



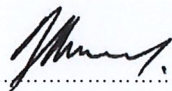
Shire of  
**Narrogin**

## MINUTES

### ORDINARY COUNCIL MEETING

**25 September 2024**

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

Signed:  .....

Date 26 September 2024

These minutes were confirmed at the Ordinary Council Meeting held 23/10/24 .....

Signed:  .....

Date 25/10/24 .....

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

### **Acknowledgement of Noongar People**

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

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

Electronic copies of minutes and agendas are available  
for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://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 PLAN 2017-27

**SNAPSHOT**

## 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.

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 attached to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be audio recorded for minute taking purposes and if applicable, in compliance with legislation.



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## **ORDINARY COUNCIL MEETING 25 SEPTEMBER 2024**

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### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Ballard, declared the meeting open at 7:08 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 M Fisher

Cr C Bartron

Cr J Pomykala

Cr R McNab

Cr T Wiese

#### **Staff**

Mr D Stewart – Chief Executive Officer

Mr M Furr – Executive Manager Corporate & Community Services

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mrs L Webb – Executive Support Coordinator

#### **Leave of Absence**

Nil

#### **Apologies**

Nil

#### **Absent**

Nil

#### **Visitors**

2 (Two)

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

Name	Item No	Interest	Nature
Cr McNab	10.3.4	Impartiality	Vice President of Narrogin Junior Basketball
Cr Bartron	10.3.4	Impartiality	Life Member of the Committee

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

**5.1 Raylene Storey**

Summary of Question:

*Why is the Revheads Event continuing, given the cultural and heritage significance of the neighbouring land to indigenous persons and my repeated requests to the Shire's Chief Executive Officer and of the Council for it to discontinue?*

Response:

The Shire President noted the request.

The Chief Executive Officer noted that all Elected Members were present and if they so resolved could certainly remove approval for the event if they wished, via passing a resolution to that effect.

The Shire President asked for the Chief Executive Officer to respond in writing.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting**

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION 250924.01**

Moved: Cr Pomykala

Seconded: Cr Broad

That the minutes of the Ordinary Council Meeting held on 28 August 2024 be confirmed as an accurate record of the proceedings.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

The Shire President acknowledged the upcoming conclusion of employment for Mark Furr, Executive Manager of Corporate & Community Services, to become the CEO of the Shire of Bruce Rock and expressed gratitude for his dedicated service and contributions during his tenure in the role and wished him well in his new role.

**9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

**Road Safety Achievement – WALGA RoadWise Award**

The Shire of Narrogin has been recognised by WALGA RoadWise for its significant contributions to road safety. Shire CEO Dale Stewart and Executive Manager of Technical and Rural Services Torre Evans received the award from Rodney Thornton of WALGA RoadWise. This accolade highlights the Shire's proactive efforts in aligning with RoadWise principles and implementing key safety initiatives. Notable projects include the installation of speed warning signage on Clayton Road and Federal Street and the completion of the Federal Government Black Spot Project on Tarwonga Road. The Shire remains committed to improving road safety for the community.



## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 PROPOSED TRANSPORT DEPOT AT LOT 23 ON P064336 COMINI ROAD, DUMBERNING

File Reference	A488
Disclosure of Interest	Nil
Applicant	Jenna Freeland & Cory McKenzie
Previous Item Numbers	10.1.4, 26 June 2024, Res. 260624.06
Date	16 August 2024
Author	Kiralee Harris – Planning Assistant
Authorising Officer	Azhar Awang – Executive Manager of Developmentary Regulatory Services
<b>Attachments</b> 1. Development Application 2. Schedule of Submissions	

#### Summary

The Council is requested to consider an application for a Transport Depot at Lot 23 on Diagram P064336 Comini Road, Dumberning. This item is presented to Council for further consideration following the receipt of a negative submission during the 14-day notification period. The Council is asked to evaluate the application in light of this submission and conditionally approve the application subject to compliance with conditions and advice notes.

#### Background

The proposed Transport Depot at Lot 23 on Diagram P064336 Comini Road, Dumberning, was initially presented to Council at the Ordinary Council Meeting held on 26 June 2024. At that meeting, Council made the following resolution:

*"That with respect to the Application for Planning Consent for the proposed Transport Depot at Lot 23 on Diagram P064336 Comini Road, Dumberning, Council:*

- 1. Notify the adjoining and adjacent property owners in writing of the proposed development for a period of 14 days in accordance with clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, inviting submissions.*
- 2. Require that in the event of any negative submissions being received during the notification period, the application will be presented to the Council for further consideration."*

In accordance with this resolution, the Shire notified adjoining and adjacent property owners of the proposed development for the prescribed 14-day period. During this time, one negative submission was received, triggering the requirement for this report and further Council deliberation.

The application, submitted by Jenna Freeland and Cory McKenzie (applicants and landowners), proposes the construction of a 360 square metre shed (20m x 18m) with a wall height of 5.6 metres and a ridge height of 7.187 metres. The proposed use includes storage for various vehicles and equipment, and overnight parking for one to two commercial vehicles.

Given the receipt of a negative submission, Council is now required to further consider the application as per condition 2 of the previous resolution.

Detailed information about the proposal, including plans and the content of the submission received, can be found in Attachments 1 & 2.

## **Consultation**

Consultation has occurred as follows:

Internal:

- Executive Manager Development and Regulatory Services; and
- Executive Manager of Technical and Rural Services.

External:

- Adjoining landowners within 300 metres of the subject site (14-day notification period as previously resolved by Council);
- All property owners from the proposed access to the property and Mokine Road intersection (five (5) rate payers in total); and
- Acting Asset Manager, Wheatbelt Regions, Regional Operations of Main Roads Western Australia.

At the conclusion of the submission period, one submission was received. This submission was not an objection to the proposal; however, it raised concerns over the development. A copy of the schedule of submission is included in Attachment 2.

## **Statutory Environment**

The following legislative provisions relate:

- Planning and Development Act 2005;
- Planning and Development (Local Planning Schemes) Regulations 2015;
- Shire of Narrogin Local Planning Scheme No. 3; and
- Local Government Act 1995 (regarding management of local roads).

## **Policy Implications**

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

## **Financial Implications**

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant. The planning application fee is determined by the estimated cost of the development (Shire of Narrogin schedule of fees for the 2023/24 financial year). As the total cost of development is \$80,000 the cost of the planning fee is \$256.

Potential financial implications related to increased maintenance requirements for Comini Road may need to be considered if the application progresses.

### 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	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
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)
Implications on the long term and frequent use of commercial vehicles, heavy freight, on the unconstructed gravel Road (Comini & Mokine Road).	Almost Certain (5)	Moderate (3)	High (10-16)	Compliance Requirements	Control through conditions of approval.

### 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 15 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 application has been assessed in accordance with the Shire's Local Planning Scheme No. 3 (LPS3), with particular attention to the land use classification and zoning of the site. Under Clause 4.34 of LPS3, which addresses development on land without constructed or dedicated road frontage or access, the adequacy of Comini Road as access to Lot 23 for the proposed transport depot has raised several issues.

Comini Road is currently an unconstructed, Restricted Access Vehicle (RAV 1). This classification raises concerns regarding its suitability for the proposed transport depot. Clause 4.34 stipulates that development on such land may require additional conditions. Accordingly, the local government may require:

- Constructed Road Access (Clause 4.34.1(a)) – The applicant may need to provide a constructed road or access via a dedicated road;
- Permanent Legal Access (Clause 4.34.1(b)) – Other legal arrangements for permanent access may be required, subject to the local government's satisfaction; and
- Cost Contribution (Clause 4.34.1(c)) – The applicant might be asked to contribute to the cost of constructing or upgrading Comini Road.

A negative submission has highlighted several concerns that need to be addressed. These concerns include:

- Road Safety on Comini Road: The current road width is inadequate for two passenger vehicles to pass, let alone a road train. Additionally, deep gutters on both sides of the road and overhanging trees present safety risks.
- Intersection of Comini Road and Mokine Road: This intersection is described as a blind corner with reduced visibility. The anticipated increase in traffic from road trains could further exacerbate these safety issues.
- Request for Information on Road Upgrades: There is a request for details on any planned upgrades to Comini Road to ensure public safety given the expected increase in heavy vehicle usage.

