,000.00	\$0.00	NA	\$0.00	-\$25,000.00	Low	RFQ for Trade of Vehicle issued 31/08/23	Mark Furr	On Track	10%	27/07/23	29/03/24
135	Trade - Replacement of Homecare Fuso Rosa Bus	5080450	PD072A	-\$47,592.00	-\$47,592.00	\$0.00	NA	\$0.00	-\$47,592.00	Low	Trade amount agreed with Toyota. Awaiting delivery of vehicle to Trade Fuso Rosa	Mark Furr	On Track	80%	02/07/23	31/10/23
136	Trade - 210 Caterpillar Backhoe (Rego)	5120350	PD023A	-\$30,000.00	-\$30,000.00	\$0.00	NA	\$0.00	-\$30,000.00	Low	Goes to Public Auction when new is recieved	Torre Evans	On Track	0%	29/03/24	31/05/24
137	Trade - 2014 Hino 300 Series 3T Tipper (Rego)	5120350	PD8220A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	Goes to Public Auction when new is recieved	Torre Evans	On Track	0%	29/03/24	31/05/24
138	Trade - NO0 2020 Mitsubishi Triton (Works) (Grader Ute)	5120350	PD063A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is recieved	Torre Evans	On Track	0%	01/02/24	30/05/24
139	Trade - NO592 Mitsubishi Triton (LH Parks & Gardens)	5120350	PD021A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is recieved	Torre Evans	On Track	0%	01/02/24	30/05/24
140	Trade - NGN15581 Mazda BT50 Ute 2017 (Ovals)	5120350	PD062B	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is recieved	Torre Evans	On Track	0%	01/02/24	30/05/24
141	Trade - NGN12070 2002 Mower/Catcher Trailer (Works)	5120350	PD029A	-\$500.00	-\$500.00	\$0.00	NA	\$0.00	-\$500.00	Low	Potentially disposing to Narrogin Race and Pace for \$2,000	Torre Evans	On Track	0%	13/09/23	30/11/23
142	Trade - Handheld Vertimower (Parks and Gardens)	5120350	PD5556	\$0.00	\$0.00	\$0.00	NA	\$0.00	\$0.00	Completed	Disposed of to refuse site as un usable	Torre Evans	Complete	100%	01/07/23	31/08/23
143	Trade - Flocon Road Sealer Purchase	5120350	PD8215	-\$5,000.00	-\$5,000.00	-\$3,697.73	NA	-\$3,697.73	-\$1,302.27	Completed	Complete, sold for \$4,200, less commission and GST	Torre Evans	Complete	100%	01/07/23	31/08/23
144	Disposal of Jet Patcher	5120350	PD8218	-\$10,000.00	-\$10,000.00	-\$85,730.68	NA	-\$85,730.68	\$75,730.68	Completed	Complete, sold for \$96,000, less commission and GST	Torre Evans	Complete	100%	01/07/23	31/08/23
145	Trade - Hino 300 Series Crew Cab	5120350	PD8219A	-\$31,909.00	-\$31,909.00	\$0.00	NA	\$0.00	-\$31,909.00	Low	Public Auction when new is recieved.	Torre Evans	On Track	0%	31/10/23	30/11/23
146	Disposal of JD Ride On Mower (Parks)	5120350	PD066A	-\$1,000.00	-\$1,000.00	\$0.00	NA	\$0.00	-\$1,000.00	Low	Local Auction via Shire Website	Torre Evans	On Track	0%	16/02/24	29/03/24
147	Disposal of JD Ride On Mower (Caravan Park)	5120350	PD039A	-\$1,000.00	-\$1,000.00	\$0.00	NA	\$0.00	-\$1,000.00	Low	Local Auction via Shire Website	Torre Evans	On Track	0%	16/02/24	29/03/24
148	Trade - 1NGN 2019 Toyota Prado (CEO)	5140550	PD001M	-\$40,000.00	-\$40,000.00	\$0.00	NA	\$0.00	-\$40,000.00	Low	Disposed of when new one arrives	Torre Evans	On Track	0%	02/10/23	31/10/23
149	Trade - ONGN 2021 Isuzu MUX (EMCCS)	5140550	PD005M	-\$40,000.00	-\$40,000.00	-\$42,954.55	NA	-\$42,954.55	\$2,954.55	Completed	Vehicle disposed and above budget to offset higher acquisition cost of replacement vehicle.	Mark Furr	Complete	100%	27/07/23	30/09/23
150	Trade - ONO 2021 Isuzu MUX (EMTRS)	5140550	PD700N	-\$35,000.00	-\$35,000.00	\$0.00	NA	\$0.00	-\$35,000.00	Low	Disposed of when new one arrives	Torre Evans	On Track	0%	02/10/23	19/01/24
153	Asset Revaluations	2040226	NA	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	Low	Project Commenced - No Issues	Mark Furr	On Track	50%	27/07/23	29/09/23
154	LG Election	2040112	NA	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low	12/9/23 - Noms have closed, 9 for 6, election 21/10.	Dale Stewart	On Track	20%	01/08/23	27/10/23
155	NDVC Website	2130218	NA	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	Provider identified (IMPART Media), structure agreed, design agreed and now commencing content phase.	Mark Furr	On Track	10%	27/07/23	28/02/24
156	NDVC Monopoly Board Game Project	2130214	MONOB01	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	Negotiating contractual implications associated with Sponsorship event and engaging with Winning Moves regarding contract subject to appropriate sponsorship for the project being received that warrants project "GO".	Mark Furr	On Track	10%	01/08/23	30/04/24
157	MAF Bush Fire Prevention Funding	2050120	NA	\$207,560.00	\$207,560.00	\$0.00	\$0.00	\$0.00	\$207,560.00	Low	Waiting for additional Quotes to come through	Azhar Awang	On Track	5%	23/10/23	31/05/24
159																
160																
161																

10.3.3 PROPOSED SALE OF LAND 49 KIPLING STREET DUE TO UNPAID RATES AND DETERMINATION OF AUCTION RESERVE PRICE

File Reference	A256300
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	19 September 2023
Author	Amy Lazenby – Rates Officer
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments 1. Valuation Report and Financial Summary (Confidential – provided under a separate cover) 2. Locality Map	

Summary

In accordance with the Local Government Act 1995, sections 6.64 and 6.68, Council is requested to approve the debt recovery process for outstanding rates and charges, required by the Local Government Act 1995, to facilitate the sale of the land located at 49 Kipling Street, Narrogin.

The debt recovery process has involved a series of legal actions including:

- Issuing a 7-day demand letter;
- Serving a General Procedure Claim;
- Executing a Property Seizure & Sale Order (PSSO);
- PSSO Auction of Land;
- Sale Under 3-Year Rule;
- Issue of a Form 4; and
- Taking possession of the land under the Local Government Act (WA) 1995 and advising all interested parties of Council's intention to sell the land to recover unpaid rates.

Background

The Shire instructed the bailiff to execute a Property Seizure and Sale Order (PSSO) against the land during the debt recovery action on 12 October 2021. A bailiff auction took place on 14 April 2022, however the reserve price was not met, and the auction was unsuccessful.

AMPAC Debt Recovery determined the next best course of action was to allow the debt to age by three (3) years and sell the land by auction under the 3-year rule. The Shire adopted and initiated this process on the 21 February 2023, in accordance with the required time frame.

A Form 4 was subsequently served to the debtor and published in the West Australian newspaper, Shire notice boards and social media accounts on the 29 June 2023. Three (3) months following the publication of the Form 4, the Shire must now serve a Form 5 in accordance with Section 6.68 of the Local Government Act 1995.

This form outlines the intent to auction the property to recover the outstanding rates and service charges. The form must also provide an auction date, time, and location. Council is requested to consider a reserve price based on the current financial valuations provided in Attachment 1.

Consultation

Consultation has been undertaken with the following:

- Chief Executive Officer;
- Executive Manager Corporate and Community Services;
- Manager Corporate Services;
- AMPAC Debt Recovery;
- Palisade Corporate lawyers (formerly Price Sierakowski); and
- Elders Real Estate, Narrogin.

Statutory Environment

Section 5.23 (c) of the Local Government Act 1995, permits the local government to not divulge the reserve price of the land.

Section 6.64(1) of the Local Government Act 1995 states that:

“(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —

(a) from time to time lease the land; or

(b) sell the land; or

(c) cause the land to be transferred to the Crown; or

(d) cause the land to be transferred to itself.”

Section 6.68(1) of the Local Government Act 1995 states that:

“Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) in this Subdivision and Schedule 6.3 referred to as the power of sale in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.”

Section 6.68(2) of the Local Government Act 1995 states that:

“A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —

(a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land” or

(b) having made reasonable efforts to locate the owner of the property is unable to do so”.

Section 6.71(1) of the Local Government Act 1995 states that:

“If under this Subdivision land is offered for sale but at the expiration of 12 months a contract for the sale of the land has not been entered into by the local government, it may by transfer, where the land is subject to the provisions of the Transfer of Land Act 1893, and by deed, where the land is not subject to the provisions of that Act, transfer or convey the estate in fee simple in the land to —

(a) the Crown in right of the State; or

(b) the local government.

Section 6.73 of the Local Government Act 1995 states that:

“A sale of land by a local government or a transfer or conveyance of land to the Crown or a local government under this Subdivision discharges —

(a) the land; and

(b) the owners (present and past) of the land,

from any liability to the local government for rates, service charges or other money due to the local government which were, at the time of the sale, transfer, or conveyance —

(c) secured by a charge over the land; or

(d) otherwise, recoverable, whether under this Act or another written law, by the local government in respect of the land.

Schedule 6.3 of the Local Government Act 1995 also specifies the various provisions relating to the process of sale.

Policy Implications

Executive Instructions – 3.4 – Debt Recovery – Rates Debtors

Financial Implications

If Council accept the officers’ recommendation and there is a successful bid at auction to cover the full debts outstanding, the Shire will recover the outstanding rates and service charges as per Attachment 1. All legal and sale costs incurred while completing this process have been factored into the proposed reserve price in accordance with the Local Government Act 1995.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
No action undertaken to recover rates debt would result in debt accumulation and subsequently loss of revenue for the Shire.	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Officer Recommendation
Property is not sold at auction resulting in ongoing outstanding debt.	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Manage by attempting sale of property via private treaty over the course of 12 months.

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 nine (9), has been determined for both items. 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

It is believed that the outstanding debts on A256300 – 49 Kipling Street, Narrogin, may be recovered in full, given the current property valuation and market conditions, provided sufficient bids are made at auction. The proposed reserve for this property is therefore sufficient to cover the current outstanding debts plus probable future legal and auction costs. Legislation requires only that Council attempt to recover the debt owing. Any excess money paid at auction would be handled in accordance with Schedule 6.3 (5) of the Local Government Act “Application of Purchase Money”.

If in the circumstance that the reserve price is not met and the auction is handed in, in accordance with section 6.71 of the Local Government Act 1995, Council would wait 12 months and then execute the process to transfer the land to itself.

Over the course of this 12-month period, the Shire may seek a private treaty sale with the aim of transferring the property into private ownership. This endeavour aims to stimulate development within the Shire and ensure that the property remains eligible for rates revenue. An advertisement of the sale of the land would remain on the Elders Real Estate website with the intention of generating the interest of potential buyers.

Council is therefore requested to authorise the sale of the property and to set the reserve price for the auction.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the sale of land, being A256300 – 49 Kipling Street Narrogin, due to unpaid rates, Council, pursuant to sections 6.64(1)(b), (d), 6.68(2), 6.68(3), 6.71, 6.73 and schedule 6.3 of the Local Government Act 1995 resolve to:

1. Commence proceedings in accordance with the various requirements set out in the Act, to dispose of the property through sale, to recover rates and charges in arrears of three (3) or more years, as the Shire of Narrogin has made reasonable efforts to recover debts owing by the landowner, in order to recover the rates and charges in arrears;
2. Adopt the proposed reserve price based on the current financial valuations provided in Attachment 1 (confidential attachment);
3. Authorise the Chief Executive Officer to execute any contract of property sale at the auction or by private treaty, for the minimum agreed reserve price, within the 12 months thereafter.

Attachment 2: Landgate Arial View of 49 Kipling Street Narrogin.



10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 NEW POLICY – POLICY NUMBER 1.11A – EXECUTION OF DOCUMENTS

File Reference	File No
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	31 August 2023
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Proposed Policy 1.11A – Execution of Documents 2. Policy 1.11 – Common Seal 3. Delegation 2.1 - Common Seal – Execution of Documents	

Summary

This policy aims to establish authority for the Chief Executive Officer (CEO) and other nominated officers of the Shire of Narrogin (Shire) to execute documents on behalf of the Shire, as required by section 9.49A of the Local Government Act 1995 (the Act). The policy also outlines protocols for the affixing and administration of the Shire's Common Seal. It provides guidance on how documents will be executed and under what circumstances the Common Seal will be applied.

Background

In accordance with the Act, the Shire of Narrogin seeks to establish a policy governing the execution of documents and the use of its Common Seal. The Act allows local governments to execute documents either by affixing the Common Seal or by having them signed by an authorised officer. This policy sets out the procedures and conditions for executing documents on behalf of the Shire.

The Shire currently has an existing policy and delegation on the use of the Common Seal. It is proposed to repeal this existing delegation and existing policy and replace both with the proposed policy at Attachment 1, which will provide further clarity on what type of documents actually require the Common Seal (typically supplied with or from third parties).

From time to time third parties, such as Arc Infrastructure present documents such as Deed of a Gift, that purport to require affixing of a 'Common Seal' which occurred recently, relating to donating relays to the Shire for the Railway Station. Delegation 2.1 Common Seal has been deemed not required and indeed slightly erroneous as it uses the 'delegated', when in hindsight, it is simply an 'authorisation'.

Consultation

Consultation has occurred with the following Senior employees:

- Executive Manager, Corporate and Community Services;
- Executive Manager, Development and Regulatory Services; and

- Executive Manager, Technical and Rural Services.

Statutory Environment

Sections 9.49 and 9.49A of the Local Government Act 1995 relates.

Section 9.49A Execution of documents, states:

“(1) A document is duly executed by a local government if —

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of —

(a) the mayor or president; and

(b) the CEO, each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown”.

Section 9.49 states: *“A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.”*

Section 5.37 of the Local Government Act 1995 defines which officers of a local government are ‘Senior employees’. Council Policy number 2.1 Senior Employees, defines those as:

- Executive Manager, Corporate and Community Service;
- Executive Manager, Development and Regulatory Services; and
- Executive Manager, Technical and Rural Services.

Policy Implications

Council Policy 1.11 – Common Seal relates; however, it is proposed to repeal this policy and replace it with the proposed at Attachment 1.

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to comply with Section 9.49A of the Local Government Act 1995 may mean that documents are incorrectly executed.	Possible (3)	Moderate (3)	Medium (5-9)	Document Management	Control through adoption of a Council Policy guiding which documents require the common seal and which documents do not.

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 nine (9) 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 adopting of a new policy which outlines the authority for the Chief Executive Officer and other designated (senior) officers to execute documents and also the protocols for the affixing and administration of the Shire's Common Seal, in accordance with the requirements of Section 9.49A of the Local Government Act 1995.

Voting Requirements

Absolute Majority (in relation or repeal of a delegation)

OFFICERS' RECOMMENDATION

That with respect to the new Council Policy 1.11A – Execution of Documents, Council:

1. Repeal current Council Policy 1.11 – Common Seal;
2. Repeal Delegation 2.1 Common Seal – Execution of Documents; and
3. Adopt Council Policy 1.11A – Execution of Documents as presented at Attachment 1.

1.11A Execution of Documents

Statutory context

Local Government Act 1995 –

- s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal
- s. 5.37 Senior Employees
- s. 5.43(ha)
- s.9.49A – Execution of documents
- s.9.49 – Documents, how authenticated

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common Seal, unauthorised use of

Corporate context

Common Seal Register

Executive Instruction 2.7 Signing of Outward Correspondence

History Adopted.....

Policy Objective

To establish, in accordance with the requirements of section 9.49A of the Local Government Act 1995:

- a. Authority for the Chief Executive Officer and other Senior employees to sign documents on behalf of the Shire of Narrogin; and
- b. Protocols for the affixing and administration of the Shire's Common Seal.

Policy Statement

1. Documents executed by the Shire of Narrogin will be done in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Local Government Act 1995 provides that:
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
2. Pursuant to section 9.49A(4) of the Local Government Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Affixing the Common Seal

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –

(2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

(3) *The common seal of the local government is to be affixed to a document in the presence of –*

(a) the mayor or president; and

(b) the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

(4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

3. For most documents, there is no statutory requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document (s9.49A(1)(b) and s9.49A(4)). Some exceptions include local laws and resolutions relating to the preparation, adoption or amendment of the Local Planning Scheme.

Administration of the Common Seal

1. The Chief Executive Officer is to be:

- a) responsible for the safe custody of and proper use of the Common Seal; and
- b) maintain a record of each time the Common Seal is used in the Document Execution Register.

Categories of Documents and Authorised Signing Authorities

For the purposes of this policy, documents commonly executed by the Shire are grouped into 3 categories. The way in which a document is to be executed and who has the authority to sign is based upon its assigned category. This policy defines those categories and the Shire officers who are authorised to execute the documents.

Level 1 Documents

Level 1 Documents require the Shire's Common Seal to be affixed in accordance with Section 9.49A(2) – (3) of the Act and requires that:

- a) Council has specifically authorised by resolution:
 - i) The execution of the document by the Shire; and
 - ii) The affixing of the Common Seal to the document in accordance with Section 9.49(2).
- b) The Common Seal is affixed to the document in the presence of the Shire President and Chief Executive Officer, each of whom are to sign the document to attest that the Common Seal was affixed in accordance with S9.49A(3).
- c) Documents that have the Common Seal affixed to them are to be recorded in the Common Seal Register.
- d) Documents defined as Level 1 are:
 - Local Laws (made and amended);
 - Local Planning Schemes (preparation, adoption, repeal or amendment);

- Any documents for a new, lost or replacement title over land, or to take possession of land;
- Enabling the Shire to take possession of land for the purpose of public works;
- Mortgages (that encumber Shire assets);
- Loans and debentures not included in the Annual Budget; and
- Power of Attorney to act on behalf of the Shire.

Level 2 Documents

Level 2 Documents require:

- a) Council authorises, the Chief Executive Officer, other Senior employees and/or agents to sign documents on behalf of the Shire in accordance with S 9.49A(4) of the Act.
- b) A Council Resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any document listed under Level 2 by an authorised signatory.
- c) This policy does not prevent the execution of any Level 2 documents by the affixing of the Common Seal in accordance with s9.49A(1)(a) of the Act.
- d) Documents defined as Level 2 are:
 - Lease or licence of real property (land and/or buildings), including but not limited to:
 - Grant of Lease or licence by Shire to a third party;
 - Shire acquiring lease or licence from another party;
 - Variation of lease or licence;
 - Loans and debentures included in the Annual Budget;
 - Assignment of lease or licence;
 - Surrender of lease or licence;
 - Extension of existing lease or licence, where the extension option included in the lease document;
 - Sublease or sublicence; and
 - Transfer of lease or licence.
 - Contract documents resulting from the procurement process;
 - Transfer of Land Landgate Forms;
 - Landgate documents (including but not limited to S70A notifications, restrictive covenants, easements, lodgement or withdrawal of caveats) or other documents required by, or to satisfy a condition of subdivision or development approval;
 - The signing of subdivision application, development application and building application forms for development on land owned or managed by the Shire;
 - Deeds or contracts in respect to sale, purchase or other commercial dealings relating to real property (land and buildings) comprising of Shire assets including grant of easements or other interests in real property;
 - Memorandum of Understandings;
 - Grants and Funding Agreements (incoming and outgoing);
 - State or Commonwealth Government Funding Agreements;
 - Community Service Projects, Service Agreements (incoming and outgoing), Licences & Related documents;
 - Prosecution Notices & Court Documents;
 - Deeds of Settlement – Employee matters;
 - Documents that enable compliance with a local government statutory obligation, which, if not signed, constitutes a possible risk to the Shire;
 - Other documents required to affect a decision of Council; and

- Other documents required in the management of local government property.