As Comini Road is managed by the Shire of Narrogin, the Executive Manager of Technical and Rural Services has been consulted and has provided the following comments:

- The applicant has not provided details on the specific truck combinations intended for use on Comini Road. As the road is classified as a RAV 1 route, any vehicles exceeding this specification will require approval from Main Roads Western Australia (MRWA);
- Should the applicant seek to upgrade the RAV status of Comini Road, Main Roads Heavy Vehicle Services (HVS) will need to assess the site, including the intersection with Narrakine Road, which has existing site restrictions;
- Comini Road is currently unsealed and is not included in the Shire's Ten-Year Road Program for sealing or gravel re-sheeting. It receives maintenance grading as needed or annually; and
- If the development application for the transport depot is approved, the applicant may be required to contribute financially towards the upgrading of Comini Road, as deemed necessary.

Comini Road is not under the care and control of Main Roads, however, consultation occurred, and the following comments were provided:

*"The proposal is a bit light on detail, but the following comments are offered to help progress the proposal."*



1. *A Traffic Impact Statement/Assessment (depending on the expected traffic volume to the site) to the WAPC standard would be required. This would, amongst other thing, address the issue of increased traffic on the Great Southern Highway (Northam Cranbrook Road) and the intersection with Graham Road. It is possible (depending on traffic volumes) that acceleration lanes and turn pockets may be required at the intersection.*
2. *Graham Road and Mokine Road are RAV 7 (36.5m combinations) with a maximum speed of 60 Km/h condition. Graham Road is unconditional RAV 3 (27.5m combinations) and Mokine Road is RAV 3 with a maximum speed of 60 Km/h condition. Without knowing the size of vehicle that is likely to access the proposed transport depot it is impossible to comment on possible RAV rating of Comini Road. If you could confirm the vehicle size and if the Shire would support a RAV route request, I will then ask our Heavy Vehicle Department to comment. However, they are likely to request a full application before commenting.*

*With so little details I am sorry, but I can't be more specific in my comments."*

As the proposal is for the storage of various vehicles and equipment (caravan, boat, and motorbikes) and overnight parking for one to two commercial vehicles (2 x prime movers without attachments and trailers), it is recommended that Council supports the proposal subject to conditions. Clarification of the number of vehicle movements associated with the application will be required to inform conditions associated with any road upgrade contributions. Any future intensification of the proposal will be subject to a further development application.

Postscript: The following response has been received by the applicant in relation to vehicle movements:

*"As discussed, our intentional vehicle movements on Comini Road will be the coming & going of two prime mover commercial vehicles twice a day. Mornings will be early anywhere between 4:30-6:00am and evenings will be during the hours of 5:00-7:00 pm. We do not intend for there to be much movement, if any, outside of these time frames".*

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.02

Moved: Cr Wiese

Seconded: Cr Fisher

That with respect to the Application for Planning Consent for the proposed Transport Depot (overnight parking for one to two commercial vehicles (2 x prime movers without attachments and Trailers) at Lot 23 on Diagram P064336 Comini Road, Dumberning, Council:

- 1) Acknowledge the public submission received during the notification period.
- 2) Approve the development application subject to the following conditions:
  - a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
  - b) The development approved shall be in accordance with the plans and specifications submitted with the application (subject to part 2c)) and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
  - c) The applicant shall submit an updated site plan to scale and to the satisfaction of the Chief Executive Officer, displaying site features such as easements, identifying any vegetation to be removed, and showing the location of all proposed structures and vehicle movement areas and ingress and egress from Comini Road to the proposed shed.

- d) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of appearance or the emission of noise, vibration, odour, vapour, dust, wastewater, waste products or otherwise.
- f) The applicant shall engage with Main Roads Western Australia regarding any required upgrades to the Restricted Access Vehicle (RAV) status of Comini Road and comply with any resulting requirements.
- g) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent properties or the road reserve.
- h) A standard rural crossover in accordance with the Shire's adopted specifications, will be required at the cost of the applicant.
- i) In accordance with clause 4.34.1 of the Local Planning Scheme No. 3, given the dedicated road access is available but not constructed to a sufficient standard for the intended purpose, dependent upon truck movements and daily volumes, the applicant is required to contribute to the cost of constructing the road or part thereof to provide access to the property, to the satisfaction of the Chief Executive Officer.

**Advice Notes:**

- i. This is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits, and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
- ii. If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
- iii. The applicant/landowner are reminded of their obligations to ensure compliance with the requirements of the Shire of Narrogin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk.
- iv. In accordance with Council Policy 3.13 Rating Principles & Change in Predominant Use of Rural Land, all properties or portions thereof will be subject to a valuation of GRV, from the date of commencement of the facility or approval of the change in the Government Gazette, whichever is the latter.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab  
 Against: Nil

## APPLICATION FOR DEVELOPMENT APPROVAL



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

(FDRS005)

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

## SHIRE OF NARROGIN – LOCAL PLANNING SCHEME NO.3 (LPS 3)

All applicants should complete this form and the checklist provided. Applicants seeking approval for Advertising Signage should also complete page 3, unless exempt under Schedule 5 of the LPS 3.


## PROPERTY DETAILS

Lot No	23	House No		Street Name	Comini Road				
Suburb	Dumberning	Nearest Street Intersection		Mokine Road					
Location No		Plan or Diagram		Certificate of Title		Volume:	2735	Folio:	806
Title Encumbrances (e.g. Easements, Restrictive Covenants)									

## LOT DIMENSIONS

Site area	141,375	Square metres
Frontage	325	Metres
Depth	435	Metres

## OWNER DETAILS

Full Name:	Jenna Maree Freeland & Cory James McKenzie		
ABN (If Applicable)			
Postal Address	PO Box 505, Narrogin WA 6312		
Telephone Number:		Email:	
Owner's Signature  Date 29/05/24			

**NOTE:** All owners of the property must sign this application form.

Where property is owned by a company, at least two directors of the company must sign the application.

## APPLICANT DETAILS (If different)

Full Name:			
ABN (If Applicable)			
Postal Address			
Telephone Number:		Email:	
Applicant's Signature ..... Date .....			

## ADVERTISING

The information and plans provided with this application may need to be made available by the local government for public viewing in connection with the application. Do you consent to this?\*

Yes ☒ No ☐

\* Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has right of refusal for applications that do not allow for public viewing should it be deemed necessary.

## PROPOSED DEVELOPMENT

Nature of Development	<input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input checked="" type="checkbox"/> Works and Use
NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.	
Is an exemption from development claimed for part of the development?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	Proposed works is the erection of a 20 x 18m shed for the purpose of storage of caravan, boat, motorbikes, 2 x prime movers. Proposed land use is the parking of 1-2 commercial vehicles overnight in the immediate future and the building of a house in several years time.
Description of exemption claimed (if relevant)	
Nature of any existing buildings and/or land use:	Existing buildings include 5 x 5m shed.
Approximate cost of proposed development:	\$80,000
Estimated time of completion:	August 2024

**NOTE:** This form is to be submitted together with copies of plans, comprising the information specified in the particulars required with the application outlined below. Additional information may be required at a later stage.

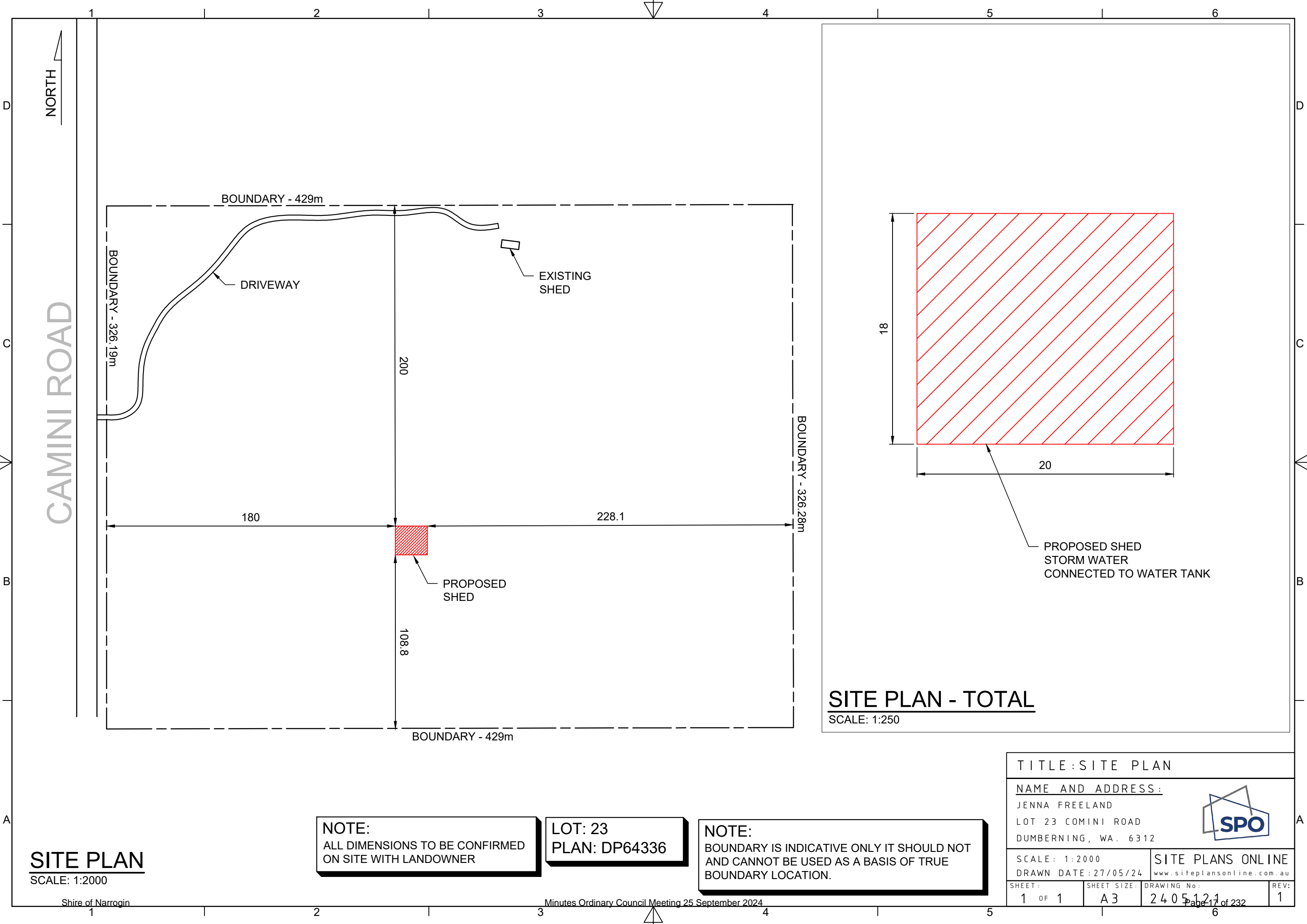
**NOTE:** The Development Application **must** be accompanied with the correct planning fees (see [current Schedule of Fees and Charges](#))

**This is not an application for a building permit. A separate application is required for a building permit.**

## OFFICE USE ONLY

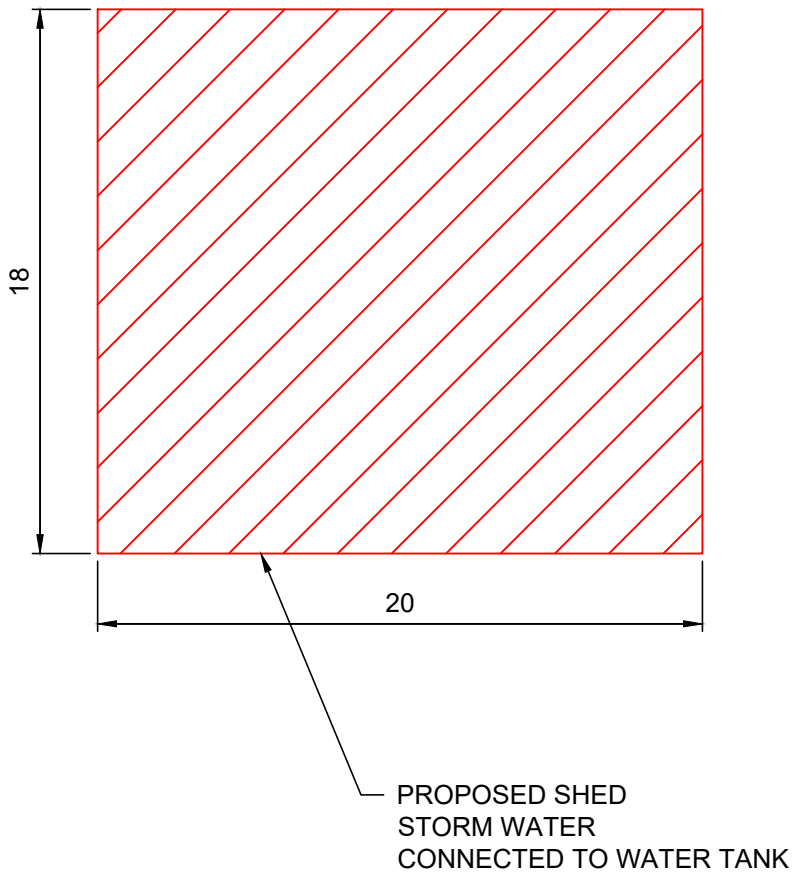
File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	





**SITE PLAN - TOTAL**

SCALE: 1:250



**SITE PLAN**  
SCALE: 1:2000

**NOTE:**  
ALL DIMENSIONS TO BE CONFIRMED  
ON SITE WITH LANDOWNER



**LOT: 23**  
**PLAN: DP64336**

**NOTE:**  
BOUNDARY IS INDICATIVE ONLY IT SHOULD NOT  
AND CANNOT BE USED AS A BASIS OF TRUE  
BOUNDARY LOCATION.

TITLE: SITE PLAN			
NAME AND ADDRESS:			
JENNA FREELAND			
LOT 23 COMINI ROAD			
DUMBERNING, WA. 6312			
SCALE: 1:2000		SITE PLANS ONLINE	
DRAWN DATE: 27/05/24		www.siteplansonline.com.au	
SHEET:	SHEET SIZE:	DRAWING No:	REV:
1 OF 1	A3	2405121	1



## COMPLIANCE CERTIFICATE FOR BUILDING DESIGN

<b>Property Description</b> Street Address to include number, street suburb, locality, postcode	Enclosed Steel Clad & Framed Shed 18.0m span by 20.0m long, 5.6m eave 136 Graham Road Narrogin WA 6312  <i>Design suitable for Wind Regions N1-N4          Certifier or Owner to confirm that the wind loadings for this design are true and correct for the address and location stated.</i>																																									
<b>Description Components Certified</b> Clearly state the extent of work covered by this certificate	Steel Framing Frame connections Frame bracing Foundation piers only Steel cladding 0.42mm BMT Floor slab design by others																																									
<b>Basis of Certification</b> Detail the basis for issuing the certificate & the extent to which tests, specifications rules, standards, codes of practise and other publications are relied upon	<table border="0"> <tr> <td>AS4600-2018</td> <td>AS1170.0 - 2002</td> </tr> <tr> <td>AS4100-2020</td> <td>AS 1170.1 - 2021</td> </tr> <tr> <td>AS2870 - 2011</td> <td>AS1170.2 - 2021</td> </tr> <tr> <td>AS1562 - 2018</td> <td>AS1170.3 - 2003</td> </tr> <tr> <td>AS1289 - 2000</td> <td>AS1170.4 - 2007</td> </tr> <tr> <td>AS4678 - 2002</td> <td>AS4055-2021</td> </tr> <tr> <td>AS3600-2018</td> <td>AS3623-2018</td> </tr> <tr> <td>BCA / NCC 2022</td> <td></td> </tr> </table>			AS4600-2018	AS1170.0 - 2002	AS4100-2020	AS 1170.1 - 2021	AS2870 - 2011	AS1170.2 - 2021	AS1562 - 2018	AS1170.3 - 2003	AS1289 - 2000	AS1170.4 - 2007	AS4678 - 2002	AS4055-2021	AS3600-2018	AS3623-2018	BCA / NCC 2022																								
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<b>Competent Person Details</b>	<table border="0"> <tr> <td>Name</td> <td>George Zuev BE MIE (Aust) CPEng</td> </tr> <tr> <td>Company Name</td> <td>Technibuild Consulting ABN 93 074 651 899</td> </tr> <tr> <td>Address</td> <td>60 Princes Highway, Cobargo NSW 2550</td> </tr> <tr> <td>Contact</td> <td>0264 936 061 Mobile 0419 938 301 Email info@technibuild.com.au</td> </tr> <tr> <td>Registrations</td> <td>Asia Pacific Economic Co Operation (APEC) Engineer Registered          International Professional Engineer ( IntPE(Aust) ) Registered          Northern Territory Cert Eng Structural 24537 ES          Queensland RPEQ 7551          Victoria PE 2458          Tasmania CC 4240T          NER 326457          NSW Builder 41666          Member AISC 41977</td> </tr> </table> 			Name	George Zuev BE MIE (Aust) CPEng	Company Name	Technibuild Consulting ABN 93 074 651 899	Address	60 Princes Highway, Cobargo NSW 2550	Contact	0264 936 061 Mobile 0419 938 301 Email info@technibuild.com.au	Registrations	Asia Pacific Economic Co Operation (APEC) Engineer Registered International Professional Engineer ( IntPE(Aust) ) Registered Northern Territory Cert Eng Structural 24537 ES Queensland RPEQ 7551 Victoria PE 2458 Tasmania CC 4240T NER 326457 NSW Builder 41666 Member AISC 41977																													
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<b>Signature of Competent Person</b>	I certify that the items described above, if installed or carried out in accordance the information contained in this certificate, including any referenced documentation, will comply with the National Construction Code (BCA) of Australia or International Standard.  Signature of Competent Person :   Date : 9-Jun-23																																									