Level 3 Documents

Level 3 Documents are documents that are created in the normal course of business to undertake the duties of an officer's position in a manner consistent with the Council's or Shire's policies and procedures. Such duties may be undertaken by employees at the discretion of the Chief Executive Officer where the authority and accountability has been granted through an Authorisation, Delegation, Policy, Executive Instruction, approved Position Description or 'acting through'.

In the event of ambiguity over what category might apply to a document, i.e. 2 levels may have relevance to a document, then the higher level is take precedence unless a decision has been made under delegated authority, in which case, it is a level 2 document and can be executed by the officer exercising the delegated authority.

Procedures

Common Seal Register.

Forms and Templates

Nil

– End of Policy

Notes

1.11 Common Seal

Statutory context

Local Government Act 1995 –

s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal

s.9.49A – Execution of documents

s.9.49 – Documents, how authenticated

Corporate context

Delegations Register –

2.1 Common Seal – Execution of documents

History

Adopted	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023

Policy Statement

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –

(2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

(3) *The common seal of the local government is to be affixed to a document in the presence of –*

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

Procedures

Common Seal Register

Forms and Templates

Nil

– End of Policy

Notes

2.1 Common Seal – Execution of documents

Statutory context

Local Government Act 1995 –

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

Corporate context

Policy Manual –

- 1.11 – Common Seal

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to affix the Common Seal without prior approval by Council in specified circumstances,

Conditions on use of delegation

1. The CEO may exercise this delegation where the document is –
 - a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
 - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.
2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
 - (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
 - (b) reciprocal access and/or parking agreements;
 - (c) rights of carriageway agreements;
 - (d) caveats under the Transfer of Land Act 1893; and
 - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.
3. Application of the Common Seal has no effect unless countersigned by the President.

Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of document executed
Common Seal – Register of Use
Relevant subject file

File number Various according to subject

Notes

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

10.4.2 LEASE OF PORTION OF RESERVE 20939 GRANITE ROAD (ARCHIBALD PARK) TO NARROGIN JETSPRINT CLUB

File Reference	File No
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Jetsprint Club
Previous Item Numbers	Nil
Date	6 September 2023
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments <ol style="list-style-type: none"> 1. Vesting Order and Map of Reserve 20939 2. Map of Proposed Area 3. Application for Incorporation of an Association 4. Narrogin Jetsprint Club Constitution 5. Railway Dam (Reserve # 20939) Management Plan 2018 	

Summary

The request is for the Council to approve a lease “in principle” of a portion of Reserve 20939 Granite Road, known as Archibald Park, vested in the Shire of Narrogin for the purposes of 'Parkland & Recreation' and zoned Public Recreation pursuant to the Shire’s Local Planning Schem No. 3. The proposal comes from the Narrogin Jetsprint Club Incorporated (registration pending), aiming to revive jet sprint boat racing in Narrogin.

Background

The Narrogin Jetsprint Club is seeking to reinvigorate Archibald Park for jet sprint boat racing events. They have applied for incorporation as a local club and have provided a draft constitution along with a proposed map outlining their desired area within Archibald Park (Appendix 2).

The name of the Association proposed and lodged with the Department of Mines, Industry Regulation and safety (Commerce) is: Narrogin Jetsprint Club Incorporated.

The proposed and lodged objectives of the Association are: *“To promote Jet Sprint boat racing in rural areas of Western Australia. We aim to update and maintain the local track/venue in the Shire of Narrogin. A place for locals and other jetboat enthusiast to come together to race in a safe and supporting environment with common interests and goals in mind”.*

Archibald Park was believed to have originally been constructed in the early 1990’s as a jet boat course in which boats completed in time trials. Interest in the sport waned in latter years and it wasn’t until members of the West Coast Jet Sprint Club (WCJSC) revisited the site and sport for two days in September 2021, with a well organised and received event. Several former members of the WCJSC have established a new club and Association.

Consultation

Consultation has occurred with:

- Elected Members via the August Monthly Briefing Session; and
- Two Members of the Association.

Statutory Environment

The request aligns with the statutory framework for the use of public reserves for recreational purposes, being the Shire of Narrogin's Local Planning Scheme No. 3.

Lease of the land would need to comply with the Management Order issued in favour of the Shire of Narrogin by the Minister for Lands. (approval to lease for periods up to 21 years has been granted subject to each and every lease being endorsed by the Minister (Appendix 1).

Section 3.58 of the Local Government Act 1995, in relation to 'disposal' (by way of lease) relates. Disposal by way of lease, to an Incorporated Association is exempt from any advertising or valuation requirements.

That notwithstanding, the Council may wish to give consideration to inviting submissions on the proposal given the community 'ownership' of the land and by persons that frequent the Archibald Park and Railway Dam sites for recreation purposes.

Policy Implications

The Council's 'Railway Dam (Reserve # 20939) Management Plan' (December 2018), adopted by the Council 27 February 2019 (Appendix 5) relates.

In terms of adherence to and / or potential for conflicts with the Management Plan, the following observations are noted:

- The plan did not anticipate or predict the potential for rejuvenation of the sport at Archibald Park;
- The plan proposed for revegetation of the islands in the centre of Archibald Park with York Gum species to promote a wetland type, passive recreation environment;
- The plan called for drainage control measures to assist stabilise the banks and contours of Archibald Park to minimize further erosion; and
- The plan called for further development and promotion of walk trails and interpretive materials along Railway Dam and also around Archibald Park.

It should be noted that the latter two items have been predominantly addressed since adoption of the Plan.

The requested lease area encompasses approximately 4ha of the 16 ha reserve.

Noting that there is some minor conflict with the adopted Management Plan promoting 'passive' recreation use of Archibald Park contrasted with the reinstatement of 'active' recreation several times per annum (indicatively 2-4 times), there is a question of whether the Council supports the issuing of a 'license' or event license(s), as opposed to a lease of the 'dam' structure.

Ultimately a lease provides greater tenure (to the lessee) and control of the said land (under lease), than an event license for specific dates or activities. The lessee might be less 'able' and or inclined to

invest in infrastructure or development of the area, if the 'tenure' was by way of a license as opposed to a lease. There is however the question of the Shire's public walking trail that now surrounds the two dams. Whilst the walking trail has no real 'construction' cost, the ambience and nature of the site / walk is certainly enjoyed by walkers and bird or flora enthusiasts from time to time (residents and visitors alike). The Administration is of the view that the experience should not be 'lost' and should be allowed to 'co-exist' if tenure via license or lease was agreed to by the Council. This could be accommodated by way of reciprocal rights and mutual indemnification clauses in a license or lease for example.

Financial Implications

Given the Narrogin Jetsprint Club would be a *not for profit* incorporated Association, as well as having 'set-up' costs to maintain and 'build up' the recreation facility (over time), the Administration is proposing that the Council's normal 'peppercorn' (\$1pa) lease fee would best be appropriate and apply.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The activity causes environmental harm to flora, fauna or fish stocks of the broader Railway Dam Reserve.	Possible (3)	Minor (2)	Medium (5-9)	Environment Management	Manage by ensuring aby approvals have clauses that protect environmental qualities.
The lease or license is not supported by the broader community due to concerns about noise, pollution or environmental harm.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Mitigate by advertising the proposed lease/license to seek community input / submissions.

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 Narrogin Jetsprint Club's proposal to revive jet boat sprint racing in Narrogin at Archibald Park appears to align with the goals of promoting recreational activities and community engagement.

The 2021 event, at the time by West Coast Jet Sprint Club, was well received by the public and broader district with the concern relating to environmental management of the water level in Railway Dam to sustain the fauna and fish stocks. The Council at that time placed conditions on the right to draw water from Railway Dam such that there was an adequate supply retained in Railway Dam to sustain the fauna, fish and bird life resident in the dam.

This also entailed monitoring of unintended environmental consequences and limiting the number of days prior and post that the water could be drawn or replenished. The Shire's Environmental Health Officers and Rangers at the time noted no negative consequences on fauna or fish life, and indeed reported positive benefits to the water quality by increasing its aeration and turbidity with the action of pumping water from and to Railway Dam.

The proposed area for the lease or licensed area would be in accordance with the map at Appendix 2.

The Club notes:

- *"We would like to use the existing boundary fencing as the required area for the Narrogin Jetsprint club. We also would like to use the marked area (which looks to be already clear for tress for spectator parking. Overflow parking to be confirmed. At the previously run event in 2020, we used the access road south of 174 Federal St. We would like consideration to continue to use this access road for events and maintenance and/or works to the track and grounds".*
- *"They would ideally run four jet sprint races events at Archibald Park per calendar year, with the option to run two test and tune/sponsor day events per calendar year and ... to develop the current facilities at Archibald Park to run safe and well-equipped race events that encourage participants and spectators from Perth, Narrogin, and surrounds".*

- *“We would need to pump water from Railway Dam one week prior to the scheduled event and the water will be returned at the conclusion of the event”.*
- *“The scheduling of events would be determined by the availability of water from Railway Dam, unless an alternative water source is found. The events would need to be run at the end of winter when the water supply is at its highest (October/November). We would require more data of water availability to determine if events could be run in the first five months of the year”.*

The Club notes that they would need to work with local sporting and groups and businesses to undertake future events, such as what the West Coast Jet Sprint Club did in 2021.

To undertake events, they would *“approach local community groups and offer them fundraising opportunities. These could include parking attendants, safety crew and food vendors ie sausage sizzle, popcorn, coffee, cake stall, raffles, sponsorship opportunities ie advertising of signage at track, in programs and during race commentary, local businesses for track maintenance ie earthworks, toilets, bin hire, general maintenance, food/coffee vans, fence repair, etc”.*

The planned improvements proposed include *“...tidy/repair boundary/spectator fences, prepare grounds from possible trip hazards/fallen trees and general safety, general tidy up to make the venue more appealing and inviting”.*

The proposed timeline: *“Any time frame would be manageable, to run a track testing event before Christmas, in the venues current state depending on water availability. We would look at starting the general tidy up as soon as approvals are in place. Major works would happen over the next 6-12 months. The improvements would be ongoing and would not interfere with running a race event in April/May 2024 or October/November 2024. Each event would be run during daylight hours only. We would also consider not clashing with events already scheduled. We would also be opened to working alongside events planned ie if there is a night event at the speedway we could look at running a jet sprint day event. It is important to state that a track of this calibre requires ongoing maintenance, and we will always be looking for ways to improve the event and grounds”.*

The Club emphasises that usage of the water for jet boating would only be on sanctioned and permitted Club events (ie could not be used recreationally on weekends by single users).

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed lease of Portion of Reserve 20939 Granite Road (Archibald Park) to Narrogin Jetsprint Club Incorporated, Council:

1. Determine that the use is not inconsistent with the primary objectives of the Railway Dam Management Plan and notes that it is consistent with the reserves recreational purpose and zoning;
2. Agree in principle to a lease and / or license for the usage of Archibald Park for club managed jet sprint boating and advertise the proposal for 21 days in the newspaper, website and on Facebook, inviting written submissions, based on the following indicative parameters;
 - a. The lessee or licensee being Narrogin Jetsprint Club Incorporated;
 - b. The Shire's standard not for profit lease conditions including provision of adequate Public Liability Insurances;
 - c. Lease or license of \$1 pa, with an initial 10 year duration;
 - d. Events being limited to Club managed and no greater than 6 days in any calendar year;
 - e. Events being conducted in accordance with the Shire's event management approval processes and procedures on each occasion, given the broader potential for impact on Railway Dam, nearby Road Reserves and facilities and the public realm;
 - f. Access to water from Railway Dam being permissible if water levels in Archibald Park require it with strict environmental conditions and monitoring with respect to water levels being maintained in Railway Dam to agreed minimum levels and returned to that Dam within 3 days prior and post any event; and
 - g. Mutual indemnification (hold harmless) clauses ensuring continuing of access to the Walk Trail around the perimeter of Archibald Dam other than on event days.

L598 12igg68

LAND ACT 1933**(Section 33(2))****VESTING ORDER**

DOLA File 10104/906

I, Major General Philip Michael Jeffery, Officer of the Order of Australia, Military Cross, Governor of the State of Western Australia, do hereby in pursuance of the powers enabling me in that behalf, and under and by virtue of the provisions of Section 33(2) of the Land Act 1933, direct that Reserve No 20939 (Narrogin Lots 1133, 1560 and 1594)

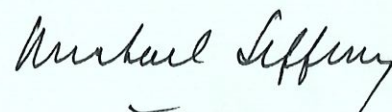
vest in and be held by the Town of Narrogin

for the designated purpose of "Parkland and Recreation"

with power, subject to the approval in writing of the Minister for Lands to each and every lease or assignment of lease being first obtained, to lease the whole or any portion thereof for any term not exceeding twenty one (21) years from the date of the lease.

Given under my hand, at Perth

this day
31 JAN 1995
of 19

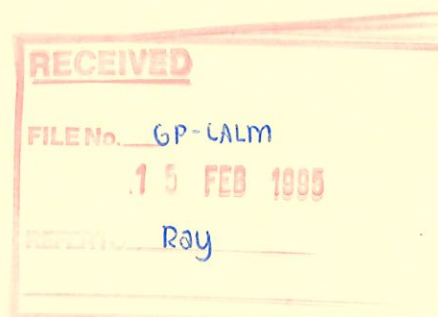
**GOVERNOR**

Your Ref:

Our Ref: 10104-1906-01ro

Telephone: 273 7286
Enquiries: COLLIN D'SILVA

**TOWN CLERK
TOWN OF NARROGIN
PO BOX 188, 89 EARL STREET
NARROGIN W.A. 6312**



Dear Sir

Reserve No. 20939 (Narrogin lots 1133, 1560 & 1594)

I advise for your information that Executive Council has revoked the Order in Council gazetted on 20 December 1985 vesting Reserve No. 20939 in the Town of Narrogin for the designated purpose of "Parkland and Recreation".

Furthermore, Reserve No. 20939 shall vest in the Town of Narrogin with power, subject to the approval in writing of the Minister for Lands to each and every lease or assignment of lease being first obtained, to lease the whole or any portion thereof for any term not exceeding twenty one (21) years from the date of the lease.

Notice to this effect was published in the Government Gazette dated 3 February 1995 and I enclose a print showing the said reserve with the relevant Vesting Order.

Yours faithfully

C.D.M.

cd S. BURGESS
A/MANAGER
ACQUISITIONS, ROADS AND RESERVES
LAND OPERATIONS DIVISION

February 13, 1995

Encl

02cdad07

Proposed Narrogin Jetsprint Club land use

A - Event parking

B - Storage Container/event office/timing hut

C - Track area inside of existing boundary fence





FORM 01

Application for incorporation of an association

Associations Incorporation Act 2015 s4, 5, 7

<p>Purpose</p> <p>Clubs, groups, organisations or associations use this form to incorporate an association under the <i>Associations Incorporation Act 2015</i> (the Act).</p> <p>The association must:</p> <ul style="list-style-type: none"> - have at least six members; and - be a not for profit association <p>Before completing this form you will need to:</p> <ul style="list-style-type: none"> - Choose a name and adopt a set of rules; and - Pass resolutions to apply to incorporate, adopt the proposed rules and appoint a person to make this application to incorporate. 	<p>OFFICE USE ONLY</p>
	<p>Job Number: 1845670</p> <p>Date received: 20 August 2023</p>

SECTION A: PROPOSED INCORPORATED ASSOCIATION PARTICULARS

1. What is the proposed name of the association applying for incorporation?

NARROGIN JETSPRINT CLUB INCORPORATED

2. What is the proposed association's contact address?

Provide an address that the public could use to send posted correspondence and contact the Association. The Association's email address should be a generic email address or an email that the management committee have access to.

Address <i>(Street or PO)</i>	Unit 9 45 Tomlinson Rd			
Suburb	WELSHPOOL	State	WA	Postcode 6106
Email	narroginjetsprint@gmail.com			

3. What is the new association's address for service?

The address for service is the address that official documents can be delivered (served) on the association.

Address <i>(Street or PO)</i>	Unit 9 45 Tomlinson Rd			
Suburb	WELSHPOOL	State	WA	Postcode 6106

4. Describe the overall aims of the new association?

This is a statement summarising what the association hopes to achieve.

To promote Jet Sprint boat racing in rural areas of Western Australia. We aim to update and maintain the local track/venue in the Shire of Narrogin. A place for locals and other jetboat enthusiasts to come together to race in a safe and supporting environment with common interests and goals in mind.

5. Which category best describes the association's main purpose?

Sport

6. Is the association formed to provide a pecuniary profit for its members?

A pecuniary profit is monetary or financial gain. The association is able to make a profit which may be used towards its activities. Funds and profits cannot be distributed to members.

Yes No

7. Does the association currently have at least six members with full voting rights under its proposed rules?

Members can include any person who has been accepted as a member, not only committee members.

Yes No

8. The association will be adopting:

The Association can adopt either the Prescribed Model Rules or their own rules.

The prescribed model rules are a standard set of rules that only allow you to change certain details, such as the name. You will be prompted to enter these details if you select "Prescribed Model Rules". If you do not use the model rules, or customise (add or edit) them, the association is adopting its own rules. The rules must provide for certain matters which you will be prompted to enter after you select Own Rules.

the [PRESCRIBED MODEL RULES](#)
(without modifications)
 Complete Section B.

its OWN RULES
 Complete Section C (copy to be attached)

SECTION B: THE PRESCRIBED MODEL RULES - INFORMATION TO BE PROVIDED TO THE COMMISSIONER

Complete this section only if the association is using the prescribed model rules without changes. The prescribed model rules can be viewed at www.commerce.wa.gov.au/modelrules

If any changes or customisation is made (other than the items listed below), the association is adopting its own rules and must complete Section C.

A: The name of the association is:

NARROGIN JETSPRINT CLUB INCORPORATED

B: The objects or purposes of the association are:

To promote Jet Sprint boat racing in rural areas of Western Australia. We aim to update and maintain the local track/venue in the Shire of Narrogin. A place for locals and other jetboat enthusiast to come together to race in a safe and supporting environment with common interests and goals in mind.

C: The amount of members personally present and entitled to vote under the rules that constitute a quorum for the conduct of business at a general meeting is:

A quorum is the minimum number of members that must be present for the meeting to proceed. Make sure that the quorum number or percentage is achievable without being so small that the meeting might not represent the general membership's views.

5

D: The amount of committee members to constitute a quorum for the conduct of business at a committee meeting is:

A quorum is the minimum number of committee members that must be present for decisions to be made at the meeting. Make sure that the quorum number or percentage is achievable without being so small that the meeting without an adequate spread of experience and representation.

3

E: The association's financial year will be the 12 month period ending on

Day (1- 31) Month

30

6

SECTION C: OWN RULES – MATTERS TO BE PROVIDED

Complete this section only if the association has adopted its own rules.

The table below contains the matters that must be included in the association's rules. You need to complete the table stating the rule number(s) that corresponds with the matter in the space provided. **Do not leave any spaces blank.**

Matter	Clause number from associations rules
--------	---------------------------------------

A copy of the Association's rules identified as , was uploaded with this application

The association's financial year will end on

Day (1- 31)	Month

SECTION D: APPLICANT'S 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 duly authorised to apply for incorporation of the above named association under the Act;*
- the particulars within this application and the accompanying rules, if provided, are true and correct;*
- I have prepared this application in accordance with the information supplied by the association; and*
- I acknowledge 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

20 August 2023

Name

Mr Simon Cain

Address
(Street or PO)

Unit 9 45 Tomlinson Rd

Suburb

WELSHPOOL

State

WA

Postcode

6106

Telephone

0418913164

Email

narroginjetsprint@gmail.com

IMPORTANT: Before you sign this application, check that you have provided true and correct information.