## GENERAL NOTES

**G1.** Do not scale drawings. Written dimensions shall have precedence over scaled drawings. Dimensions, conditions and levels to be verified on site, report any discrepancies to the applicable building designer(s).

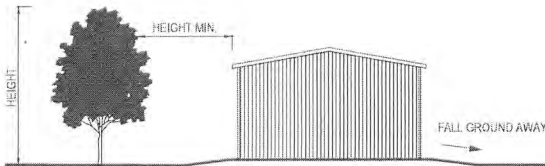
**G2.** All new construction work and the installation of services must comply with the Building Code of Australia, relevant Australian Standards, relevant codes and manuals, local municipal by-laws and requirements of the relevant authorities.

**G3.** This building design should be reviewed by an appropriately qualified person with regards to the relevant Occupations Health & Safety Act in your state.

**G4.** Moisture or Moisture Retaining materials should not be permitted to remain in intimate contact with Zincalume or Colorbond Steel (roof & wall sheeting). Such contact will ultimately result in perforation (rust) of the material.

**G5.** Clay soils will swell and shrink with variations in moisture content. This movement may cause damage to the building. In order to minimise the damage we recommend the following precautions are taken.

- Provide adequate site drainage to ensure water will not pond against or near the building.
- Grade the site within 2.0m of the building away from building, to ensure that water will not pond near the building.
- Maintain sewerage, stormwater and other drainage systems so that leakages will not occur. If they do occur they should be repaired promptly.
- Trees and shrubs should not be planted or allowed to exist, closer than 0.75 times their mature height to the building. Avoid establishing garden beds next to the building. Gardens and lawns should be watered adequately but not excessively. Uniform, consistent watering can be important to prevent damage to the foundations during dry spells or drought.



George Zuev  
NER 326457

Mr George Zuev  
MIEAust CPEng NER



National  
Engineering  
Register

09 JUN 2023

Signature

Date

Registered on the NER in the area(s)  
of practice of Civil Engineering

## CONCRETE

**C1.** All workmanship and materials shall be in accordance with AS 3600 current editions with amendments, except where varied by the contract documents.

**C2.** Concrete Characteristics:

ELEMENT	STRENGTH f <sub>c</sub>	SLUMP	MAX AGG. SIZE
Piers	25 MPa	80mm ± 15	20 mm
Footings	25 MPa	80mm ± 15	20 mm

**C3.** Cover to reinforcement shall be obtained by the use of approved bar chairs. All bar chairs to be spaced at 1000ctrs maximum. Cover shall not be less than the size of the aggregate or the main bars.

Concrete Cover:

Piers	= 65mm U.N.O.
Footings	= 50mm U.N.O.
Strip Footings	= 50mm U.N.O.

**C4.** Sizes of concrete elements do not include thickness of applied finish.

**C5.** No holes, chases or embedment of pipes other than those shown on the structural drawings shall be made in concrete members without the approval of the Engineer.

**C6.** Construction joints shall be properly formed and located only where shown or specifically approved by the Engineer.

**C7.** Reinforcement is represented diagrammatically, it is not necessarily shown in true projection.

**C8.** Splices in reinforcement shall be made only in the positions shown, unless the approval of the engineer is obtained for any other splice.

**C9.** Welding of reinforcement will not be permitted unless noted on the structural drawings.

**C10.** Pipes or conduits shall not be placed within the cover to reinforcement without the approval of the Engineer.

**C11.** Reinforcement is to be supplied and bent in accordance with AS 1302, AS 1303 & AS 1304 current editions and amendments. Reinforcement is denoted by the following symbols:

R	denotes structural grade round bars grade 250
N	denotes hot rolled deformed
SL	denotes hard drawn steel wire square fabric
RL	denotes hard drawn steel wire rectangular fabric
L	denotes hard drawn steel wire trench mesh

**C12.** All reinforcement for any one pour shall be completely placed and tied prior to inspection. No concrete shall be poured until reinforcement has been inspected and approved.

**C13.** Foundations to be cast on/in a naturally compacted subgrade or approved compacted fill, compaction to be to a minimum of 98% standard dry density to AS 1289.E1.1.

**C14.** All concrete shall be properly compacted by means of approved vibrators.

**C15.** Where walls are non-load bearing at either horizontal or vertical faces they shall be separated from concrete or brickwork by 10mm thick bituminous canite or similar.

**C16.** Concrete shall be separated from supporting masonry by two layers of suitable membrane or as directed by the Engineer. Vertical faces of concrete to be kept free by a 10mm thickness bituminous canite or similar.

17

## STRUCTURAL STEELWORK

**S1.** All workmanship and materials shall be in accordance with AS 4100.

**S2.** Unless noted otherwise all steel shall be in accordance with:

- AS 3678 and AS 3679 Grade 300 for rolled sections
- AS 1163 Grade 350 for square hollow sections
- AS 1074 Grade 200 for circular hollow sections
- AS 1397 Grade 450 for cold formed light gauge sections

**S3.** The contractor shall provide temporary bracing as necessary to stabilise the structure during erection and leave in place until permanent bracing elements are constructed.

**S4.** Welding if required shall be in accordance with AS 1554 and be performed by an experienced operator.

**S5.** Welds shall be 6mm continuous fillet unless noted otherwise.

**S6.** Butt welds are to be complete penetration butt welds as defined in AS1554. E48XX electrodes shall be used.

**S7.** Refer to structural drawings for purlin and girt sizes and spacings. Purlins and girts shall be installed in accordance with manufacturers directions. Use washers under bolt head and not. Purlin bolts shall be:

- M12 4.6/S for sections up to 250mm deep
- M16 4.6/S for sections over 250mm deep

**S8.** Purlin cleats shall be 5mm thick, with 6mm cfw, unless otherwise noted.

**S9.** Bolt type and procedure is as follows:

4.6/S Refers to commercial bolts of strength grade 4.6 conforming to AS 1111 and tightened using a standard wrench to a 'snug tight' condition.

8.8/S Refers to high strength bolts of strength grade 8.8 conforming to AS 1252 and tightened using a standard wrench to a 'snug tight' condition.

8.8/TF Refers to high strength bolts of strength grade 8.8 conforming to AS 1252 and fully tensioned in a controlled manner to the requirements of AS 4100.

**S10.** All Structural steelwork below ground to be encased by concrete 75mm min. all round.

**S11.** Concrete encased structural steel to be enclosed by SL41 mesh placed 25mm clear of steelwork. Encasing to provide 50mm min. cover, 75mm min. cover where exposed to earth. All steelwork to be given one shop coat of approved paint unless otherwise noted.