Privacy Statement – please read. The Department of Mines, Industry Regulation and Safety, Consumer Protection Division is collecting and holding information supplied for the purposes of the Act. In accordance with this legislation, a copy of this form and the information it contains will be available for purchase by the public upon payment of a prescribed fee.

WHAT HAPPENS NEXT

- Consumer Protection will review the application and attachments. You will be notified in writing if further information is needed.
- If any change in the information you have provided in this application occurs, you must notify Consumer Protection as soon as possible.
- **Please ensure that you retain a copy of this application for your records.**

If you need assistance with completing this form, more information about the status of your application or general information about incorporated associations contact the Associations and Charities Branch

Telephone: 6552 9300 or 1300 30 40 74 (8.30am to 4.30pm weekdays)

Email: associations@dmirs.wa.gov.au

Website: www.dmirs.wa.gov.au/associations

PAYMENT

The fee of \$148.00 was submitted with this application. **GST is not applicable on fees.**

A receipt will not be issued unless specifically requested.

MODEL RULES AND GUIDANCE NOTES

Narrogin Jetsprint Club Incorporated

This document includes additional summaries of the obligations arising from the *Associations Incorporation Act 2015* and other explanatory material. These are presented in the form of 'Guidance Notes' and 'Act Requirements'. These summaries do not form part of the model rules. They have been included to assist associations adopting the model rules or modifying them to create a set of own rules to understand each of the various requirements.

Note for these rules:

If an association or incorporated association approves the adoption of these model rules as its own rules, section 7(4) or 29(5) of the Act, as appropriate, requires the association or incorporated association to notify the Commissioner of the following information —

- (a) the name of the association.
- (b) the objects or purposes of the association.
- (c) the quorum for a general meeting of members of the association.
- (d) the quorum for a meeting of the management committee of the association.
- (e) if relevant, the period of the first financial year of the association.

Guidance Note – Information provided to the Commissioner under section 29(5) – This information is part of the rules of your association and must be attached to the copy of the rules provided to members.

The information provided to the Commissioner should be inserted here:

- A. The name of the Association is: **Narrogin Jetsprint Club Incorporated**
- B. The objects of the Association are: **To promote Jet Sprint boat racing in rural areas of Western Australia. We aim to update and maintain the local track/venue in the Shire of Narrogin. A place for locals and other jetboat enthusiast to come together to race in a safe and supporting environment with common interests and goals in mind.**
- C. Any 5 members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.
- D. Any 3 committee members constitute a quorum for the conduct of the business of a committee meeting.
- E. The association's financial year will be the period of 12 months commencing on 1st July and ending on 30th June of each year.

PART 1 — PRELIMINARY

1. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

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

Association means the incorporated association to which these rules apply;

books, of the Association, includes the following —

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

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

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

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

committee means the management committee of the Association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial records includes —

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Financial year

- (1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4)(e) or, if relevant, section 29(5)(e) of the Act.
- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

3. Not-for-profit body

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

Note for this rule-

Section 5(1) of the Act provides that an association is not eligible to be incorporated under the Act if it is formed or carried on for the purpose of securing pecuniary profit for its members from its transactions, and section 5(3) of the Act provides details about when an association is not ineligible under section 5(1) of the Act.

Act Requirements – Powers of Incorporated Association - Under section 14 of the Act the Association may do all things necessary or convenient for carrying out its objects or purposes. Section 14(1)(a)-(g) provides particular examples.

PART 3 — MEMBERS

Act Requirements - Membership - Under sections 4 and 17 of the Act an association must always have at least 6 members with full voting rights.

Act Requirements – Liabilities of the association - Under section 19 of the Act a member of the management committee, trustee or a member of the association is not liable in respect of the liabilities of the association. This does not apply to liabilities incurred by or on behalf of the association prior to incorporation.

Guidance Note – Liability of Members - A member is only liable for their own outstanding membership fees (if any) payable under rule 12.

Division 1 — Membership

4. Eligibility for membership

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

Guidance Note – Eligibility for membership

- The by-laws may require members to hold specified educational, trade or professional qualifications.
- The association must comply with all legal and regulatory obligations that may apply to the association under any other law when assessing eligibility of an applicant for membership.

5. Applying for membership

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

6. Dealing with membership applications

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant —
 - (a) is eligible under rule 4; and
 - (b) has applied under rule 5.

- (5) The committee may reject an application even if the applicant —
 - (a) is eligible under rule 4; and
 - (b) has applied under rule 5.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

7. Becoming a member

- An applicant for membership of the Association becomes a member when —
- (a) the committee accepts the application; and
 - (b) the applicant pays any membership fees payable to the Association under rule 12.

Guidance Note – Becoming a member - *The applicant immediately becomes a member, when rule 7 has been fulfilled, and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of membership under these rules.*

Act requirement – Member to receive rules – *section 36(1)(b) of the Act provides that the association must give each person who become a member of the association of copy of the rules in force at the time their membership commences.*

Guidance note – Format of rules provided - *It is acceptable for the association to provide a copy of the rules to new members by electronic transmission or providing the details for the website whether the rules may be downloaded. A hard copy must be provided if the member requests that the rules be provided in that manner.*

8. Classes of membership

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

Guidance Note - Voting rights of Members

- *Each ordinary member of the Association has one vote at a general meeting of the Association.*
- *Each ordinary member of the Association that is a body corporate has one vote at a general meeting of the Association.*

9. When membership ceases

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

10. Resignation

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

11. Rights not transferable

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

Division 2 — Membership fees

12. Membership fees

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

Division 3 — Register of members

13. Register of members

Act Requirements – Register of members

Section 53 of the Act requires an incorporated association to maintain a register of its members and record in the register any change in the membership of the association. Any change to the register must be recorded within 28 days after the change occurs.

Under section 53(2) of the Act the register of members must include each member's name and a residential, postal or email address.

Under section 54 of the Act a member is entitled to inspect the register free of charge. The member may make a copy of, or take an extract from, the register but has no right to remove the register for that purpose.

Under section 56 of the Act the management committee is authorised by to determine a reasonable charge for providing a copy of the register.

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

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

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

14. Term used: member

In this Part —

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

Division 2 — Disciplinary action

15. Suspension or expulsion

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

Guidance Note – Suspension or expulsion of a Member - Once the committee has decided to suspend or expel a member under rule 15(5) the member is immediately suspended or expelled.

16. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

- (2) When a member's membership is suspended, the secretary must record in the register of members —
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.

- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

Division 3 — Resolving disputes

17. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person –

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

Guidance Note - Resolving disputes

- For the purposes of rules 17 and 18, the term ***this Division*** relates to rules 19 – 21.

18. Application of Division

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

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

19. Parties to attempt to resolve dispute

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

20. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 19, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
 - (a) when and where the committee meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the secretary stating that the party —
 - (i) does not agree to the dispute being determined by the committee; and
 - (ii) requests the appointment of a mediator under rule 23,

the committee must not determine the dispute.

21. Determination of dispute by committee

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

Division 4 — Mediation

Guidance Note - Mediation

- For the purposes of rule 22, the term **this Division** relates to rules 22-25.

22. Application of Division

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

23. Appointment of mediator

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

24. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Note for this rule:

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

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

If —

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

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

PART 5 — COMMITTEE

Division 1 — Powers of Committee

26. Committee

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

Division 2 — Composition of Committee and duties of members

27. Committee members

- (1) The committee members consist of —
 - (a) the office holders of the Association; and
 - (b) at least one ordinary committee member.
- (2) The committee must determine the maximum number of members who may be ordinary committee members.
- (3) The following are the office holders of the Association —
 - (a) the chairperson;
 - (b) the deputy chairperson;
 - (c) the secretary;
 - (d) the treasurer.
- (4) A person may be a committee member if the person is —
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member.
- (5) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time.

Act Requirements – Persons who are not to be members of Committee

- *Under section 39 of the Act the following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee of an association:*
 - *a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;*
 - *a person who has been convicted, within or outside the State, of-*
 - *an indictable offence in relation to the promotion, formation or management of a body corporate; or*
 - *an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or*
 - *an offence under Part 4 Division 3 or section 127 of the Act*
- Section 39 only applies to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.*

Act Requirements - Duties of Committee Members and Officers

Section 3 of the Act provides a definition of “officer”. The duties provisions will apply to committee members and to those persons who have the ability to influence the management committee but who do not hold a formal committee position

- Under section 44 of the Act an officer of an association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person-
 - (a) were an officer of the association in the association’s circumstances; and
 - (b) occupied the office held by, and had the same responsibilities within the association as, the officer.
- Under section 45 of the Act an officer of an association must exercise his or her powers and discharge his or her duties-
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- Under section 46 an officer of an association must not improperly use his or her position to-
 - (a) gain an advantage for the officer or another person; or
 - (b) cause detriment to the Association.
- Under section 47 a person who obtains information because the person is, or has been, an officer of an association must not improperly use the information to-
 - (a) gain an advantage for the person or another person; or
 - (b) cause detriment to the Association.

28. Chairperson

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

29. Secretary

The Secretary has the following duties —

- (a) dealing with the Association’s correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;

- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

Guidance note – Record of Office Holders - detailed information about what must be included in the record of office holders is included under rule 68.

30. Treasurer

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

Division 3 — Election of committee members and tenure of office

31. How members become Committee members

A member becomes a committee member if the member —

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

32. Nomination of committee members

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

33. Election of office holders

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

34. Election of ordinary committee members

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

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

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

35. Term of office

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

Guidance Note – Committee members upon incorporation - *The committee members appointed on incorporation of the association will hold office until the conclusion of the first annual general meeting of the association and will be eligible for re-election.*

36. Resignation and removal from office

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

- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

37. When membership of committee ceases

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

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

Note for this rule:

Section 41 of the Act imposes requirements, arising when a person ceases to be a member of the management committee of an incorporated association, that relate to returning documents and records.

Act requirements – handing over documents and records – where a person ceases to be a member of the association's committee section 41 of the Act requires that person to, as soon as practicable after their membership ceases, deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.

38. Filling casual vacancies

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

39. Validity of acts

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

40. Payments to committee members

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

Division 4 — Committee meetings

41. Committee meetings

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

42. Notice of committee meetings

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

43. Procedure and order of business

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

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

Act Requirements -Material Personal Interests of Committee Members

- *Under section 42 of the Act a member of the committee who has a material personal interest in a matter being considered at a committee meeting must:*
 - *as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;*
 - *disclose the nature and extent of the interest at the next general meeting of the association*
- *Under section 42(3) of the Act this rule does not apply in respect of a material personal interest*
 - (a) *that exists only because the member-*
 - *is an employee of the incorporated association; or*
 - *is a member of a class of persons for whose benefit the association is established; or*
 - (b) *that the member has in common with all, or a substantial proportion of, the members of the Association.*
- *Under section 43 of the Act a member of the management committee who has a material personal interest in a matter being considered at a meeting of the management committee must not be present while the matter is being considered at the meeting or vote on the matter.*

Under section 42(6) of the Act the association must record every disclosure made by a committee member of a material personal interest in the minutes of the committee meeting at which the disclosure is made.

44. Use of technology to be present at committee meetings

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

45. Quorum for committee meetings

- (1) Subject to rule 38(4), no business is to be conducted at a committee meeting unless a quorum is present.

- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
 - (b) at least 2 committee members are present at the meeting,those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a committee meeting is as notified to the Commissioner under section 7(4)(d) or 29(5)(d) of the Act.

46. Voting at committee meetings

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

47. Minutes of committee meetings

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

- (b) the matters recorded as having taken place at the meeting took place as recorded; and
- (c) any appointment purportedly made at the meeting was validly made.

Note for this rule:

Section 42(6) of the Act requires details relating to the disclosure of a committee member's material personal interest in a matter being considered at a committee meeting to be recorded in the minutes of the meeting.

Division 5 — Subcommittees and subsidiary offices

48. Subcommittees and subsidiary offices

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

49. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

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

PART 6 — GENERAL MEETINGS OF ASSOCIATION

50. Annual general meeting

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

Note for this rule:

Unless the Commissioner allows otherwise, under section 50(3) of the Act the annual general meeting must be held within 6 months after the end of the Association's financial year. If it is the first annual general meeting, section 50(2) of the Act provides that it may be held at any time within 18 months after incorporation.

51. Special general meetings

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).

- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

52. Notice of general meetings

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

Note for this paragraph:

Section 51(1) of the Act states that a resolution is a special resolution if it is passed —

- (a) at a general meeting of an incorporated association; and
- (b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.

Act requirements – Notice to be given to reviewer or auditor – For Tier 2 and 3 associations – under section 86 of the Act a reviewer or auditor of an incorporated association is entitled to receive all notices of and other communications relating to any general meetings of the association that a member is entitled to receive.

53. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.

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

54. Use of technology to be present at general meetings

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

55. Presiding member and quorum for general meetings

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

those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a general meeting is as notified to the Commissioner under section 7(4)(c) or 29(5)(c) of the Act.

56. Adjournment of general meeting

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

57. Voting at general meeting

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

58. When special resolutions are required

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

Note for this rule:

Under the Act, a special resolution is required if an incorporated association proposes to do any of the following—

- (a) to adopt these model rules (section 29(1));
- (b) to alter its rules, including changing the name of the association (section 30(1));
- (c) to decide to apply for registration or incorporation as a prescribed body corporate (section 93(1));
- (d) to approve the terms of an amalgamation with one or more other incorporated associations (section 102(4));
- (e) to be wound up voluntarily (section 121(2)) or by the Supreme Court (section 124(a) and Schedule 4 item 9);
- (f) to cancel its incorporation (section 129).

59. Determining whether resolution carried

- (1) In this rule —

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

60. Minutes of general meeting

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record —
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting under rule 53(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

61. Source of funds

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

62. Control of funds

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

63. Financial statements and financial reports

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) if the Association is a tier 1 association, the preparation of the financial statements; and
 - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
 - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

Notes for this rule:

1. Under section 66 of the Act, an incorporated association must keep financial records that: -
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
2. Under section 67 of the Act, an incorporated association must retain its financial records for at least 7 years after the transactions covered by the records are completed.

PART 8 — GENERAL MATTERS

64. By-laws

Guidance Note – Status of By-laws - A by-law must be consistent with the Act, the regulations and these rules. The rules of an association bind the association and the members as an enforceable contract between them. By-laws may not have that status. Therefore, the use of by-laws should be reserved for more procedural or administrative matters.

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
 - (b) impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
 - (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

65. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by —
 - (a) 2 committee members; or
 - (b) one committee member and a person authorised by the committee.
- (2) If the Association has a common seal —
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —
 - (i) 2 committee members; or
 - (ii) one committee member and a person authorised by the committee,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

66. Giving notices to members

(1) In this rule —

recorded means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
- (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

67. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Association must be retained for at least 7 years.

68. Record of office holders

Act Requirements – Record of office holders

Under section 58 of the Act an association must maintain a record of —

- *the names and addresses of the persons who are members of its management committee; or hold other offices of the association provided for by its rules;*
- *the name and address of any person who is authorised to use the common seal of the association (if it has a common seal); and*
- *the name and address of any person who is appointed or acts as trustee on behalf of the association.*

Under section 58 of the Act the association must, upon the request of a member of the association, make available the record for the inspection of the member. The member may make a copy of or take an extract from the record but does not have a right to remove the record for that purpose.

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

Note for this rule

Section 58 of the Act —

- (a) sets out the details of the record that an incorporated association must maintain of the committee members and certain others; and
- (b) provides for members to inspect, make a copy of or take an extract from the record; and
- (c) prohibits a person from disclosing information in the record except for authorised purposes.

69. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect —
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.

Note for this subrule:

Sections 54(2) and 58(4) of the Act provide for the making of copies of, or the taking of extracts from, the register referred to in subrule (1)(a) and the record referred to in subrule (1)(b).

- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose —
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

Note for this subrule:

Sections 57(1) and 58(5) of the Act impose restrictions on the use or disclosure of information in the register referred to in subrule (1)(a) and the record referred to in subrule (1)(b).

70. Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

71. Distribution of surplus property on cancellation of incorporation or winding up

Act Requirements – Distribution of surplus property

Under section 24(1) of the Act surplus property can only be distributed to one or more of the following —

- *an incorporated association;*
- *a company limited by guarantee that is registered as mentioned in the Corporations Act section 150;*
- *a company holding a licence that continues in force under the Corporations Act section 151;*

- a body corporate that at the time of the distribution is the holder of a licence under the Charitable Collections Act 1946;
- a body corporate that —
 - is a member or former member of the incorporated association; and
 - at the time of the distribution of surplus property, has rules that prevent the distribution of property to its members;
- a trustee for a body corporate referred to in paragraph (e);
- a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution of surplus property, is a non-distributing co-operative as defined in that Act.

(1) In this rule —

surplus property, in relation to the Association, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.

(2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

Note for this rule:

Section 24(1) of the Act sets out a provision that is implied in these rules describing the entities to which the surplus property of an incorporated association may be distributed on the cancellation of the incorporation or the winding up of the association. Part 9 of the Act deals with the winding up of incorporated associations, and Part 10 of the Act deals with the cancellation of the incorporation of incorporated associations.

72. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

Note for this rule:

Section 31 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to change the name of the association.

Section 33 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to alter the objects or purposes of the association or the manner in which surplus property of the association must be distributed or dealt with if the association is wound up or its incorporation is cancelled.

Guidance Note – Alteration of Rules. Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner under section 31 or section 33. The required documents must be lodged within one month after the special resolution is passed.



Railway Dam

Reserve 20939

Management Plan

Prepared for:

Shire of Narrogin

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● people ● planet ● professional

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1 Introduction

360 Environmental Pty Ltd was commissioned by the Shire of Narrogin to develop a Management Plan for the Railway Dam Reserve located south west of the Narrogin town site. The aim of the management plan is to protect as well as enhance the conservation values of the reserve by encouraging sustainable use of the reserve for recreation, education and eco-tourism purposes.

1.1 Background

The Railway Dam was originally constructed in 1912 for the purposes of servicing steam locomotives which required large amounts of water. These steam trains travelled from Beverly to Albany during the early 1900's and used Railway Dam as a re-filling station. Thus the Narrogin town emerged due to the busy train junction and the employment it provided.

After World War II (1940s – 1950s), European immigrants came to Narrogin mainly from Displaced Persons camps in Germany and Italy on the basis that they were to work for the Western Australian Government organisations WA Railways and/or Main Roads (Norwell 2016). The Railway Dam was used as a local water supply for the immigrant camps. After the replacement of steam trains to electric trains, the Railway Dam no longer served a functional purpose. In the 1990s a Jet Boat racing course, Archibald Park, was developed on the Northern side of the dam; however public interest waned and the site was abandoned.

Currently the dam and reserve is used as a picnic spot for locals and tourists.

1.2 Aims and Objectives

The Railway Dam Management Plan (RDMP) has been developed in consultation with the Shire of Narrogin's aims and objectives for the future conservation and management of the reserve.

The objectives of the RDMP are as follows:

- To protect and conserve the native vegetation, flora, fauna and habitats;
- Consolidate work undertaken to date in establishing walking trails and interpretive sites;
- To facilitate, where practical, existing tracks and pathways to be suitable for people with disabilities;
- To rehabilitate areas of erosion located within the reserves and recommended action to prevent future erosion;
- To minimise the impact that reserve users have on the natural environment;

- To minimise weeds, feral animals and the risk of introducing disease to the reserves;
- To minimise the risk of fire damage outside the reserve while maintaining biodiversity; and
- To provide an attractive area in a bushland setting for picnics and passive recreation that highlights local history and preserves environmental values.

2 Site Characteristics

2.1 Site Location

The Railway Dam Reserve is located within the large farming town of Narrogin in the Wheatbelt region of Western Australia. Narrogin is approximately 192 km southeast of Perth on the Great Southern Highway (Figure 1).

Railway Dam Reserve (Reserve 20939) located at Lots 1560, 1133B, 1133 and 1954 corner of Mokine and Federal Streets is zoned “Recreation” under the former Town of Narrogin Town Planning Scheme No 2. The land is vested to the Shire of Narrogin for the purpose of “Parkland and Recreation” and has a total area of approximately 16 hectares.

2.2 Geology and Soils

The very western boundary of the reserve site supports Felsic geological units, whilst the majority of the reserve sites consists of Alluvial geological units (GSWA 2008):

- **Felsic Intrusives_74292:** Undifferentiated felsic intrusive rocks, including monzogranite, granodiorite, granite, tonalite, quartz monzonite, syenogranite, diorite, monzodiorite, pegmatite. Locally metamorphosed, foliated, gneissic. Local abundant mafic and ultramafic inclusions; and
- **Alluvium_38485:** Channel and flood plain alluvium; gravel, sand, silt, clay, locally calcreted.

The soils across the Railway Dam reserve form part of the Narrogin System which can be described as interfluves with significant gradient, aggressively stripped by headward incision, at the headwaters of the Hotham and Blackwood catchments. Numerous dolerite dyke swarms (DAFWA 2012). The soils on the site are red and brown loams, clays and sandy loam duplexes often supporting vegetation including York gums, Jam woodlands with minor wandoos and she-oaks (DAFWA 2012).

The bulk of the site is underlain by mafic rocks (gabbro, diorite and mafic gneisses) associated with the Binneringie dyke (large east-west ridge to the north of the dam). Rocks grade to granite in the south west of the site. Soils are predominantly colluvial red-brown loams and loamy duplexes (*D Sawkins 2018, pers. comm. 26 October*).

2.3 Hydrology

The Railway Dam is located within the Blackwood River basin. Narrogin Brook is located 500 m north east of the reserve site. Currently the Railway Dam is fed by a rainwater-fed catchment which is channelled through various constructed drains leading into the dam (Figure 2).

The groundwater across the reserve has been mapped as having a total dissolved solids (TDS) measure of 14,000 – 35,000 mg/L which is considered to be saline (DoW 2010).

Site observations have indicated that shallow groundwater has created a saline area sparsely covered by introduced Couch Grass (*Cynodon dactylon*) between the weir on the western boundary and the dam inlet that is exposed during most summers.

2.4 Flora and Vegetation

360 Environmental undertook a site assessment of the Railway Dam reserve area to a) determine the current vegetation condition of the site, b) assess the existing facilities onsite and c) to identify areas needing particular prioritization in order to further enhance and conserve the reserve. The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a source of extensive weed infestations, particularly in and around the wetlands, tracks, car park and public access areas. Firebreaks and proximity to the road and unauthorised 4wd and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation.

2.4.1 Regional Vegetation

The site is within the Katanning Subregion (Avon Wheatbelt) of Interim Biogeographical Regions of Australia (IBRA). Vegetation mapping of WA was completed on a broad scale (1:250,000) by Beard (1972-80). These vegetation units were re-assessed by Shepherd et al. (2001) to account for clearing in the intensive land use zone, dividing some larger vegetation units into smaller units. There is one Beard / Shepherd vegetation unit that intersects the Reserve (DAFWA 2012b). The Shepherd et al. (2001) vegetation association for the site is described below:

- **Narrogin_1023:** Medium woodland containing York gum, wandoo and salmon gum.

The reserve is within the mapped distribution of the Eucalypt Woodlands of the Western Australia Wheatbelt threatened ecological community (TEC) which is listed as a Critically Endangered under the EPBC Act. The site assessment determined that this TEC was not on the site.

An EPBC PMST database search returned the following threatened species or their habitat may occur within 1 km of the reserve:

- Yornaning Wattle, *Acacia insolita subsp. recurva* (Endangered);
- Wagin Banksia, *Banksia oligantha* (Endangered);
- *Boronia capitata subsp. capitata*, (Endangered);
- Mogumber Bell, Narrogin Bell, *Darwinia carnea* (Endangered);
- Dwarf Bee-orchid, *Diuris micrantha* (Vulnerable); and
- Shy Featherflower, *Verticordia fimbrileps subsp. fimbrileps* (Endangered).

The site assessment was not done in spring season and therefore it was not able to be determined whether the above species were present within the reserve.

2.4.2 Flora

A site assessment of the Railway Dam Reserve was undertaken by an experienced 360 Environmental botanist on the 16th of March 2018. A total of 21 taxa (including species, subspecies, varieties and forms) from 17 genera and 8 families were recorded within the site, of these 13 were introduced species. The commonly occurring families were; Poaceae (6 taxa), Myrtaceae (5 taxa) and Asteraceae (3 taxa). The flora inventory is provided Table 1.

The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a source of extensive weed infestations, particularly in and around the wetlands, tracks, carpark and public access areas. Firebreaks and proximity to the road and unauthorised 4wd and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation (D Sawkins 2018, *pers. comm.* 26 October).

Table 1: Taxa Identified within the Site

FAMILY	TAXA	NOTES
Asteraceae	* <i>Cotula coronopifolia</i>	
Asteraceae	* <i>Hypochaeris glabra</i>	
Asteraceae	* <i>Sonchus oleraceus</i>	
Chenopodiaceae	* <i>Chenopodium album</i>	
Chenopodiaceae	<i>Maireana</i> sp.	
Fabaceae	* <i>Lupinus</i> sp.	
Fabaceae	<i>Acacia rostellata</i>	
Juncaceae	* <i>Juncus acutus</i>	
Myrtaceae	<i>Eucalyptus accedens</i>	
Myrtaceae	<i>Eucalyptus loxophleba</i>	
Myrtaceae	<i>Eucalyptus stoatei</i>	planted
Myrtaceae	<i>Eucalyptus rudis</i>	
Myrtaceae	<i>Eucalyptus woodwardii</i>	planted
Pinaceae	* <i>Pinus</i> sp.	
Poaceae	* <i>Avena barbata</i>	
Poaceae	* <i>Briza maxima</i>	
Poaceae	* <i>Cynodon dactylon</i>	
Poaceae	* <i>Ehrharta calycina</i>	
Poaceae	* <i>Eragrostis curvula</i>	
Poaceae	<i>Themeda triandra</i>	
Typhaceae	* <i>Typha orientalis</i>	

*Weed Species

In addition to 360 Environmental's flora survey, local knowledge gathered from Doug Sawkins indicated that Pre-European vegetation is predominantly York gum (*Eucalyptus*

loxophleba), Jam tree (*Acacia acuminata*) woodland with occasional wandoo (*E. wandoo*). Flooded gum (*E. rudis*) occurred in the original stream channel and now also occurs on the dam walls and upper waterway. Rock Sheoak (*Allocasuarina huegeliana*) occurs on the south-western edge of the dam (D Sawkins 2018, pers. comm. 26 October). Historically, non-endemic Western Australian plant species were planted in the reserve:

- *Eucalyptus stoateii*, *E. torwood*, *Hakea pandanycarpa* ssp. *crassifolia* and *Melaleuca radula* on the southern bank of the main dam;
- A line of *Melaleuca radula* shrubs adjoining Mokine Road in the south-east corner of the reserve;
- Two lines of *Eucalyptus nutans* between the fire access track and an east-west collection drain on the south-western corner; and
- *Eucalyptus camaldulensis*, *Eucalyptus arachnea*, *Eucalyptus* sp. and *Casuarina obesa* in the north-eastern corner of the reserve.

2.4.3 Flora of Conservation Significance

No Threatened species pursuant to the EPBC Act and/or gazetted as DRF pursuant to the WC Act were recorded during the survey. One Priority species, *Eucalyptus stoateii*, was recorded during the survey which is a Priority 4. This specimen is however planted and has a restricted distribution of east and north-east of Ravensthorpe to south of Pyramid Lake. For this reason, its presence within the site does not have any conservation significance. No other Priority species were located at the time of the field survey.

2.4.4 Weeds

A total of 13 introduced species were recorded during the survey (Table 1). None of these species are listed as Declared under the BAM Act or listed as a WONS. Sharp Rush (*Juncus acutus*) identified during the survey species dominates the drainage channels and in the eastern wetland area of the reserve. This introduced weed is also widespread in the upper catchment and the surrounding district.

2.4.5 Vegetation

One natural vegetation community was described for the site. The vegetation lacks structure with the dominant feature being the tree canopy of *Eucalyptus loxophleba* and *Eucalyptus accedens* with *Eucalyptus rudis* in the wetter parts of the site. The understorey is nearly devoid of native species and is dominated by grass weed species.

2.5 Fauna

The majority of the site is in a moderately degraded condition and lacking a native understorey, the potential for suitable habitat to occur for conservation significant fauna

species is limited. However the reserve is within the Forest Red-tailed and Carnaby's Black Cockatoo distribution range; the flooded gum (*Eucalyptus Rudis*), York gum (*Eucalyptus loxophleba*), salmon gum (*Eucalyptus salmonophloia*) trees record within the reserve can provide potential foraging habitat for the black cockatoo species. No black cockatoo species were recorded or observed during the survey. Railway Dam is an important habitat for local and migratory water birds (D Sawkins 2018, *pers. comm.* 26 October).

During the site assessment, there were signs of two pest fauna species – Fox (*Vulpes vulpes*) and domestic dogs (*Canis lupus*).

There were also signs of kangaroo (*Macropus fuliginosus*) within the reserve as well as a number of bird species:

- Pacific Black duck (*Anas superciliosa*);
- Galah (*Eolophus roseicapillus*);
- Australian Ringneck (*Barnardius zonarius*);
- Common bronzewing (*Phaps chalcoptera*);
- Crow (*Corvus coronoides*);
- Wattle bird (*Anthochaera* sp.);
- Australian Magpie (*Gymnorhina tibicen*); and
- New Holland honeyeater (*Phylidonyris novaehollandiae*).

Local knowledge from site observations indicate that a variety of introduced fauna have been recorded within the reserve, including feral cats, Redfin perch (*Perca fluviatilis*), Mosquitofish (*Gambusia* spp) and fresh water crayfish (gilgie and yabby). Other fauna that have been observed at the reserve include lizards, frogs, snakes and long necked tortoises. Additional bird species that have been observed in the reserve are included in Appendix 1 (D Sawkins 2018, *pers. comm.* 26 October).

2.6 Heritage

A search of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System did not identify any registered or lodged sites within the Site. The Main Roads Migrant Camp has been registered as a State Register Place (1302); however it is located 100 m to the east of the reserve boundary (east of Mokine Road) (DPLH 2017)

The Locomotive Shed Camps are listed as an Aboriginal Heritage place; this is located approximately 100 m north east of the reserve (DAA 2017).

2.7 Existing Infrastructure

The site assessment determined that the current infrastructure within the reserve includes:

- A small carpark area;
- Historical interpretive signage;
- Railway Immigrant Camp memorial;
- Two picnic benches with non-gas barbeque facilities;
- Signs stating no swimming;
- A bridge across the two dams, a small access bridge off Mokine Rd and a small bridge at Archibald Park;
- A network of historical drains and weirs leading into the dam;
- Archibald Park - a historical jet boat park;
- A geocache;
- Vehicle tracks created by 4WD; and
- Two walking trails created by a community member.

2.7.1 Archibald Park

Archibald Park (a secondary dam/water feature) was constructed in the early 1990s as a jet boat race course in which boats competed in time trial events. Twice a year, water was pumped from Railway Dam into Archibald Park for the events. However the public interest waned after two years and the site has since been abandoned (Sawkins 2017).

There is ephemeral water in the park and islands of York Gum (*Eucalyptus loxophleba*) and bulrushes (*Typha orientalis*) which provide some habitat value to birds and frogs. The informal walls of the park are subject to erosion from inappropriate and unmanaged drainage and creating a hazard to walkers and possibly small fauna (Plates 1 and 2).

There is opportunity to rehabilitate this park to provide a more diverse wetland type habitat. The fencing and pedestrian bridge at Archibald Park are dilapidated and require upgrading (or removal).



Plate 1: Erosion (and fencing) on banks of Archibald Park



Plate 2: Erosion (and bridge) at Archibald Park

2.7.2 Railway Dam Drainage Network

The Railway Dam was built for the purpose of providing a water source for the steam locomotives in the early 1900s. The dam is fed from ephemeral streams within the catchment area. As agriculture became the primary land activity in the region, salinity concerns from the catchment led to the construction of a network of drains which aimed to separate saline water and fresh water inflows to the dam. The drainage system began on Graham Road and worked towards the dam. A weir located at the south western edge of the dam attempts to separate fresh (blue) water or saline (orange) water by

either entering into the dam or bypassing the dam via a diversion drain (Figure 3; Plate 3). It is understood that the Shire recently cleaned out some of these drains from vegetation and debris. There is concern that some incoming water is now being diverted into diversion drains rather than entering Railway Dam.



Plate 3: The historical drainage network installed at Railway Dam Reserve (Sawkins 2017)

According to Doug Sawkins (2018 *pers. comm.* 26 October) other water inflow areas include

- Inflow from Mokine and Gibson roads that gets inundated (blocking the walk trail) and results in an eroded gully contributing to dam siltation;
- Runoff from tracks North West of the reserve, this is currently being diverted by the old railway line and northern bank of Archibald Park, and therefore not entering the dam. The runoff enters Archibald Park via an erosion gully, but could be diverted to Railway dam in the future; and
- Runoff from an eroding firebreak on the west side of a private property (adjoining the reserve) enters the ephemeral wetland on the west of the dam. This could be diverted into Archibald Park.

2.7.3 Walking Trails

Local community members have created two walking trails within the reserve (Plate 4). These walking trails are used by locals and for the purposes of dog walking, cycling, trail biking and 4WD use.



Plate 4: Walking Trails within Railway Dam Reserve (Sawkins 2017)

2.8 Current Uses

Based on site observations, Shire meetings and local community input, the Railway Dam reserve is currently used as a lunchtime picnic spot, dog walking, 4WD driving, dirt bike riding and leisure walks.

These current uses should drive the priorities for the management of the reserve. For example blocking access to 4WD and dirt bikes will assist in combating the erosion control spread of weeds and safety and tranquillity for users. Additionally, enhancing the picnic area and walking trails will assist in increasing the use of the reserve by visitors as well as combating weeds and enhancing native flora species by formalising the walking trails.

3 Local Community Engagement

As part of developing the Railway Dam Reserve Management Plan, the Shire of Narrogin undertook a survey to understand the priorities of the community for the reserve's management. 67 participants responded to the survey questionnaire. The results indicated the top priorities that were 'very important' for the Railway Dam Reserve were as follows:

- Railway Dam should have designated walking trails (including dog walking);
- Weeds should be managed as soon as practical and brought under control with ongoing actions;
- Railway Dam should have more historical/heritage (as well as geological) interpretive signage about the about the history of Narrogin and the dam along the walking trail; and
- Staged erosion control around the Railway Dam and Archibald Park area should be undertaken.

The Shire will take these community preferences into consideration when implementing the management of the reserve and prioritising actions as part of the Railway Dam Reserve Action Plan (Section 5). Additionally, comments and submissions on the draft Railway Dam Reserve Management Plan were received by members of the public, these submissions have been taken into consideration and incorporated throughout the management plan.

4 Railway Dam Management

The maintenance and management of the Railway Dam Reserve has been identified as a priority by the local community and Shire of Narrogin. The section below outlines management measures that could potentially enhance, preserve and maintain the reserve. Table 2 provides a management action plan for the Shire of Narrogin to guide the ongoing process of enhancing and maintaining the reserve.

4.1 Vegetation Management

Existing native vegetation within the Railway Dam Reserve should be retained, preserved and further degradation needs to be prevented. The key steps to achieving this are as follows:

- Prevent 4WD and motorbike access into the reserve;
- Formalise the two walking trails within the reserve and ensure visitors adhere to these tracks only;
- Implement a weed control and monitoring program; and
- Revegetate priority areas (i.e. Archibald Park and picnic area).

4.1.1 Revegetation Strategy

Planting within the Railway Dam Reserve is only proposed within three key areas - Archibald Park, the proposed picnic area and areas surrounding the northern dam (Figure 4). All revegetation areas will be ripped prior to planting. The control of perennial veldt grass, couch grass, bridal creeper and introduced annual grass control is essential for successful revegetation.

Revegetation tubestock shrubs will be planted within the island patches within Archibald Park at a rate of 1 tree species per 10 m² (groundcover will be planted at a rate of 1 plant per 5m²). Within the areas surrounding the dams as well as the picnic area only groundcover species will be planted, groundcover planting will occur at a rate of 1 plant per 5 m².

4.1.1.1 Species Selection

Species selected for planting within the Railway Dam Reserve will be selected from the Species List (Table 1). The Species List has been compiled base on the species known to occur within the site or based on surrounding vegetation communities and land systems.

All tubestock will be obtained from nurseries accredited under the Nursery Industry Accreditation Scheme of Australia. Any tubestock that is unable to be supplied in the quantities required may be replaced with another native species.

Local indigenous species, or provenance species, are characterised by the slight variations that occur between plants of the same species from area to area. These variations indicate the species response to the local conditions to which the plants have adapted. Provenant stock ensures plants are better adapted to local conditions, are hardier, more resistant to local pests and diseases and complement other native plants and fauna in the area. Provenance also promotes genetic and ecological sustainability of the local vegetation. All tubestock shall be sourced from local provenance stock as far as it is practicably possible.

4.1.1.2 Planting

Planting of tubestock will be undertaken between May and July after the break of the summer season, when sufficient soil moisture is present to adequately support the establishment of tubestock. Timing of planting should occur just prior to and during expected rain events to maximise soil moisture levels. Tubestock will be hardened, vigorous and free of disease and insect pests at the time of planting and will have adequate and healthy root mass readily evident when removed from the tube, sufficient to hold the potting medium together. Tree guards will be installed around tubestock to prevent animals from grazing new growth.

Small augers and drills will be used to install tubestock and will adhere to the following planting method specifications:

- Individual seedlings will be removed from their container as to minimise damage to leaves, stem and root ball;
- The root ball shall not be exposed or left to dry out and will be planted immediately;
- Fertiliser will be placed at the bottom of the hole and cover with soil to ensure there is no contact between the roots and fertiliser;
- The plant will be placed into the hole and backfilled with soil free from weeds, stones, clods of subsoil and other extraneous matter;
- The soil will be lightly compacted by hand or foot to remove air pockets; and
- Plants will be set plumb and level with the adjacent soil – ensuring no soil is placed against the stem of the root crown.

It will not be necessary to water the plants on planting provided they are well watered before planting and the planting precedes good winter rainfall.

4.2 Fauna Management

The existing flooded gum (*Eucalyptus Rudis*), York gum (*Eucalyptus loxophleba*), salmon gum (*Eucalyptus salmonophloia*) trees recorded within the reserve can provide potential foraging habitat for the Carnaby's and Forest Red-tailed black cockatoo species. These trees will be retained. Planting of these tree species is recommended within Archibald

Park- particularly the flooded gum, since the tree is a riparian species which inhabits riverbanks, seasonal creeks, fringing lakes or swampy areas. *Eucalyptus rudis* is a relatively fast-growing species with potential for remediation of areas affected by moderate levels of salinity and waterlogging which would be ideal for Archibald Park as well as the Railway Dam Reserve as a whole (Marcar & Crawford 2004).

Traffic management within the reserve will assist in the enhancement of natural fauna habitat, particularly in wetland areas.

4.2.1 Introduced Fauna

There was evidence of feral/introduced fauna species (domestic dog and fox) within Railway Reserve. It is recommended that signs are placed to ensure dog owners keep their dogs on a leash and stick to the created walking paths only. It is also recommended to place dog waste bags within the car park area and ensure dog owners dispose of their dog waste appropriately.