## BRICKWORK / BLOCKWORK

**B1.** All brickwork / blockwork shall comply with AS 3700.

**B2.** Mortar to brickwork / blockwork shall be 1:1:6 unless otherwise specified.

**B3.** Minimum compressive strength of brick to be 30Mpa unless otherwise approved.

**B4.** Minimum compressive strength of concrete blocks to be 15Mpa unless otherwise approved.

**B5.** All joints in brick and / or block walls to be in accordance with the relevant codes and good trade practice.

**B6.** Cavity wall ties to be in accordance with current standards and requirements.

**B7.** All steel columns, mullions and horizontal supports, provide 3.2mm dia ties welded or fixed to steelwork in an approved manner at 600ctrs.

**B8.** Provide articulation / expansion joints at 6.0m ctrs. max.



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PROPOSED PROJECT

McKenzie, Corey  
MCKENZIES TRANSPORT  
136 GRAHAM ROAD  
NARROGIN WA 6312

DESCRIPTION

DETAILED CONNECTIONS DETAIL

TECHNIBUILD CONSULTING  
STRUCTURAL AND CIVIL ENGINEERS

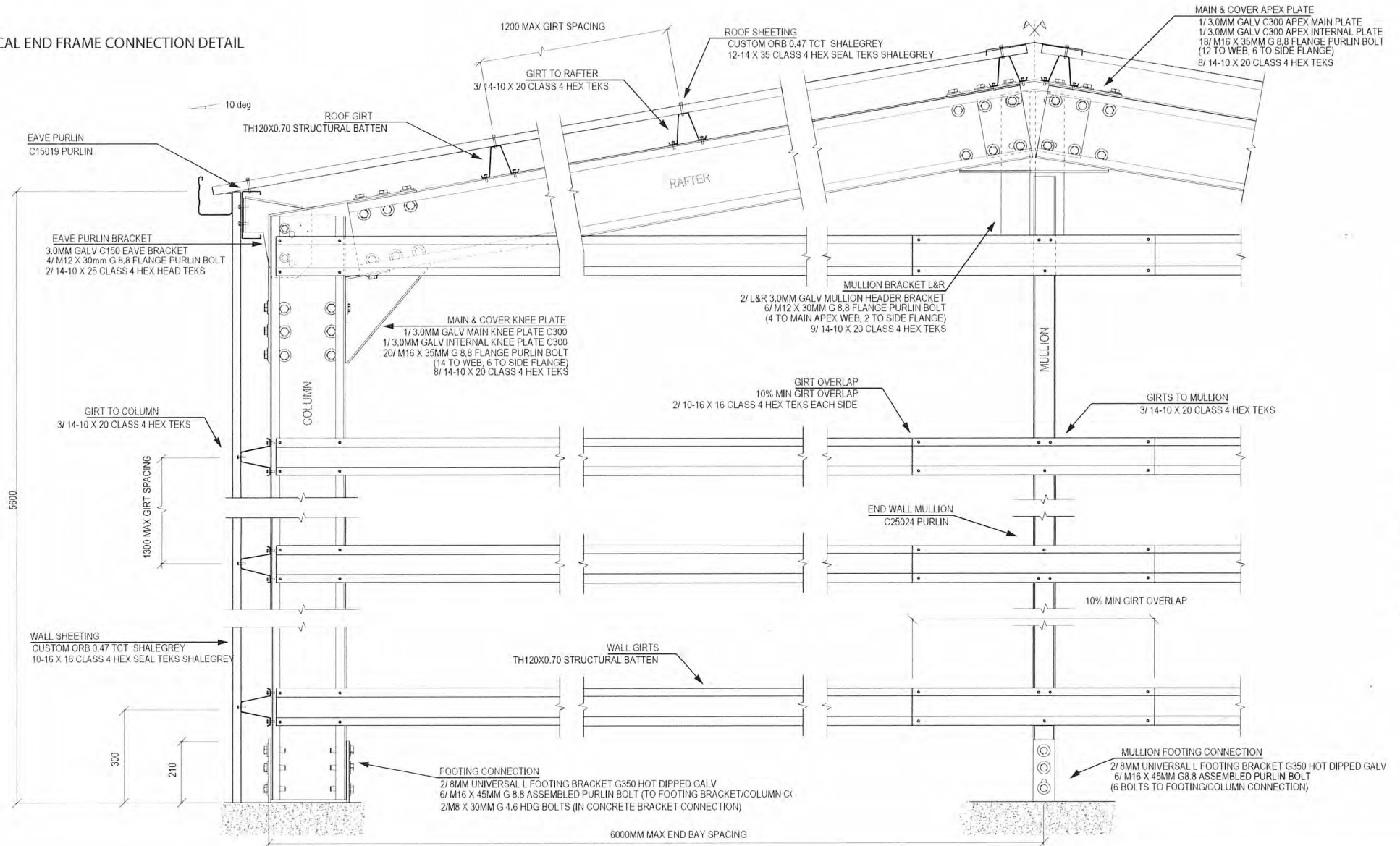
High Springs Development Pty Ltd  
ABN 93 074 651 899  
60 Princes Highway, Cobargo NSW 2550  
Telephone & Fax (02) 6 936 061

Issue: B	DESIGN: E.B.D	DRAWN BY: N.J.W
SCALE: N.T.S	SIZE: A3	DATE: 7/06/2023
REGION: A	REGIONAL WIND SPEED V(500): 45 M/S	TERRAIN CAT: 2

DRAWING NO.

MCKEN034429 - 01  
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# TYPICAL END FRAME CONNECTION DETAIL



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PROPOSED PROJECT McKenzie, Corey  
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Minutes Ordinary Council Meeting 25 September 2024

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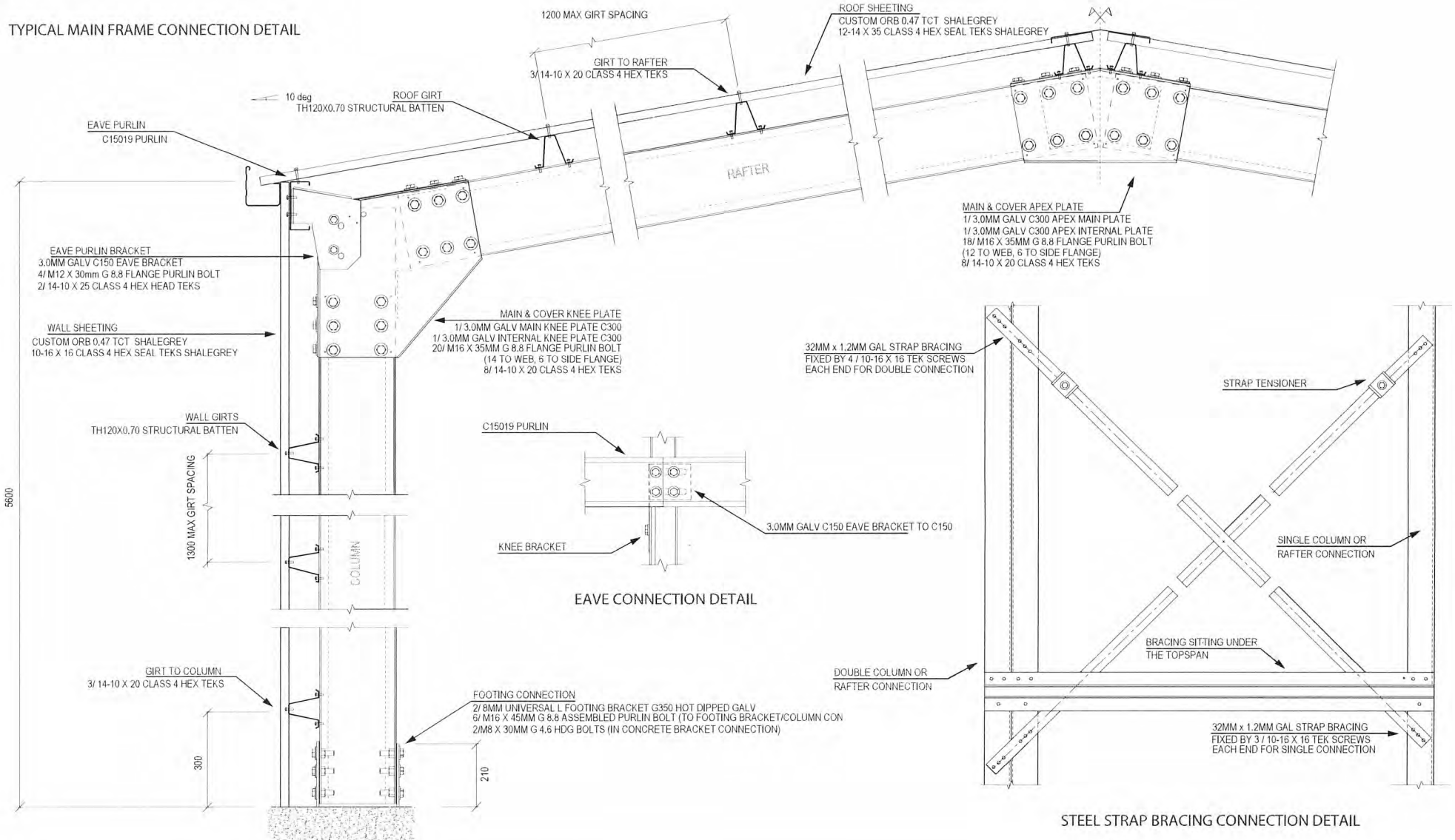
MCKEN034429 - 02  
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George Zuey  
NER 326457  
09 JUN 2023