It will be difficult to control the introduced foxes in the reserve with 1080 bait as the community use it to walk their dogs. Control methods can include fumigation of dens, den destruction or trapping using soft jawed/cage traps or shooting of foxes. The most effective fox control is achieved during late winter and spring. At this time foxes are less mobile as they are rearing young and food demands are high. At other times there are more young animals to move into vacated territories (DPIRD 2018).

4.3 Weed Management

A site assessment of the Railway Dam Reserve was undertaken in March 2018 and 13 introduced species were identified.

A weed control program is recommended with resources focused towards eradicating the Sharp Rush (*juncus acutus*) species within the drainage channels and in the northern wetland area of the reserve (Figure 5). To facilitate natural regeneration of native species and planted species, weed control will need to be implemented for a minimum of two years. Follow up weed control (including spot spraying and isolated hand removal) should be continued for at least another two years following initial weed control to avoid the re-establishment of weed species. Spraying of firebreaks will be essential, particularly for weed species such as couch grass and perennial veldt grasses.

4.3.1 Methods for Weed Control

Weed control should be undertaken by appropriately trained operators following the correct usage, storage, and handling and safety instructions on the herbicide labels.

Weed control will require a mix of hand-removal, herbicide pasting and targeted spot spraying to minimise impacts on any revegetation (FloraBase 2017). Weed management in open areas can include a more broad-scale herbicide treatment due to the degraded condition of the Railway Dam Reserve.

4.3.2 Herbicide Application

Herbicide application will be undertaken prior to planting. The aim of herbicide application will be to open up areas for planting. Following completion of the works, regular herbicide application will be undertaken to increase chances of seedling survival. Herbicide application will cease immediately under the following weather conditions:

- Wind stronger than 10 km per hour; and
- Heavy rain.

Where necessary, a wetting agent or other adjuvant such as spray oil will be mixed into the herbicide in accordance with the herbicide manufacturer's recommendation.

A non-toxic, water-soluble, biodegradable coloured dye will be added to the herbicide spray mix that will be clearly visible for at least 48 hours after the herbicide application.

The pressure of application will be kept to a level that prevents excessive spray drift, accordingly avoiding damage to surrounding vegetation. Extreme care will be taken during works to avoid off-target damage to trees, shrubs, and other native vegetation. The choice of nozzle should be selected based on the manufacturer's specifications for herbicide use.

4.3.3 Weed Control Procedures and Safety

All persons engaged in spraying herbicides will have a current Pesticide Operator's license in accordance with the *Health Pesticide Regulations 1956*. The following operating procedures and processes will be used while applying herbicide from a motorised pump:

- Ensure weather conditions are suitable for the spray technique, site and chemicals to be used;
- Erect suitable signage at all major entrances and access ways prior to spraying;
- Select the least toxic chemical to perform the work and the most suitable chemical for the weed species to be controlled;
- Use measuring containers for all liquid herbicides and scales for accurately measuring granulated herbicides;
- Ensure the presence/absence of susceptible, non-target species is known prior to commencing work; and
- Ensure the location of target species is understood to reduce the time spent searching and the amount of chemical used pointlessly blanket spraying.

Preventable procedures will be followed to minimise the risk of accidental spills of hydrocarbons or other hazardous material. However, remediation procedures are in place to contain, and if possible, remove the spill from the site.

The main risk associated with the revegetation project is accidental herbicide spill. The procedures to minimise this and any other accidental spill are as follows:

- All chemical containers are to be regularly inspected for leaks to avoid the possibility of environmental or cross contamination. Leaking containers should have their contents transferred to an intact empty container of the same type, or if none is available, a thoroughly rinsed container which is then clearly labelled and used as soon as possible;
- Attapulgite, a shovel and a recovery drum will be present on all vehicles to clean up any spills; and
- A chemical spill must be reported to the Department of Health if it involves more than one Litre (L) of concentrate chemical or 10 L of mix.

4.3.4 Eradicating *Juncus actus* Species

In order to eradicate the large areas of *Juncus actus* in the northern wetland area and drainage channels, the following methods are recommended (DEC 2006):

- Focus on eradicating new populations of the weed first to stop populations spreading (as this is more cost effective);
- Dig out isolated plants within drainage channels in the dry season (ensure plants are taken off site as they could potentially re-root);
- Always bag seed heads, take off site and destroy either by deep burial or burning;
- Spot spray larger areas with glyphosate 360 at a rate of 20 ml:1litre water – plus an addition of a penetrant (e.g. Pulse® at 2 ml/L water);
- Where appropriate, supplement regulator glyphosate with APVMA approved formulations such as Raze® and Roundup Biactive®;
- Arrange follow up spraying to control any missed plants and new seedlings and monitor the area on a regular basis;
- Replant bare areas that have been removed of weeds with native species to prevent the *Juncus* filling in the gaps;
- Control plants upstream as more seed will wash down into the dam and reserve area;
- Burning plants after they have been stressed by herbicide can increase kill rate (however ensure the plants are dead before burning as fire can disperse seeds); and
- A combination of two or more methods might be the best approach for control.

Ensure all equipment is clean before starting works (i.e. free of dirt or weeds and tanks or spray lines must be decontaminated and flushed before use). Ensure herbicides adhere to any regulations or conditions (i.e. approved by Agricultural Pesticides and Veterinary Medicines Authority [APVMA]).

4.4 Dieback Management

During the site assessment, no evidence of dieback was recorded (360 Environmental 2018). However, disease in natural ecosystems of Australia, caused by the introduced plant pathogen *Phytophthora cinnamomi* (Dieback), is listed as a key threatening process under the Commonwealth EPBC Act. Dieback is common throughout south-west Australia. Appropriate soil management for weeds and pathogens is required to prevent the spread of disease and protect the vegetation onsite.

The following management measures will be implemented for dieback prevention and control:

- Any soil, mulch or fill to be imported will be certified as dieback and weed free prior to its delivery to site;
- Bulk earthworks activities will be scheduled for dry soil conditions where possible will reduce the spread of pathogens such as *Phytophthora* dieback;
- Earth moving machinery should be inspected upon arrival to ensure it is free from excessive vegetative matter and soil;
- Topsoil movement between sites will be restricted from sites with significant weeds or pathogens;
- Topsoil from areas of high weed density will be isolated and will remain at the source location; and
- Ensure all tubestock used in revegetation activities are sourced from certified dieback free nurseries.

Phosphite is a chemical that can be used in the management of *Phytophthora* dieback. It is a biodegradable fungicide that protects plants against *Phytophthora cinnamomi*. It can be injected or sprayed and works by boosting the plant's natural defence. Phosphite will be used if required.

4.5 Surface Water Management

The key surface water management priorities identified for the Railway Dam Reserve are as follows:

- Assess the function of the numerous drains associated with the dam and ensure the drain leading into the dam maintains water flow and the drain diverting water is closed off (Plate 3 and Figure 3);
- Assess water source options for the dam and rectify any uncertainties of water catchment and water flow (this may require an external surface water consultant). Currently there is uncertainty regarding the catchment and flow of water into the dam. There are differing opinions that the Foxes Lair flood mitigation drain will provide a significant supplementary water source for the dam since it flows into

Archibald Park (however this drain may flow west of the Park and therefore may not be a sufficient source of water). It also believed that the natural catchment within which the Railway dam is located, may be a better option for capturing water flow into the dam;

- Once the above points are rectified, maintain sufficient water flow (levels) into the Railway Dam;
- Assess surface water drainage across the Railway Dam Reserve to ensure areas prone to inundation are managed via effective drainage control measures (Plate 5);
- Undertake water quality monitoring for salinity purposes;
- Demarcate the high water mark at the dam, and erect signage not to cross this area;
- Prevent access to 4WD and motorbikes to mitigate erosion caused by surface water flows;
- Provide notification to local residents via newsletter or mail out stating that the Reserve is under rehabilitation and 4WD vehicles are prohibited from entering the reserve; and
- Increase ranger presence at reserve.



Plate 5: Areas prone to inundation during wet season (Source: Pomykala 2018)

4.6 Erosion Control

Appropriately managing surface water flow and drainage around and within the reserve is critical to mitigating the erosion control issues on site. The key steps for mitigating erosion control at the reserve are:

- Implementing drainage control measures to address sheet flow (e.g. swales, rock and mesh and diversion drains particularly at Archibald Park);
- Preventing the 4WD access into the reserve (by blocking entries using fencing or bollards);
- Revegetation of the erosion prone areas (i.e. banks of the dams and dam walls);
- Planting of salt tolerant species (e.g. *acacia acuminata*) along the banks of the dam to minimise surface water erosion such as erosion gullies (Plates 6 and 7); and
- Fill and stabilise erosion gullies along dam walls of Archibald Park.



Plate 6: Erosion of banks of Railway Dam



Plate 7: Erosion on banks of Railway Dam



Plate 8: 4WD Access contributing to erosion issues

4.7 Bushfire Management

The Site is mapped as a Bushfire Prone Area (DFES 2017); this could be due to the large adjoining bushland areas to the east and west of the site. There is no bushfire management plan in place for the reserve and no active management is being undertaken. There are fire breaks in place at the reserve (Plate 9), but they do not currently meet the Shire of Narrogin's requirements that fire breaks must be at least 2.5 m wide and 4 m high. Current fire breaks would be sufficient for smaller emergency vehicle access in the event of a fire but would require maintenance to allow for larger emergency vehicle access.

Access for firefighting vehicles is provided on Mokine Road on the eastern boundary of the reserve and Federal Street on the northern boundary as well as Granite Road on the western boundary (Plate 9).

It is recommended that the current fire breaks are assessed and maintained to meet the Shire of Narrogin's requirements (Plate 9). Fire breaks must be in place by the 1 November each year and maintained through to the 1 May the following year (summer bushfire season) (Shire of Narrogin 2018). Consultation with Department of Fire and Emergency Services (DFES) has recommended that the Shire consult with the local DFES Narrogin office to develop a Bushfire Risk Management Plan (BRMP) for the reserve.

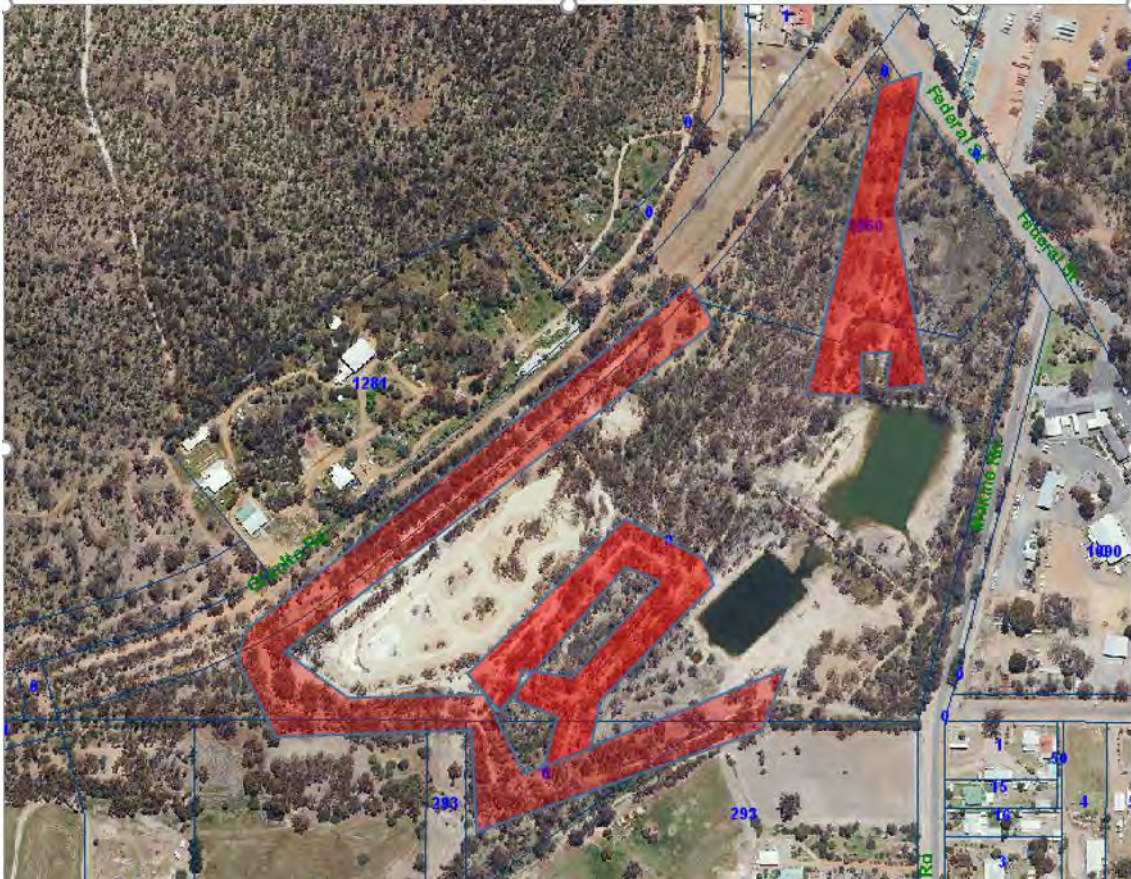


Plate 9: Firebreaks within Narrogin Railway Dam Reserve (Source: Shire of Narrogin)

4.8 Facilities and Access Management

The current facilities at Railway Dam have the potential to be enhanced and access to the reserve needs to be managed to prevent further degradation of the site as well as preserve the sites' current values.

4.8.1 Access

In order to mitigate any further environmental degradation to the site, access to 4WDs and motorbikes needs to be prevented.

The following actions are recommended:

- Block off access in the northern most point of the reserve (pedestrians only);
- Block off access in the entrance on Mokine Rd (pedestrians only at access bridge);
- Block off access beyond the designated car park area; and
- Install signage that shows 4WD access is prohibited.

It is recommended that the car park area is increased to allow for more cars to be parked. The car park should also have bollards in place that only allow pedestrians to go beyond the car park area. Methods of blocking off public vehicle access must consider emergency vehicle access in the event of a fire. It is recommended that the access to Mokine Rd, should be blocked off through paddock and key lock on a gate, as not to inhibit safety in the event the emergency vehicles require access due to fire event.

4.8.2 Trail Walks and Push Bike Trails

It is recommended that the walking trails are formalised and that visitors stick to these paths only (this can be done by erecting maps/signage at the car park). The trails could potentially be shared by pedestrians and push bike riders. A dog waste dispenser should also be erected in the car park area to encourage visitors to clean up after their dogs. Additional waste bins should be placed in the car park and along the walking trails.

It is recommended that the derelict footbridge and stairs from Mokine Road to the south-eastern corner of the reserve be removed as they are considered a safety hazard.

4.8.3 Education and Signage

It is recommended to have signage erected of maps of the designated walking trails at the car park area and in various locations along the walking trail. This signage should encourage visitors to stick to the designated paths.

It is also recommended to have educational signage along the path for the purposes of identifying native plant species and native fauna. The historical drainage network at Railway Dam is illustrated on the sign at the car park entry; however a new sign at the location of the old weir/separator area may be of interest to visitors and pedestrians and to explain the wider function and history of the reserve (Plate 10 and Figure 3).

Signage, to formalise entries into the Railway Dam, need to be upgraded and made obvious for visitors and thereby discouraging entry via blocked off areas.



Plate 10: Map illustrating drainage network at Railway Park (located at car park entry)

5 Railway Dam Reserve Action Plan

An action plan has been developed to guide the future management of the Railway Dam Reserve (Table 2). The action plan provides a step-by-step process using specific timeframes to assist in prioritising management measure at the site.

Table 2: Railway Dam Reserve Action Plan

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
Year 1	Access	<ul style="list-style-type: none"> ● Prevent all access to 4WDs and dirt bikes around the perimeter of the reserve (using a combination of gates with padlocks, fencing, planting and bollards) ● Prevent all vehicle access beyond the car park area (using bollards or fencing) ● Put up signage prohibiting 4WD and dirt bikes within the reserve and signage prohibiting vehicles to drive beyond the car park ● Send a mail out or article in newspaper notifying residents of the rehabilitation at the reserve and therefore 4WD driving is prohibited ● Undertake structural safety assessment of all pedestrian bridges (across two dams, Mokine Rd, Archibald Park) to determine structural integrity and any further actions or refurbishments required 	<ul style="list-style-type: none"> ● Monthly inspections of reserve boundary to ensure access is securely blocked for first 6 months and then quarterly inspections ● Quarterly inspections of signage for damage or vandalism

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Leisure	<ul style="list-style-type: none"> ● Formalise the two existing walking trails (Archibald Park Walk and Dam Walk) by installing maps and signage prohibiting visitors to walk off the tracks and educating them of the importance of sticking to tracks (Plate 4) ● Provide signage that dogs need to be on a leash and that dog waste must be collected and placed in bins ● Develop a design for parking/picnic area ● Apply for funding for parking/picnic area/walk trail upgrade and rehabilitation of bare areas ● Provide more bins around car park and picnic area and a dog waste bag dispenser 	<ul style="list-style-type: none"> ● Monthly inspections of walking trails to ensure pedestrians are adhering to pathways (for first 6 months and then quarterly inspections) ● Quarterly maintenance of walking trails and signage ● Fortnightly emptying of bins (depending on peak visitor season and volumes of waste being produced)
	Water Management	<ul style="list-style-type: none"> ● Assess the network of drains leading into the dam and ensure water flow into the dam is established (and not being diverted around the dam) ● Assess the potential of improving water flow into the dam from natural gravity fed catchments and improve areas prone to inundation during the wet season ● Demarcate the high water line at the edge of the dam (represented by line of York Gums) and install signage preventing visitors to go beyond this point ● Develop a water management plan which includes water 	<ul style="list-style-type: none"> ● Monthly inspections of drains during the wet season to ensure water flow into the dam ● Quarterly inspections of signage for damage or vandalism ● Seasonal water quality monitoring ● Monthly inspections of drainage control measures

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
		<p>quality (salinity) monitoring</p> <ul style="list-style-type: none"> ● Install drainage control measures around the Railway Dam and Archibald Park (bank stabilisation, diversion drains, swales, rock battering etc.) 	
	Weed Management	<ul style="list-style-type: none"> ● Develop a weed management plan for the reserve and ongoing weed control ● Procure weed management chemicals (glyphosate) and equipment – or engage a weed control contractor ● Spot spray the <i>Juncus</i> species in the drainage areas and upstream areas during the dry season 	<ul style="list-style-type: none"> ● Follow up spraying of weeds monthly – and then 6 monthly (or after heavy rains) ● Adhere to weed management plan
	Fire Management	<ul style="list-style-type: none"> ● Maintain Fire breaks within the reserve through from the 1 November – 1 May (Bushfire Season) 	<ul style="list-style-type: none"> ● Adhere to Shire of Narrogin's fire break requirements ● Completion of fire breaks and fuel hazard reduction measures prior to the start of the summer bushfire season (by 1 November each year)
Year 2	Access	<ul style="list-style-type: none"> ● Undertake bridge repair works as per outcomes of structural integrity assessment 	<ul style="list-style-type: none"> ● Two-yearly structural assessment of all pedestrian bridges

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Leisure	<ul style="list-style-type: none"> ● Expand car park area to allow more cars to be able to park ● Install interpretive signage identifying native flora and fauna (e.g. turtles) along the walking paths for visitors ● Install interpretive signage at the location of the historical weir/separator drainage area 	<ul style="list-style-type: none"> ● Quarterly inspections of signage for damage or vandalism
	Weed Management	<ul style="list-style-type: none"> ● Implement weed control plan for the large <i>Juncus</i> infestation in the wetland area in the east of the reserve ● Remove pine trees on eastern boundary of reserve, adjacent to Mokine Road 	<ul style="list-style-type: none"> ● Undertake follow-up spraying and excavation of weed infested areas ● Adhere to weed management plan ● Implement monitoring plan to determine effectiveness of weed control
	Rehabilitation	<ul style="list-style-type: none"> ● Procure native plant species seedlings using Table 1 as a reference ● Revegetate priority areas as per Figure 4 ● Revegetate islands in Archibald Park with York Gum species (Figure 4) ● Revegetate dam boundary areas with salt tolerant species ● Establish 25 m x 25 m quadrats for monitoring purposes 	<ul style="list-style-type: none"> ● If conditions after planting are such that rain is infrequent and plants are looking stressed, watering of planted areas shall be undertaken ● Quarterly monitoring of rehabilitation progress at quadrat sites
Year 3	Weed	<ul style="list-style-type: none"> ● Assess the reserve for any new weed infestations and 	<ul style="list-style-type: none"> ● Assess the reserve for any new

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Management	<p>control these areas</p> <ul style="list-style-type: none"> ● Undertake follow-up spraying and excavation of weed infested areas 	<p>weed infestations and control these areas</p> <ul style="list-style-type: none"> ● Undertake follow-up spraying and excavation of weed infested areas
	Rehabilitation	<ul style="list-style-type: none"> ● Undertake monitoring of revegetation areas and ensure seedlings are successfully establishing 	<ul style="list-style-type: none"> ● Quarterly monitoring of rehabilitation progress at quadrat sites

6 Maintenance and Monitoring

Follow-up maintenance immediately after planting is required in most cases of rehabilitation. The following maintenance shall be undertaken no later than six months after planting and should be continued for a minimum of two years following practical completion:

- **Follow up watering:** If conditions after planting are such that rain is infrequent and plants are looking stressed, watering of planted areas shall be undertaken;
- **Weed Control:** Follow up weed control should be undertaken for up to two years. The level of control and timing will be dependent upon the weed species present. A site visit will be conducted with a qualified weed contractor prior to any control programs to determine weed species present, their location, and appropriate control measures; and
- **Infill planting:** Infill planting should be undertaken where mortalities of more than 30% are encountered.

The following maintenance may also be undertaken, where required:

- Tree guard repairs and replacement: Where tree guards have been damaged or removed as a result of vandalism or other causes;
- Rubbish removal; and
- Erosion control.

6.1 Monitoring Methods and Frequency

Monitoring of the rehabilitated areas within the Railway Dam Reserve shall be undertaken every six months by a suitably qualified/experienced contractor for a period of 2 years. Monitoring of the rehabilitated areas shall record the condition of the plants, survival rate of the planted vegetation and individual species, species diversity and an assessment of weed cover. Infill planting should be undertaken where mortalities of more than 30% are encountered.

6.2 Monitoring Reports

Reports regarding the condition and success of rehabilitation (including a description of problems encountered and how they were rectified) shall be developed by the Shire (or contractor if one is engaged). The reports should be completed no later than one month after the monitoring period.

At the completion of the two year (or otherwise agreed) maintenance and monitoring period, a closure report discussing rehabilitation outcomes and an assessment of Shire of Narrogin (if a contractor undertakes the work) ready for handover approval.

6.3 Completion Criteria

Completion criteria have been developed to provide improved management through the monitoring period. Completion criteria are provided in Table 3.

Table 3: Completion Criteria

TYPE	AREA	TARGET
Qualitative	Revegetation and Weed Priority Areas (Figure 4 and 5)	<ul style="list-style-type: none"> ● Vegetation is well-formed and exhibits signs of healthy growth; ● 70% of plants are free of disease symptoms (yellowing, wilting etc); ● Site must be safe, stable & suitable for agreed use without inputs
Quantitative	Revegetation Priority Area Quadrats	Year 1: Plant foliage cover is more than 30% (excluding weeds) Year 2: Plant foliage cover is more than 60% (excluding weeds)
	Revegetation Priority Area Quadrats	Vegetation structure consists of 30% overstorey, 70% understory
	Weed Priority Areas	Year 1: Weed foliage cover is less than 30% Year 2: Weed foliage cover is less than 5%
	Revegetation Priority Areas	At least 6 species per quadrat (excluding weed species)

7 Conclusion and Future Considerations

The Railway Dam Reserve has the potential to become a frequented leisure site for local residents and tourists. By implementing the Railway Dam Reserve management plan, the site will be preserved and further enhanced thus creating a native vegetation escape. Local residents will appreciate the improved picnic areas and benefit from the educational information regarding the history and nature of the Narrogin area.

8 Limitations

This report is produced strictly in accordance with the scope of services set out in the contract or otherwise agreed in accordance with the contract. 360 Environmental makes no representations or warranties in relation to the nature and quality of soil and water other than the visual observation and analytical data in this report.

In the preparation of this report, 360 Environmental has relied upon documents, information, data and analyses (“client’s information”) provided by the client and other individuals and entities. In most cases where client’s information has been relied upon, such reliance has been indicated in this report. Unless expressly set out in this report, 360 Environmental has not verified that the client’s information is accurate, exhaustive or current and the validity and accuracy of any aspect of the report including, or based upon, any part of the client’s information is contingent upon the accuracy, exhaustiveness and currency of the client’s information. 360 Environmental shall not be liable to the client or any other person in connection with any invalid or inaccurate aspect of this report where that invalidity or inaccuracy arose because the client’s information was not accurate, exhaustive and current or arose because of any information or condition that was concealed, withheld, misrepresented, or otherwise not fully disclosed or available to 360 Environmental.

Aspects of this report, including the opinions, conclusions and recommendations it contains, are based on the results of the investigation, sampling and testing set out in the contract and otherwise in accordance with normal practices and standards. The investigation, sampling and testing are designed to produce results that represent a reasonable interpretation of the general conditions of the site that is the subject of this report. However, due to the characteristics of the site, including natural variations in site conditions, the results of the investigation, sampling and testing may not accurately represent the actual state of the whole site at all points.

It is important to recognise that site conditions, including the extent and concentration of contaminants, can change with time. This is particularly relevant if this report, including the data, opinions, conclusions and recommendations it contains, are to be used a considerable time after it was prepared. In these circumstances, further investigation of the site may be necessary.

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9 References

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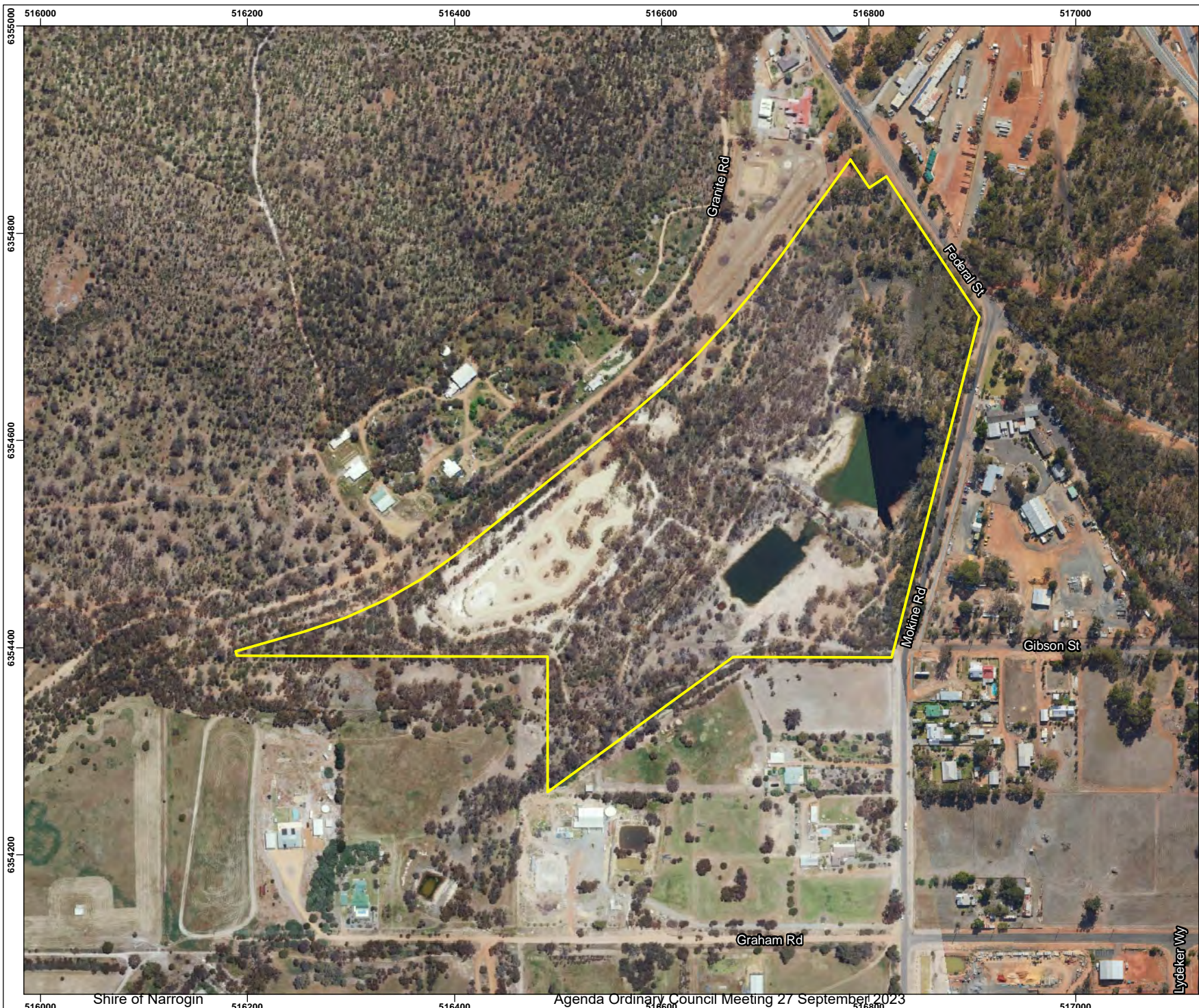
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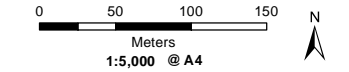
FIGURES



Legend
 Site Boundary

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
 - LOCALITY MAP SOURCED LANDGATE 2017
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018
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LOCALITY MAP



PROJECT ID 2617		DATE 2/05/2018	
HORIZONTAL DATUM AND PROJECTION GDA 1994 MGA Zone 50			
CREATED SL	CHECKED HT	APPROVED FJ	REVISION 0

Shire of Narrogin
Railway Dam Reserve
Railway Dam Reserve Management
Plan

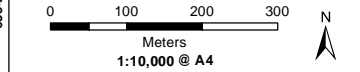
Figure 1 Site Location



- Legend**
- Site Boundary
 - Hydrography**
 - Watercourse - minor, non-perennial
 - Drain - minor
 - Lake - artificial
 - Water Reservoir
 - Dam Wall
 - Earth Dam

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS
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 - HYDROGRAPHY SOURCED DWER 2018
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Shire of Narrogin
Railway Dam Reserve

Railway Dam Reserve Management Plan

Figure 2 Page 166
 Hydrology



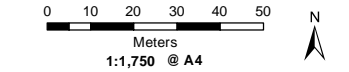
Legend

Drainage System

- Fresh Water
- Saline Water

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SL	HT	FJ	0

Shire of Narrogin
Railway Dam Reserve

Railway Dam Reserve Management Plan

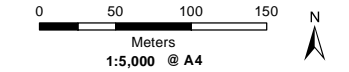
Figure 3
Drainage System



- Legend**
- Site Boundary
 - Revegetation Area**
 - Archibald Park
 - Picnic Area
 - Dam Area

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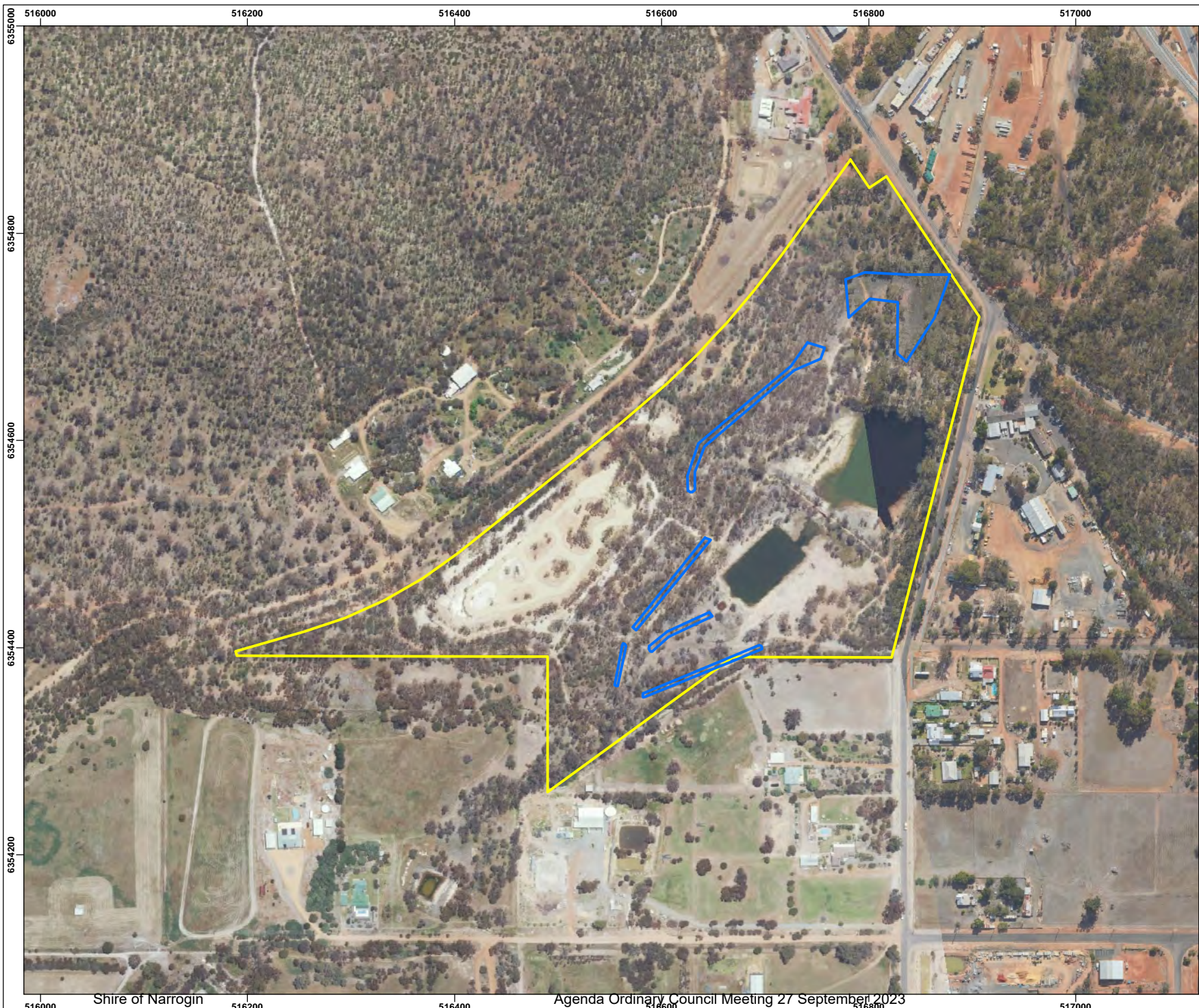
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 GDA 1994 MGA Zone 50

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**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

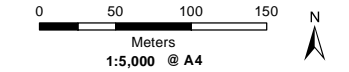
Figure 4
Priority Revegetation Areas



- Legend**
- Site Boundary
 - Priority Weed Management Areas

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PROJECT ID 2617	DATE 2/05/2018
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HORIZONTAL DATUM AND PROJECTION
 GDA 1994 MGA Zone 50

CREATED SL	CHECKED HT	APPROVED FJ	REVISION 0
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**Shire of Narrogin
 Railway Dam Reserve**

**Railway Dam Reserve Management
 Plan**

Figure 5
 Weed Priority Areas

APPENDIX A

Fauna Species List

Bird Species List sited at the Railway Dam Reserve (provided by Doug Sawkins 2018)

Australian Shelduck

Australian Wood Duck

Grey Teal

Australasian Grebe

Little Pied Cormorant

White Necked Heron

Yellow Spoonbill

Australian White Ibis

Pelican

Black Fronted Dotterel

Sacred Kingfisher

Weebill

Western Gerygone

Chestnut Rumped Thornbill

Western Thornbill

Striated Pardalote

Varied Sittella

Black Faced Cuckoo-Shrike

Rufous Whistler

Black Faced Wood Swallow

Grey Fantail

Willy Wagtail

Restless Fly Catcher

Magpie Lark

Jacky Winter

Silvereye

Tree Martin

APPENDIX B

SWOT Alalysis

SWOT Analysis

Strengths

- Close to town.
- Highly valued by residents who regularly use it for picnics, passive recreation and dog walking.
- Popular area for people wishing to enjoy the scenery, either in their car or on foot.
- Bird watching destination that complements Foxes Lair.
- Significant and interesting historical value.
- Two walk trails that are potentially suitable for most people.
- Effectively promoted by Dryandra Country Visitor Centre.

Weaknesses

- Location and terrain attracts 4x4 and off road vehicle vehicles, and makes it susceptible to vandalism.
- Dense layer of weeds under trees.
- Network of eroded tracks that are a safety hazard and attract unwanted vehicles.
- No toilets.
- Existing infrastructure is old and worn.
- Parking area does not separate vehicles from facilities.
- Erosion in the picnic area and walking trails is a danger for the elderly and disabled.
- Inaccurate map of water channels
- Inconsistent monitoring and maintenance.

Opportunities

- To create a valuable ecotourism attraction that will complement Foxes Lair.
- To improve the safety, attractiveness, and amenity of the dam for visitors.
- To reduce fire risk to town.

Threats

- Ongoing damage to the reserve by off-road vehicles to trails, roads, and facilities.
- Litter and vandalism to facilities associated with easy vehicle access to them.
- High fire risk from open fire BBQ facilities and dense annual weed infestation.
- Walker safety hazards due to erosion and deep vehicle ruts in walk trails and parking area.
- Possibly more seasons with low water levels.
- Salinity increase in dam water and western edge of the dam.
- Risk of incidents due to uncontrolled dogs.
- Dam siltation from erosion of dam banks and the catchment.
- Fires from fire in the BBQs in the reserve spreading to adjoining reserves.



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10.4.3 COMMUNITY CHEST APPLICATIONS 2023/24 (ROUND 1)

File Reference	15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 September 2023
Author	Mark Furr – Executive Manager Corporate and Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Community Chest Applications

Summary

The Council is requested to consider the Community Chest 2023/24 Round 1 applications, based on the assessment and eligibility criteria set out in the Community Chest Guidelines.

Background

The Shire's Community Chest 2023/24 Round 1 opened on 15 July 2023, with an amount of \$25,000 allocated to this financial year's Annual Budget to assist eligible groups with a range of community based projects. Applications for Round 1 closed on 31 August 2023. The maximum amount for which any group could apply is \$2,500.

A total of five (5) Community Chest applications were received for 2023/24 Round 1. The estimated total project cost across all applications is \$52,289. The total request for cash from the Community Chest Fund is \$9,249 representing 18% of total project costs. Across all applications, a total cash contribution of \$40,601 or 78% to total project costs is offered, as well as \$500 of in-kind contributions and \$2,000 of the estimated sales revenues offered.

Table 1 below presents a summary of total project costs, cash and in-kind contributions offered across the five (5) applications, along with the Officers' recommendations.