# TYPICAL MAIN FRAME CONNECTION DETAIL



George Zuey  
NER 326457  
09 JUN 2023



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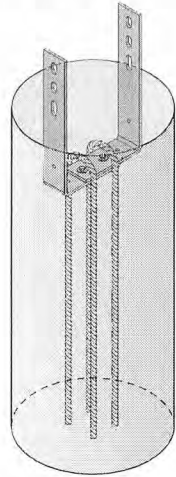
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DRAWING NO.

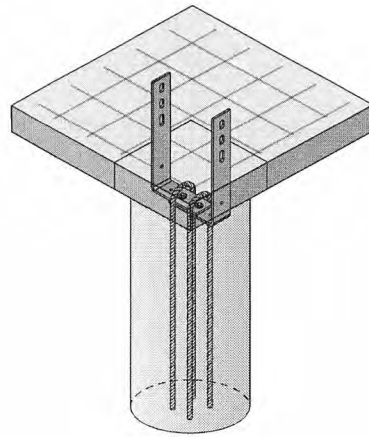
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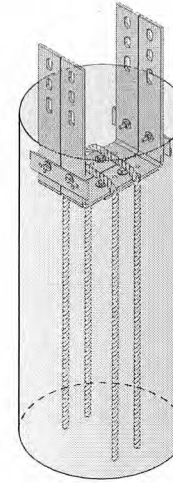
# TYPICAL PIER AND SLAB CONNECTION DETAILS



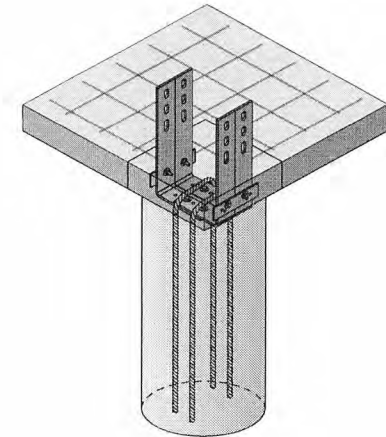
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FOR SINGLE COLUMN - PIER ONLY



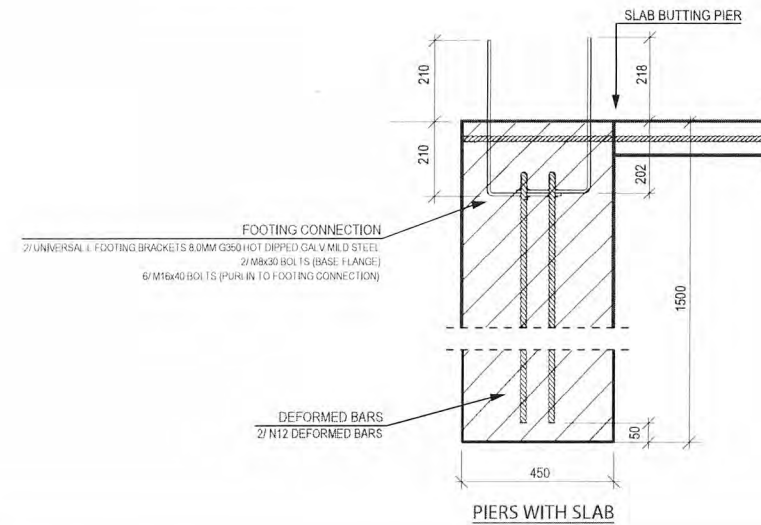
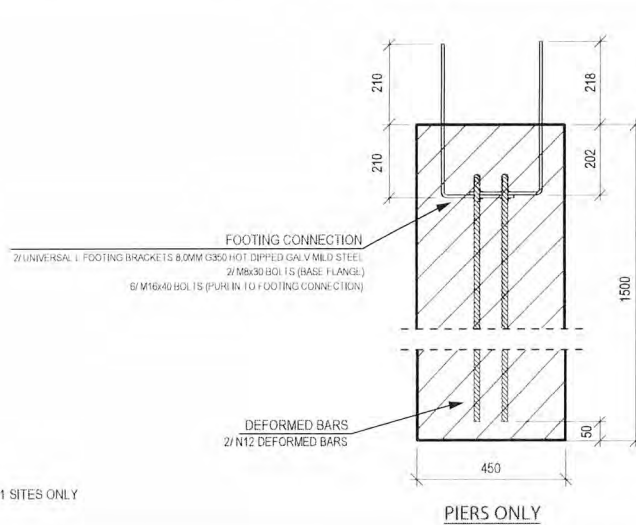
FOOTING BRACKET  
FOR SINGLE COLUMN - WITH SLAB



FOOTING BRACKET  
FOR BTB COLUMN - PIER ONLY



FOOTING BRACKET  
FOR BTB COLUMN - WITH SLAB



- S, M OR H1 SITES ONLY



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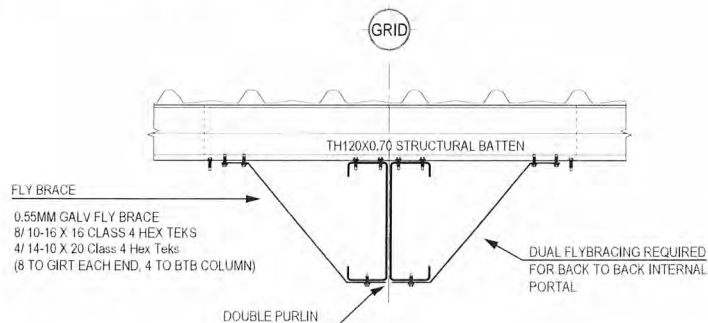
Minutes Ordinary Council Meeting 25 September 2024

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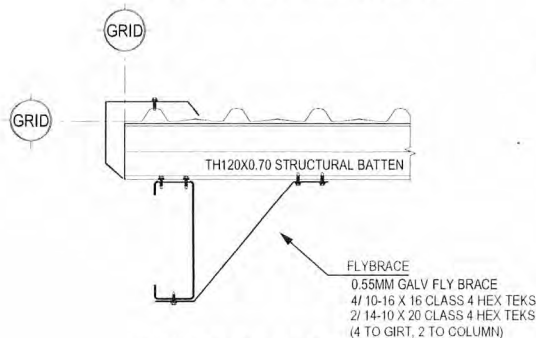
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NER 326457  
09 JUN 2023