Community Group	Contribution Offered			Community Chest Request				Recommendations
	Total Project Cost \$	Cash \$	In-kind \$	Sales \$	% of Project	Cash \$	In-kind \$	
Narrogin SES	1,000	0	0	0	100%	1,000	0	Officers': Not Support - ineligible Ref Group: Not supported refer to resolution
Narrogin Racing	34,601	32,101	0	0	7%	2,500	0	Officers': Support \$2,500, being 7% Ref Group: Supported \$2,500
Narrogin Toy Library	749	0	0	0	100%	749	0	Officers': Support \$749, being 100% Ref Group: Supported \$749
Rotary Narrogin	9,000	4,000	500	2,000	28%	2,500	0	Officers': Not Support as it would be in arrears Ref Group: Supported \$2,500
Narrogin Eagles Sporting Club	6,939	4,500	0	0	36%	2,500	0	Officers': Support, \$2,500, being 36% Ref Group: Supported \$2,500
TOTAL	52,289	40,601	500	2,000	18%	9,249	0	Officers': \$5,749, being 62% Ref Group: \$8,249

The Community Chest Reference Group considered the Round 1, 2023/24 applications, based on the assessment and eligibility criteria set out below, as per the Community Chest Guidelines.

What may be funded

- 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.
- The 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:

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

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 \$16,751 if the officers' recommendations are supported.

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

Applications requesting a total of \$9,249 in cash have been received from five (5) organisations.

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

Narrogin SES

Narrogin SES is requesting assistance in the running of the annual Santa Lolly Run. This event is run in conjunction with all the local Emergency Services (Fire, SES, Police & St John) and distributes lollies to locals within the Narrogin community on Christmas Day. The Narrogin SES are requesting financial assistance with the purchase of lollies, decorations for the vehicles involved and for the advertising of the event.

The club requests \$1,000 in cash and is offering an in-kind contribution of an unknown amount (the number of volunteers and time allocated has not been specified).

Officers' Recommendation: That this application for \$1,000 in cash are not supported as the group is not incorporated, the support document signed off by Narrogin Fire & Rescue (a State Government managed entity) and the SES Unit is actually managed by the Shire (through the Emergency Services Levy) and therefore ineligible for funding under the grant funding eligibility criteria approved by the Council. If the Committee wishes to recommend to the Council that the project be supported, it could be done so from the Council's general donations account, GL 2040120 (Members Donations).

Reference Group Recommendation: Agreed and support Officer's recommendation.

Narrogin Racing Inc.

Narrogin Racing have requested financial assistance with the purchase of a new PA system in addition to a Projector which they are wanting to install within the John Higgins Centre. The Centre is managed by the Shire (currently through the Y WA/Shire Management Agreement) however regularly hired and utilised by Narrogin Racing and Pacing

The Club is requesting \$2,500 in cash and are offering a cash contribution of \$32,101 towards the total project cost of approximately \$34,601.

It should be noted that the applicant is potentially not eligible, by virtue of the recording in the Shire's record of 'contributions to community groups' for the 2023/24 financial year. The value of the 'deemed' market lease discount to market, of \$19,999, (for lease of their premises from the Shire), makes them technically ineligible under the eligibility clause that states: "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."

Officers have taken the view that is unintended and have made a recommendation to amend the eligibility criteria slightly, to overcome this issue.

Officers' Recommendation: That this application for \$2,500 in cash is supported, representing only a 7% contribution and also providing an additional asset to the facility.

Reference Group Recommendation: Agreed and support Officer's recommendation.

Narrogin Toy Library Inc.

Narrogin Toy Library Inc are requesting \$749 in cash towards the purchase of an upgraded Tablet/Computer. The group received an amount of \$1,000 in the 2018/19 financial year for the purchase of new toys, signage and vacuum cleaner.

The new tablet/computer will allow the volunteers to complete the necessary requirements for the loans and annual stock takes without having to use their own personal devices, which is the current practice.

Officers' Recommendation: That this application for \$749 in cash be supported.

Reference Group Recommendation: Agreed and support Officer's recommendation.

Narrogin Rotary Inc.

Narrogin Rotary have requested a cash contribution of \$2,500 towards the general costs associated with participating in the upcoming Flaming BBQ Festival. The applicant has not submitted a breakdown of costs in their application, and it appears that the budget submitted is that of the entire Flaming BBQ Festival.

Officers' Recommendation: That this application for \$2,500 in cash is not supported, noting that it is ineligible under the Community Chest Grants, however, request the CEO to consider making a donation up to \$500 towards the event, pursuant to that officer's delegation number 3.11, Donations/Sponsorships.

Reference Group Recommendation: Did not agree with Officer's recommendation. Refer to Reference Group Recommendation.

Narrogin Eagles Sporting Club Inc

The Narrogin Eagles Sporting Club are requesting a cash contribution of \$2,500 towards the purchase of a new Deep Fryer for their Clubrooms. The total project cost is \$6,939 with the club contributing an amount of \$2,000 and the remaining amount of \$2,439 coming from donations. The Club has previously received support in 2022 (acquitted 30 June 2022) for the purchase of tables and chairs.

Officers' Recommendation: That this application for \$2,500 in cash is supported, representing a 36% contribution.

Reference Group Recommendation: Agreed and support Officer's recommendation.

Voting Requirements

Simple Majority

OFFICERS & REFERENCE GROUP RECOMMENDATION

That with respect to the Community Chest Fund 2023/24 Round 1 applications, the Community Reference Group recommend to Council to:

1. Amend the Eligibility Criteria dot point which reads "Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.", be amended to read as follows "Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship (excluding any discount to market lease subsidy) greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.";
2. Grant the Narrogin Toy Library Inc \$749 cash (in advance), towards the purchase of a new Tablet/Laptop, representing a 100% Shire contribution to the overall project;
3. Grant the Narrogin Racing and Pacing Inc \$2,500 cash (in arrears), towards their project to purchase a PA and Projector unit for the John Higgins Centre, representing a 7% Shire contribution to the overall project;
4. Grant the Narrogin Eagles Sporting Club \$2,500 cash (in arrears), representing a 36% Shire contribution to the overall project;
5. Grant the Rotary Narrogin Inc. \$2,500 cash towards the inaugural "The Flaming BBQ Festival". Whilst it could be deemed retrospective by the time it is considered by Council, due to the application's merit and time of submission (August), the application is supported, by the Reference Group, as eligible.
6. Not support the Narrogin SES Units application for lollies for the Annual Emergency Services Santa Lolly Run, noting that it is ineligible under the Community Chest Grants, however, request the CEO to consider donating up to \$500 towards the event, pursuant to that officer's delegation number 3.11, Donations/Sponsorships.



AGENDA

COMMUNITY CHEST GRANTS REFERENCE GROUP MEETING

15 September 2023

Commencing at 12.30 pm

Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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.

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COMMUNITY CHEST GRANTS REFERENCE GROUP MEETING

15 SEPTEMBER 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Leigh Ballard, declared the meeting open at : ___pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

President L Ballard (Presiding Member)

Cr T Wiese

Cr J Pomykala

Staff (Non-voting)

D Stewart – Chief Executive Officer

M Furr – Executive Manager Corporate and Community Services

P Raworth – Manager Community Services

R Razumovskaya – Community and Economic Development Coordinator

Apologies

Absent

Visitors

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

Name	Item No	Interest	Nature

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That the minutes of the Community Chest Grants Reference Group held on 13 March 2023 be confirmed, as an accurate record of the proceedings.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

7. MATTERS WHICH REQUIRE DECISIONS

7.1 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	Nil
Previous Item Numbers	Nil
Date	11 September 2023
Author	Mark Furr – Executive Manager Corporate and Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Community Chest Applications

Summary

The Community Chest Reference Group is requested to consider the Community Chest 2023/24 Round 1 applications, based on the assessment and eligibility criteria set out in the Community Chest Guidelines.

Background

The Shire's Community Chest 2023/24 Round 1 opened on 15 July 2023, with an amount of \$25,000 allocated to this financial year's annual budget to assist eligible groups with a range of community based projects. Applications for Round 1 closed on 31 August 2023. The maximum amount for which any group could apply is \$2,500.

A total of five (5) Community Chest applications were received for 2023/24 Round 1. The estimated total project cost across all applications is \$52,289. The total request for cash from the Community Chest Fund is \$9,249 representing 18% of total project costs. Across all applications, a total cash contribution of \$40,601 or 78% to total project costs is offered, as well as \$500 of in-kind contributions and \$2,000 of the estimated sales revenues offered.

Table 1 below presents a summary of total project costs, cash and in-kind contributions offered across the five (5) applications, along with the Officers' recommendations.

Community Group	Contribution Offered			Community Chest Request				Recommendations
	Total Project Cost \$	Cash \$	In-kind \$	Sales \$	% of Project	Cash \$	In-kind \$	
Narrogin SES	1,000	0	0	0	100%	1,000	0	Officers': Not Support - ineligible Ref Group:
Narrogin Racing	34,601	32,101	0	0	7%	2,500	0	Officers': Support \$2,500, being 7% Ref Group:
Narrogin Toy Library	749	0	0	0	100%	749	0	Officers': Support \$749, being 100% Ref Group:
Rotary Narrogin	9,000	4,000	500	2,000	28%	2,500	0	Officers': Not Support as it would be in arrears Ref Group:
Narrogin Eagles Sporting Club	6,939	4,500	0	0	36%	2,500	0	Officers': Support, \$2,500, being 36% Ref Group:
TOTAL	52,289	40,601	500	2,000	18%	9,249	0	Officers': Support \$1,249, being 18% Ref Group: \$

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

What may be funded

- 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; and
- Community Chest Applicants.

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 \$19,251, if the officers' recommendations are supported.

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

Applications requesting a total of \$9,249 in cash have been received from five (5) organisations.

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

Narrogin SES

Narrogin SES is requesting assistance in the running of the annual Santa Lolly Run. This event is run in conjunction with all the local Emergency Services (Fire, SES, Police & St John) and distributes lollies to locals within the Narrogin community on Christmas Day. The Narrogin SES are requesting financial assistance with the purchase of lollies, decorations for the vehicles involved and for the advertising of the event.

The club requests \$1,000 in cash and is offering an in-kind contribution of an unknown amount (the number of volunteers and time allocated has not been specified).

Officers' Recommendation: That this application for \$1,000 in cash not be supported as the group is not incorporated, the support document signed off by Narrogin Fire & Rescue (a State Government managed entity) and the SES Unit is actually managed by the Shire (through the Emergency Services Levy) and therefore ineligible for funding under the grant funding eligibility criteria approved by the Council. If the Committee wishes to recommend to the Council that the project be supported, it could be done so from the Council's general donations account, GL 2040120 (Members Donations).

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Narrogin Racing have requested financial assistance in the purchase of a new PA system in addition to a Projector which they are wanting to install within the John Higgins Centre. The Centre is managed by the Shire (currently through the Y WA/Shire Management Agreement) however regularly hired and utilised by Narrogin Racing and Pacing

The Club is requesting \$2,500 in cash and are offering a cash contribution of \$32,101 towards the total project cost of approximately \$34,601.

It should be noted that the applicant is potentially not eligible, by virtue of the recording in the Shire's record of 'contributions to community groups' for the 2023/24 financial year. The value of the 'deemed' market lease discount to market, of \$19,999, (for lease of their premises from the Shire), makes them technically ineligible under the eligibility criteria that states: 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.”

Officers have taken the view that is unintended and have made a recommendation to amend the eligibility criteria slightly, to overcome this issue.

Officers' Recommendation: That this application for \$2,500 in cash is supported, representing only a 7% contribution and also providing an additional asset to the facility.

Narrogin Toy Library Inc.

Narrogin Toy Library Inc are requesting \$749 in cash towards the purchase of an upgraded Tablet/Computer. The group received an amount of \$1,000 in the 2018/19 financial year for the purchase of new toys, signage and vacuum cleaner.

The new tablet/computer will allow the volunteers to complete the necessary requirements for the loans and annual stocktakes without having to use their own personal devices, which is the current practice.

Officers' Recommendation: That this application for \$749 in cash be supported.

Narrogin Rotary Inc.

Narrogin Rotary have requested a cash contribution of \$2,500 towards the general costs associated in participating in the upcoming Flaming BBQ Festival. The applicant has not submitted a break down of costs in their application and it appears that the budget submitted is that of the entire Flaming BBQ Festival.

Officers' Recommendation: That this application for \$2,500 in cash is not supported, noting that it is ineligible under the Community Chest Grants, however, request the CEO to consider making a donation up to \$500 towards the event, pursuant to that officer's delegation number 3.11, Donations/Sponsorships.

Narrogin Eagles Sporting Club Inc

The Narrogin Eagles Sporting Club are requesting a cash contribution of \$2,500 towards the purchase of a new Deep Fryer for their Clubrooms. The total project cost is \$6,939 with the club contributing an amount of \$2,000 and the remaining amount of \$2,439 coming from donations. The Club has previously received support in 2022 (acquitted 30 June 2022) for the purchase of tables and chairs.

Officers' Recommendation: That this application for \$2,500 in cash is supported, representing a 36% contribution.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Community Chest Fund 2022/23 Round 2, applications the Community Reference Group recommend to Council that:

1. Eligibility Criteria dot point which reads "Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.", be amended to read as follows "Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship (excluding any discount to market lease subsidy) greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.";
2. Grant the Narrogin Toy Library Inc \$749 cash (in advance), towards the purchase of a new Tablet/Laptop, representing a 100% Shire contribution to the overall project;
3. Grant the Narrogin Racing and Pacing Inc \$2,500 cash (in arrears), towards their project to purchase a PA and Projector unit for the John Higgins Centre, representing a 7% Shire contribution to the overall project;
4. Grant the Narrogin Eagles Sporting Club \$2,500 cash (in arrears), representing a 36% Shire contribution to the overall project;
5. Not support the Rotary Narrogin Inc.'s application towards the inaugural the Flaming BBQ Festival as it is retrospective funding and therefore ineligible, but otherwise meritorious and could be supported in future from the Shire's Matching Festivals & Events Budget with sponsorship; and
6. Not support the Narrogin SES Units application for lollies for the Annual Emergency Services Santa Lolly Run, noting that it is ineligible under the Community Chest Grants, however, request the CEO to consider making a donation up to \$500 towards the event, pursuant to that officer's delegation number 3.11, Donations/Sponsorships.

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin SES

Contact Person

Danielle van Rooyen

Address

Gordon Road Narrogin

Position

secretary

Phone

0429 580 452

Mobile

Email

narroginses@gmail.com

What financial year are you applying in?

2023/2024

Are you applying for Round 1 or Round 2? ✓

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

Organisation's ABN.

40 051 168 638

Is your organisation registered for GST? ✓

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Is your organisation incorporated? ✓

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

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes

No

x

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

n/a

3. PROJECT DETAILS

What is the name of your proposed project or event?

Santa Lolly Run

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

The event is a lolly run with Santa and all Narrogin Emergency Services (Fire, SES, Police and St Johns) throughout the streets of Narrogin.

How will your project / event benefit the Narrogin community?

The event has been running for 2 years with excellent feedback from community. The event brings community members out into the street and brings back the community spirit of Christmas for everyone. Children and adults socialise while out in the streets waiting for Santa to arrive.

Estimated project start date

01/12/2023

Estimated project completion date

25/12/2023

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 funding is required to purchase lollys for the run, advertising for the event and decorations for the vehicles.

The lollys are all individually wrapped and placed in a zip lock bag. There are about 8 – 10 lolly/chocolates per bag.

Advertising will be on posters throughout town and through Facebook ads. The event will require a "sponsored" Facebook ad to gain followers and exposure. Decorations will also be purchased for the vehicles involved.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Total In-kind</i>	\$

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$1000	TOTAL PROJECT EXPENDITURE	\$1000
**Amount of Community Chest Funds requested in cash	1000	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		Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	
Sponsorship		Advertising	100
Donations (<i>cash/materials from others- please list</i>)		Catering costs	800
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
		Decorations for vehicles	\$100
TOTAL *INCOME	\$1000	TOTAL *EXPENDITURE	\$1000

**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 Facebook and posters throughout town and any other promotional opportunities such as the newspaper.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Fire and Rescue

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.

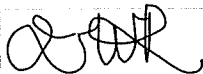
Print Name

Danielle van Rooyen

Position (*President or Vice President*)

Volunteer

Signature



Date

30/08/2023

COMMUNITY CHEST APPLICATION FORM (FDRS010)




What is the
purpose of the
Community Chest?


What is the
benefit to the
community?


What is the estimated
cost of the project?
How will you fund it?


What is the
estimated cost of the
project? How will you
fund it?

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 RACING

Contact Person

CATHI TREFORT

Address

PO BOX 118 NARROGIN 6412

Position

CLUB MANAGER

Phone

0447066703

Mobile

NA

Email

Narrogining@gmail.com

What financial year are you applying in?

2023

Are you applying for Round 1 or Round 2? ✓

Round 1



Round 2

Organisation's ABN.

83135597413

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?

New PA & projector installation at the John Higgins Centre (JHC)

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

Install or upgrade PA system, projector within the JHC.

How will your project / event benefit the Narrogin community?

Many functions and groups contact us to enquire about these facilities when they hire the JHC. Unfortunately the;

- PA system cannot be isolated to the hall only
- Projector screen on the wall has been painted over
- Projector doesn't work anymore.
- One JHC cannot be utilised to project.

Improving the facilities within the hall will allow patrons a better quality function

Estimated project start date

November 2023

Estimated project completion date

November 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

Contributions toward cost of project

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 \$

Total In-kind

\$

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Materials	2400 53
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	600
Applicant's cash contribution	52100 53	Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	4200 00
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	34600 53	TOTAL *EXPENDITURE	34600 53

**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?

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.

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

6. **FUNDING CONDITIONS**

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 RACING

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

CHIM TRETORT

Position *(President or Vice President)*

CLUB MANAGER

Signature



Date

30/8/23

black



Quote Details

External Speakers		Qty	Unit Cost	Amount
MX801	Quest MX801 100w 100v/16ohm wall mount speaker	6	450.80	2,704.80
LBC3493	LARGE HORN SPEAKER - 30 WATT	2	228.20	456.40
BCSHS20E	Horn Speaker 20 Watt	6	75.60	453.60

Total: 3,614.80

Internal Speakers		Qty	Unit Cost	Amount
QTC1080	Quest 8' 2 way ceiling speaker	6	118.00	708.00

Total: 708.00

Control Rack in Kitchen		Qty	Unit Cost	Amount
WMS6606	Global 6RU swing Rack	1	303.20	303.20
GPDUAU6	6 way rack mountable PDU	2	56.00	112.00
MP-M80	Music & Paging Mixer 16 In 8 Out with DSP	1	3,068.35	3,068.35
MP-A40V	MP-A40V 4x200 w Osys amp with Fast and flex	2	3,076.63	6,153.25
MP-MFC	Wall plate controller for MP40/80	2	536.90	1,073.80
AL3.0	Fitness Audio - Aerolink Bluetooth Station	1	231.34	231.34
ACT312B5	Mipro Dual Channel Radio mic receiver 5NB freq	1	557.20	557.20
ACT32HC5	Mipro Rechargeable Handheld Radio Mic 5NB	1	292.60	292.60
ACT32TC5	Mipro Rechargeable Beltpack Transmitter 5NB	1	273.00	273.00
MD20	Microphone clip for Mipro ACT microphones	1	16.90	16.90
MP-80	Charging station for 2 x ACT 70 series TX	1	231.00	231.00
MU53S	Unidirectional Lapel Microphone	1	77.00	77.00
FB71	Rack mount kit for ACT707SE	1	51.80	51.80
FBC71	Extension cables from front mounting antennas	2	44.80	89.60
210/6	Tall Boom Stand-Black	1	147.00	147.00
ARCHERA6	TP-Link AC1200 Wireless MU-MIMO Gigabit Router	1	93.80	93.80

Total: 12,771.84



Job Ref: NARRACIN00001

Quote Details

Labour	Crew	Hours	Rate	Total
Monday 13 February 2023				
Installation	2	8	700.00	4,200.00

TOTALS

Equipment Total:	\$ 25,345.03
Labour Total:	\$ 4,200.00
Rental Discount:	\$ 0.00
Sales Discount:	\$ 0.00
Transport:	\$ 600.00
Total Less GST:	\$ 31,455.03
GST @ 10%:	\$ 3,145.50
Total Inc GST:	\$ 34,600.53



Quote Details

Cabling and Connectors		Qty	Unit Cost	Amount
P1601B	1m cat 6 UTP Black	3	2.97	8.91
CAB901/1	Procab 1m MXLR--FXLR	10	14.20	142.00
CAB901/3	Procab 3m MXLR--FXLR	1	17.50	17.50
W2191	15AWG White Double Insulated Speaker Cable	3	849.66	2,548.98
BUILD	FIXINGS AND FASTENERS	1	450.00	450.00
			Total:	3,167.39
Office Microphone		Qty	Unit Cost	Amount
ACT311B5	Mipro Single Channel Diversity Receiver 5NB freq	1	292.60	292.60
ACT32HC5	Mipro Rechargeable Handheld Radio Mic 5NB	1	292.00	292.00
MD20	Microphone clip for Mipro ACT microphones	1	16.90	16.90
MP-80	Charging station for 2 x ACT 70 series TX	1	231.00	231.00
210/6	Tall Boom Stand-Black	1	147.00	147.00
			Total:	979.50
Optional Projector Replacement		Qty	Unit Cost	Amount
P1609B	20m Cat6 patch lead	1	22.50	22.50
WP789T	Kramer WP-789T HDBaseT HDMI Wall-plate	1	761.60	761.60
8MPBU	Universal mounting plate	1	78.40	78.40
8MPIR800	Inclined Telescopic Projector mount 800mm	1	154.00	154.00
EB2265WU	Epson EB2265 WU 5500 lumen 16:10 Full HD	1	3,087.00	3,087.00
			Total:	4,103.50
Accomodation		Qty	Unit Cost	Amount
ACCOM1	Accomodation twin share / night	2	300.00	600.00
MEALS	Meal Allowance	2	110.00	110.00
			Total:	710.00
EWP Hire		Qty	Unit Cost	Amount
LIFT4	Single Man Lift	1	600.00	600.00
			Total:	600.00

COMMUNITY CHEST APPLICATION FORM (FDRS010)



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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 Toy Library

Contact Person

Bonnie Wilson

Address

YMCA building 50 Clayton Road Narrogin WA 6312

Position

President

Phone

-

Mobile

0447 899268

Email

nqntoylibrary@gmail.com

What financial year are you applying in?