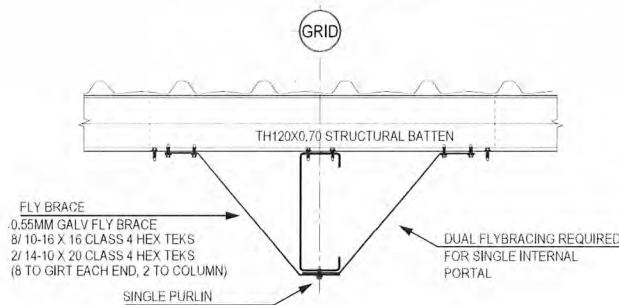
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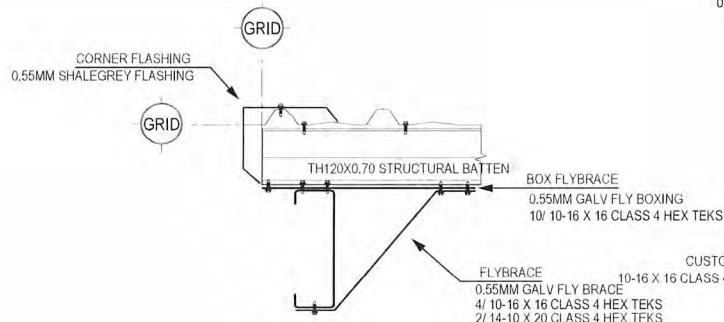
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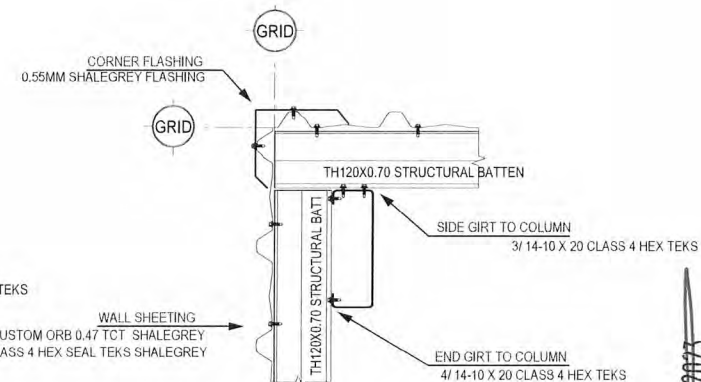
END FRAME PURLIN/ SIDE WALL ONLY



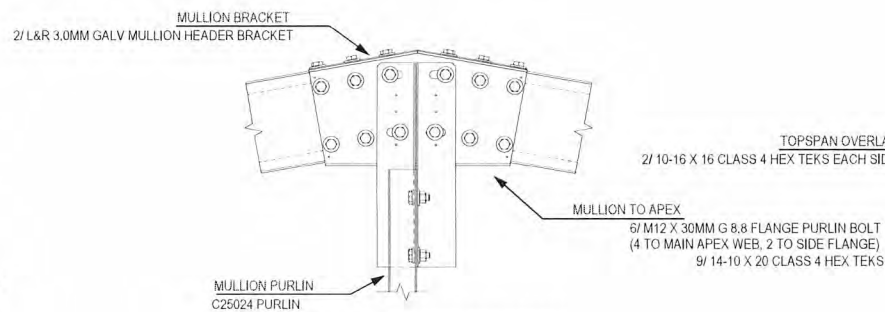
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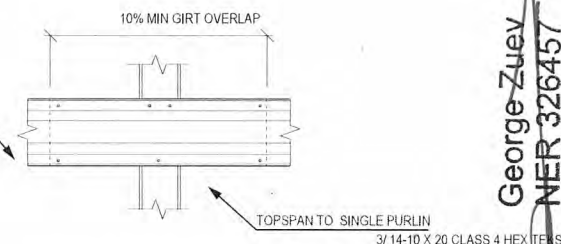
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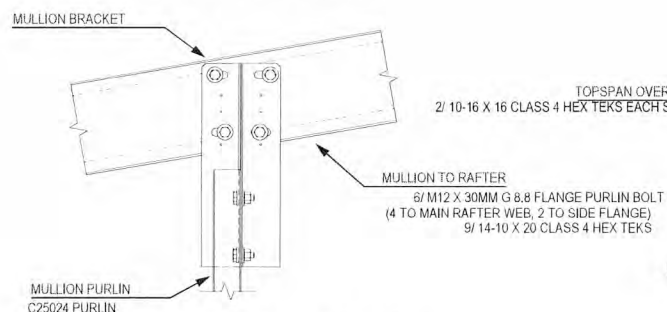
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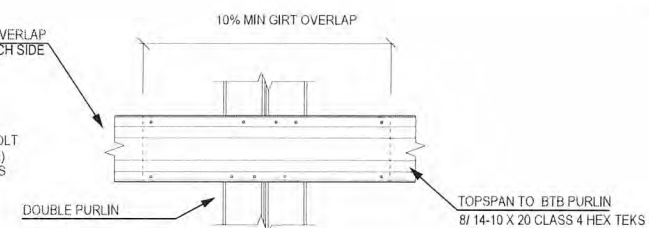
CENTRE MULLION CONNECTION DETAIL



SINGLE PURLIN OVERLAP DETAIL



INTERMEDIATE MULLION CONNECTION DETAIL



DOUBLE PURLIN OVERLAP DETAIL



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McKenzie, Corey  
MCKENZIES TRANSPORT  
136 GRAHAM ROAD  
NARROGIN WA 6312

DESCRIPTION  
DETAILED CONNECTIONS DETAIL

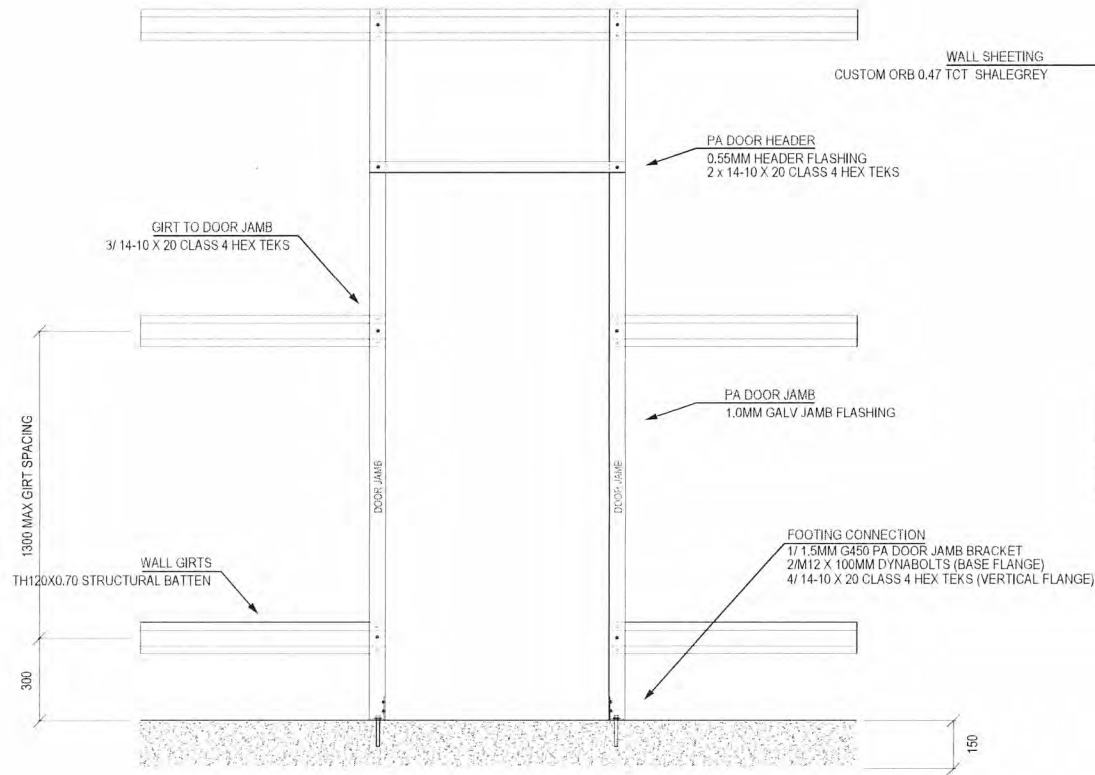
TECHNIBUILD CONSULTING  
STRUCTURAL AND CIVIL ENGINEERS  
High Springs Development Pty Ltd  
ABN 93 074 651 899  
60 Princes Highway, Cobargo NSW 2550  
Telephone & Fax (02) 6 936 061