2023/2024

Are you applying for Round 1 or Round 2? ✓

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

Organisation's ABN.

57 029 537 730

Is your organisation registered for GST? ✓

Ye s	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Is your organisation incorporated? ✓

Ye s	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
---------	-------------------------------------	----	--------------------------

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes No

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

Successful application in 2018 for new signage, vacuum cleaner and toys for the library.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Upgrade to Toy Library Tablet (Computer)

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

Our current laptop which is utilised by volunteer members to complete the fortnightly library loans and annual stocktake is over 10 years old and needs replacing. The battery life is no longer sufficient and instead members have needed to resort to using their own personal phone to complete the loans. We have decided a tablet device with better battery power and ease of use will meet the requirements of our loans over a standard laptop.

How will your project / event benefit the Narrogin community?

The new tablet will allow volunteers to complete the requirements of the fortnightly toy library loans and annual stocktake without having to resort to utilising their own devices.

As a small organisation in town the grant will allow us to replace the required laptop without having to resort to utilising our organisations small cash reserve or increase our membership fees to cover the expense which can be better utilised on replacing and upgrading the library's toys to ensure we are able to provide developmentally and culturally appropriate toys to our local community members.

We currently have 18 members who pay a small annual fee to be part of the Toy Library which runs on a volunteer basis for our committee and day to day operations. All funds are used to cover our insurance, Australian Toy Library registration and for the renewal and maintenance of toys and storage boxes where required. Fees are kept at a minimum to encourage as many new members as possible. We also provide a free trial membership to families with a child under 1 to encourage new members to sign on as early as possible with the funds to cover their membership expenses coming out of the current trading account. We seek grant funds from various sources when the need arises (large purchases) to ensure that our upfront member fees remain low.

Estimated project start date

October 2023

Estimated project completion date

October 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? ✓

Ye s	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
---------	-------------------------------------	----	--------------------------

Please tell us how the Community Chest funds will be used

- Apple Ipad 64GB 10th Gen 10.9" wifi silver \$749 purchased through Narrogin Betta Electrical

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

If successful we will promote via our social media platforms- Facebook and Instagram tagging Shire of Narrogin Community Chest Fund. We will also notify all members of the grant application via email and at upcoming events- Stocktake and committee meetings. We will also ensure the purchased device be labelled with the Shire of Narrogin logo and Community Chest fund. As we are housed in the YMCA building therefore, we will also display signage on the front door of the library.

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.

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Toy Library

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

Bonnie Wilson

Position (*President or Vice President*)

President

Signature

B. Wilson

Date

28.08.2023

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	\$ 0

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$749	Materials	\$749
**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)	0	Labour/contractor costs	0
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	\$749	TOTAL *EXPENDITURE	\$749

**Income and *Expenditure amounts must be equal*

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



NARROGIN BETTA HOME LIVING

32-36 FORTUNE ST NARROGIN WA 6312
 Ph: 08 9881 3455 Fax: 08 9881 3656
 BSB: 016 770 ACC: 41741 5252
 ABN: 20009453301

Quotation No : 25712001225

Charge To
 NARROGIN TOY LIBRARY
 93 HERALD ST
 NARROGIN WA 6312

Deliver To
 NARROGIN TOY LIBRARY
 93 HERALD ST
 NARROGIN WA 6312

Bus Ph	Home Ph	Fax No	Mobile	Ref No	ABN	Job No	Taken By
			0427 673 074				

Date	Time	Account	Salesperson	Customer Order	Comments	Date Paid	Terminal	Page
01-08-23	04:36pm	25700000340	817 Brandon			01-08-23	TILL2	1 of 1

Item Code	Mod / Pro	Description	Qty	Unit Price	Total Inc
850313	5660807	APPLE IPAD 10TH GEN WI-FI 64GB SILVER	1	749.00	749.00

Total EX GST : \$ 680.91
 Total Inc GST (\$68.09) : \$ 749.00

Whilst risk in the goods shall pass on delivery to the buyer - legal and equitable title shall remain with the vendor until payment in full for all debts accrued or owed to the vendor is made

WE'RE PROUD TO SUPPORT YOUNGCARE

Youngcare is committed to helping young Aussies with high care needs live life with choice, independence and dignity.
 For more details visit www.betta.com.au/youngcare



Scanned with CamScanner



Ministry of Fair Trading

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009109P

Certificate of Incorporation

This is to certify that

NARROGIN TOY LIBRARY INCORPORATED

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

Dated this seventeenth day of July 2000

Commissioner for Fair Trading

CERTIFICATE

Scanned with CamScanner

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

Shire of Narrogin RECEIVED	
Directed to	<u>Regina/anna</u>
	25 AUG 2023
Ref No	<u>IFM2331540</u>
Property File	_____
Subject File	<u>15.1.1</u>
Ref	_____

1. APPLICANT DETAILS

Name of Organisation

Narvogin Eagles Sporting Club

Contact Person

David Annear

Address

Thomas Hogg Oval Bannister St Narvogin

Position

Manager / President

Phone

Mobile

0427 811 279

Email

annear@westnet.com.au

What financial year are you applying in?

23/24

Are you applying for Round 1 or Round 2? ✓

Round 1 Round 2

Organisation's ABN.

200 71 330 130

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

2022 to purchase tables & 100 chairs

3. PROJECT DETAILS

What is the name of your proposed project or event?

Replace the deep Fryer in the
Kitchen of the Narrogin Eagles
Sporting Club

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

Narrogin Eagles Sporting Club needs to replace the deep fryer in the kitchen as it is too small and aged for the community events that we cater for.

How will your project / event benefit the Narrogin community?

Community events such as funerals, weddings, Narrogin Revheads, Little Athletics, Darts, Pool and private functions utilise the deep fryer in the kitchen to cater for these events.

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2439.10	Materials	6689.10
**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	2000.	Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)	2,500	Catering costs	
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	250.00
TOTAL *INCOME	\$6939.10	TOTAL *EXPENDITURE	\$6939.10

**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?

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.

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Eagles Sporting 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

David Annear

Position (*President or Vice President*)

President

Signature



Date

25/8/23



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 18(6))

Registered No: A0780246G

**Certificate of Incorporation
on Change of Name**

This is to certify that

NARROGIN EAGLES FOOTBALL & SPORTS CLUB INC.

which was on the eighth day of March 1979
incorporated under the *Associations Incorporation Act 1987*
changed its name on the twenty-fourth day of February 2004 to:

NARROGIN EAGLES SPORTING CLUB (INC.)

Commissioner for Consumer Protection

This is a **REPLACEMENT CERTIFICATE** issued on the thirtieth day of October 2008

Account Number: NARROGIN12

Proposal Number 447876

Date: 23-Aug-23

PO Ref:

Contact: David Annear

Ph: 0427 811 279 / 0427 811 279

Email: annear@westnet.com.au

Business/ Project:

Narrogin Eagles Sporting Club
39 BANNISTER ST
Narrogin WA 6312

Invoice To:

Narrogin Eagles Sporting Club
39 BANNISTER ST
Narrogin WA 6312

Address:

Narrogin Eagles Sporting Club
39 BANNISTER ST
Narrogin WA 6312

Consultant: Navid Mazaheri

Terms: Cash Account

Ship Via: Supply Only Ex-Our Store

navid@caterlink.com.au

ITEM	CUST REF	MODEL / DESCRIPTION	NR	QTY	UNIT PRICE	LINE TOTAL
1.00	Option 1	TGF-24ML-LPG Goldstein Turbo Series Single Pan Gas Fryer- 3 Basket.(LPG Gas) Dimensions: 610 x 800 x 1180 mmH / Warranty: 12 Months Parts and Labour <i>Please allow appx 10-14 days for delivery from order confirmation.</i>	Y	1 EA	\$6,081.00	\$6,081.00
2.00	Option 2	GT60-HPO-BLK-NG Blue Seal Black Series 600mm Modular Gas 31Lt Single Pan Fryer with Mechanical Control. (NAT Gas) ^ 50Kg/hr Production Rate^ Supplied with 3 Standard Basket (2 large are available ^ POA)^ 2 x70MJ/hr Infrared Burners^ This product will be sent in black, unless blue finish is requested. Dimensions: 600 x 812 x 1085 mmH / Warranty: 12 Months Parts and Labour	Y	0 EA	\$8,542.40	\$0.00
3.00	Note	SUPPLY2 Please Note: Proposal is for supply only. No Allowance for Delivery or Installation at this Stage- Collection Ex-Caterlink's Osborne Park Warehouse	N	0 EA	\$0.00	\$0.00

I trust this meets with your approval and will be in touch to discuss this opportunity further. Should you require anything further, please feel free to contact me.

Kind Regards,
Navid Mazaheri

Sub Total (Ex-GST)	\$6,081.00
GST (10%)	\$608.10
Total (Incl. GST)	\$6,689.10

This quotation is valid for acceptance within 30 days of issue date, unless otherwise noted.
All items marked NR are custom, clearance or special buy-in and as such are non-returnable. For more information, please ask your consultant
Caterlink will not be held accountable for delays in arrival dates of equipment as a result of supplier or carrier delays.
All units are to be installed by a qualified technician in strict accordance with manufacturer's instructions. Failure to do so may void warranty and incur additional charges.
EO&E. Please refer to the attached terms and conditions.



ABN 40 010 183 669

Reward Supply Co. Pty Ltd
54 Archimedes Dr, Forrestdale WA 6112

Customer Service Phone: 1800 473 927
Accounts Phone: 07 3441 5860

QUOTATION

Quote Date: 23 Aug 23
Quote No: 100191234
Valid Until: 06 Sep 23

Quote
NARROGIN EAGLES SPORTING CLUB
26 HERALD ST

NARROGIN
WA 6312

Quotation Acceptance:

Name: _____

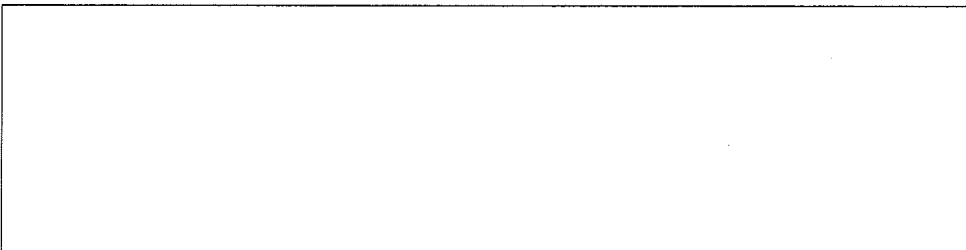
Position _____

Signed: _____ Date: _____

Customer Code	Customer Reference	Branch
61C3802	3 BASKET FRYER	FORRESTDALE
Sales Contact		Sales Order No
LAISE KELMAN		100191234

Item Code	Item Description	Ordered	Shipped	B/Ord	UOM	Item Price	Total (ex)	Total (inc)
ZZ6520415	WALDORF 800 SERIES FN8130G FRYER *LPG*	1.00	1.00	0.00	EACH	6,698.17	6,698.17	7,367.99
	The above product is a buy in and is not returnable							
	DELIVERY NOT INCLUDED - CUSTOMER TO COLLECT FROM OUR WAREHOUSE IN FORRESTDALE							
	Please Note: Payment in full will be required upon placement of order.							
	Thank you.							
	Note: Please ensure you refer to the manufacturers specifications for installation, power supply,							

Terms and Conditions:
This quotation is for the product only. Unless otherwise stated, delivery, unpacking & installation may incur additional charges.
Once your order is confirmed it cannot be cancelled or returned for credit unless authorised by a Reward Hospitality representative.
BUY IN items which are returned for credit will incur a 20% restocking fee plus associated freight costs.
Please ensure you refer to the manufacturers specifications for installation, power supply, warranty & maintenance information.
To place an order for the items quoted above, please confirm your acceptance of our terms & conditions by returning an official purchase order or by completing the relevant fields to the left & faxing to 08 9428 1059 or emailing perth@rewardh.com.au.



Total Ex	\$6,698.17
GST	\$669.82
Total	\$7,367.99
EFT DETAILS:	
COMMBANK	
BSB: 064-000	
ACCOUNT: 1267 2800	

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

Shire of Narrogin RECEIVED	
Directed to	CDO
Ref No	28 AUG 2023 IFM2331579
Property File	
Subject File	15-17
Ref	

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

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

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

Unsure. Will contact treasurer

3. PROJECT DETAILS

What is the name of your proposed project or event?

Flaming BBQ Festival.

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

Smoked meat competition
Entertainment
Market marquees
Community event

How will your project / event benefit the Narrogin community?

Fundraising for community Rotary projects
Community activity
Publicity for Narrogin as lots of intrastate competitors
Wide range of foods
Market marquees.
Free activities

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2,500	Materials	2,000
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	120 x \$2 - chairs 240
Applicant's cash contribution	2,000	Venue hire	320
In-kind (volunteer, donated labour)		Labour/contractor costs	
Sponsorship	1500 (N&N Gasworks)	Advertising	540
Donations (cash/materials from others- please list)		Catering costs	
Eagles Football Club equipment	500	Safety vests	150
		Printing	136
		Prize money	2,000
Other grants	500	Entertainment - Bands Music	1,000
Sales (stall fees, event tickets/food/merchandise)	2,000	Office/administration	500
Other income (please list)		Other expenditure (please list)	620
		oval hire	538
		judging boxes	350
		armbands	600
TOTAL *INCOME	9,000	TOTAL *EXPENDITURE	9,000

**Income and *Expenditure amounts must be equal*

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

Our organisation (insert name below)

Narrogin Rotary 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

Mark Walling

Position (President or Vice President)

President of sub committee Narrogin Planning Group

Signature



Date

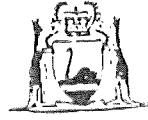
23-8-2023

ATTENTION : DALE ABBOTT FAX 98811328

DUPLICATE

A822464

Form 5



258

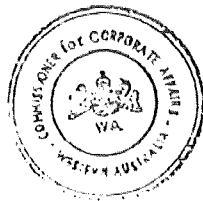
Certificate of Incorporation

*Associations Incorporation Act 1895-1982
Section 3 (3)*

These are to Certify that ROTARY CLUB OF NARROGIN (INC)

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

Dated this Twenty Fifth day of November 19 86 .



32349/3/83-AM-S/7507

N. B. Dwyer
ASSISTANT COMMISSIONER FOR CORPORATE
AFFAIRS.

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

9. NEXT MEETING AND CLOSURE OF MEETING

The Committee decided the next meeting will take place _____20XX.

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

10.4.4 AMENDMENT TO COUNCIL POLICY 2.9 ANNUAL CLOSURE DURING CHRISTMAS PERIOD

File Reference	File No
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	11 September 2023
Author	Dale Stewart - Chief Executive Officer
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments 1. Council Policy 2.9 – Annual Closure During Christmas Period	

Summary

Council Policy 2.9 - Annual Closure During Christmas Period, dictates the closure dates of specific municipal facilities during the Christmas season. The policy emphasises the importance of maintaining an emergency contact list and widespread advertising of the closures. It also outlines procedures for staff leave during this period, prioritising accrued RDOs and Annual Leave. An amendment is required to include the Narrogin Regional Leisure Centre in this policy, for when management is returned to the Shire of Narrogin from 26 October 2023.

Background

Originally adopted on November 27, 2019, with subsequent reviews in June 2021 and April 2023, this policy addresses the annual closure of municipal facilities during the Christmas period. The decision to close these facilities aims to balance employee leave entitlements with the need for operational efficiency during a time of reduced service demand.

Consultation

Consultation has occurred with the following Senior employees:

- Executive Manager, Corporate and Community Services;
- Executive Manager, Development and Regulatory Services; and
- Executive Manager, Technical and Rural Services.

Statutory Environment

Nil

Policy Implications

Council Policy 2.9 – Annual Closure During Christmas Period relates.

Financial Implications

There are no known financial implications relative to this matter as staff will be utilising accrued time off or annual leave.

Strategic Implications

Objective:	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not amending Policy 2.9 would result in poor governance and communication with service users resulting in complaints	Possible (3)	Minor (2)	Medium (5-9)	Business & Community Disruption	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; 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 Annual Closure During Christmas Period policy effectively outlines the procedures for the closure of municipal facilities during the holiday season. The upcoming addition of the Narrogin Regional Leisure Centre reflects the municipality's adaptability to changing circumstances. However, further

consideration of stakeholder input and a clear communication plan should be priorities to enhance the policy's effectiveness.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council adopt the amendment to Council Policy 2.9 – Annual Closure During Christmas Period, to include the “*Narrogin Regional Leisure Centre*”.

2.9 Annual Closure During Christmas Period

Statutory context	Nil	
Corporate context	8.6 Leave – Award Entitlements.	
History	Adopted	27 November 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023

Policy Statement

That the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior officers and key personnel and the closures being widely advertised prior.

Procedures

Advertising

At the beginning of December each year, an advertising plan be coordinated by the CEO's Office to widely advertise the closure periods for:

- Administration Office
- Works Depot
- RW (Bob) Farr Memorial Library
- Jessie House/Homecare.

Consider in the advertising plan, the closure dates of the Waste Management Facility and if there are alterations to kerbside rubbish collections during the Christmas/New Year period.

Processing of Leave

Staff are to apply for their required amount of leave utilising any accrued RDOs first and then any accrued Annual Leave. Employees with insufficient paid leave will be expected to take time off without pay.

Forms and Templates

FCEO001 Advertising Communications Plan Form

FCCS001 Application for Leave Form

– End of Policy

Notes

- 11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

- 12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

- 13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at ___ 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 25 October 2023, at this same venue.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au