Minutes Ordinary Council Meeting 25 September 2024

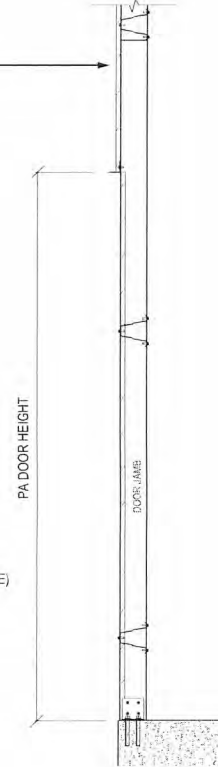
Issue: B	DESIGN: E.B.D	DRAWN BY: N.J.W
SCALE: N.T.S	SIZE: A3	DATE: 7/06/2023
REGION: A	REGIONAL WIND SPEED V(500): 45 M/S	TERRAIN CAT: 2
DRAWING NO.	MCKEN034429 - 05	

George Zuev 09 JUN 2023  
NER 326457

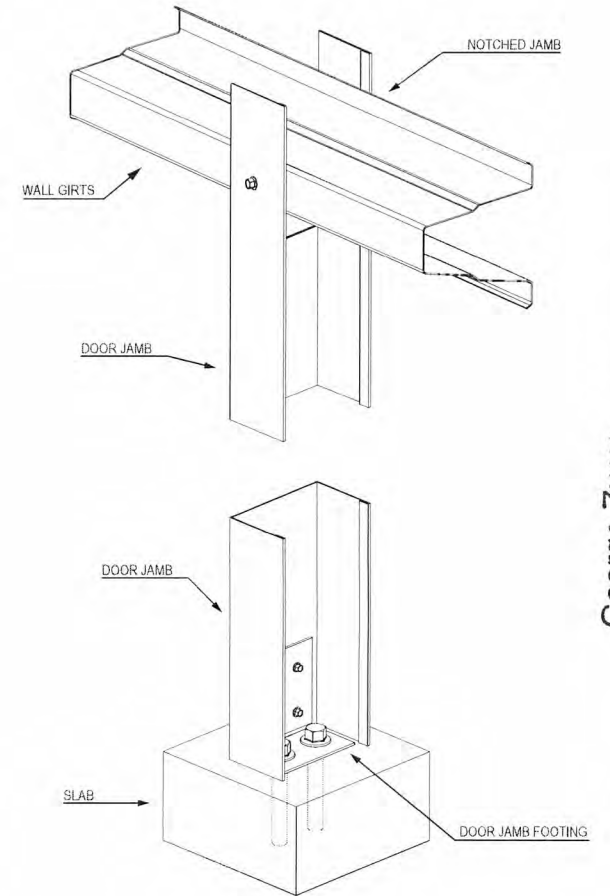
# TYPICAL PA DOOR DETAILS



PA DOOR FRONT ELEVATION DETAIL



PA DOOR SIDE ELEVATION DETAIL



DOOR JAMB FOOTING DETAIL VIEW

George Zuev  
NER 326457  
09 JUN 2023



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PROPOSED PROJECT  
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NARROGIN WA 6312

DESCRIPTION  
DETAILED CONNECTIONS DETAIL

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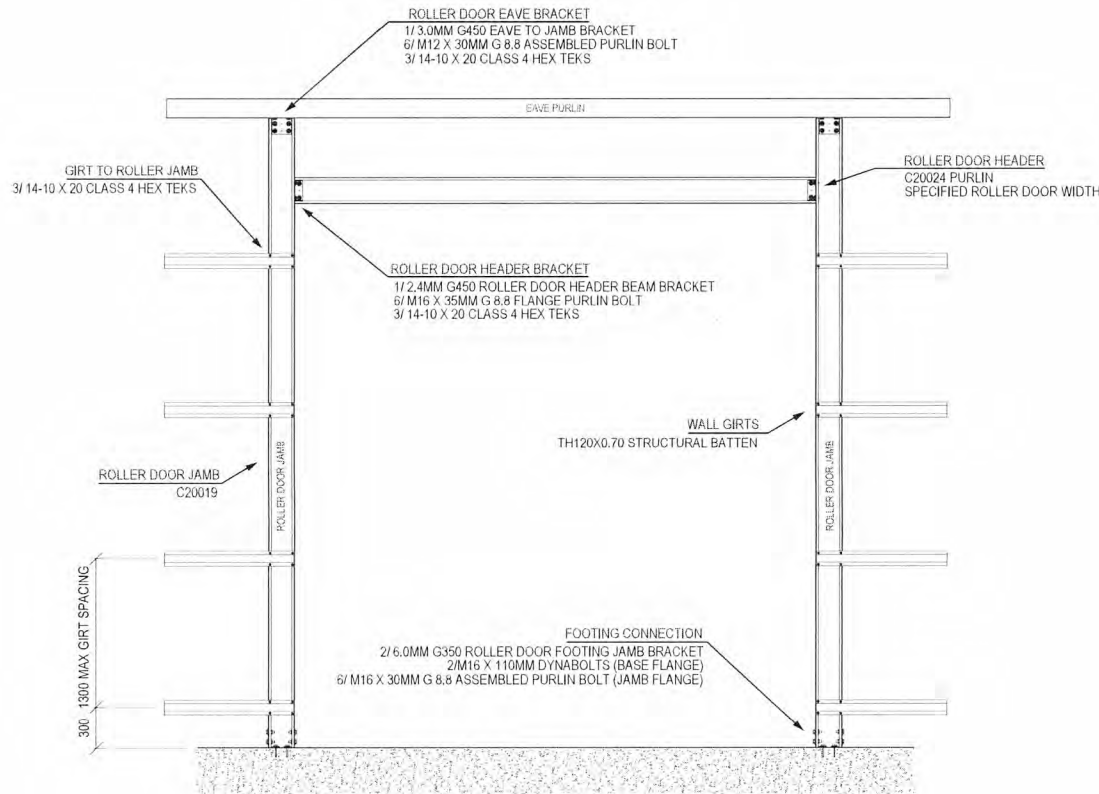
Minutes Ordinary Council Meeting 25 September 2024

Issue: B	DESIGN: E.B.D	DRAWN BY: N.J.W
SCALE: N.T.S	SIZE: A3	DATE: 7/06/2023
REGION: A	REGIONAL WIND SPEED V(500): 45 M/S	TERRAIN CAT: 2
DRAWING NO.	MCKEN034429	

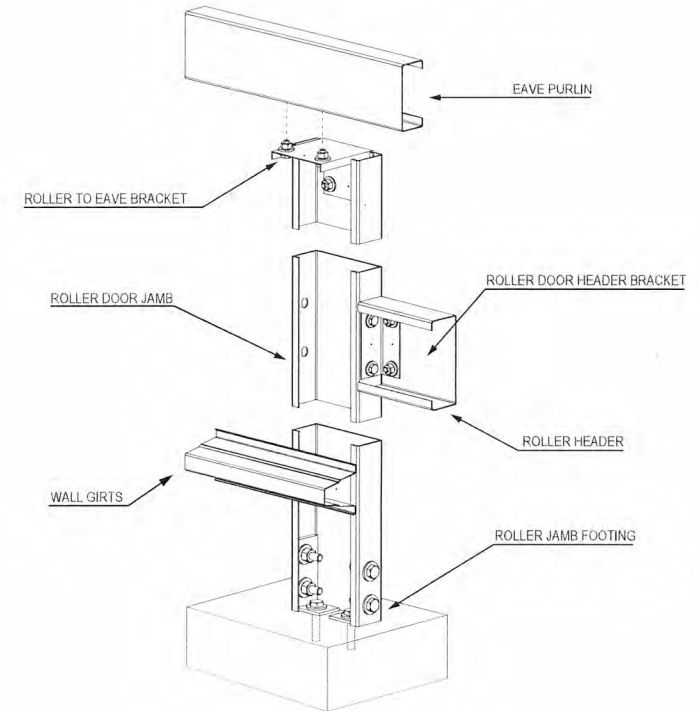
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# TYPICAL ROLLER DOOR SIDE DETAILS

Ultimate Wind Speed	3.2m Opening	4.3m Opening	5m Opening
45 m/s	C15015	C15015	C20015
57 m/s	C15015	C15019	C20019



ROLLER DOOR FRONT ELEVATION DETAIL



ROLLER DOOR CONNECTION DETAILS

George Zuev  
NER-326457  
09 JUN 2023



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DESCRIPTION  
DETAILED CONNECTIONS DETAIL

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Minutes Ordinary Council Meeting 25 September 2024

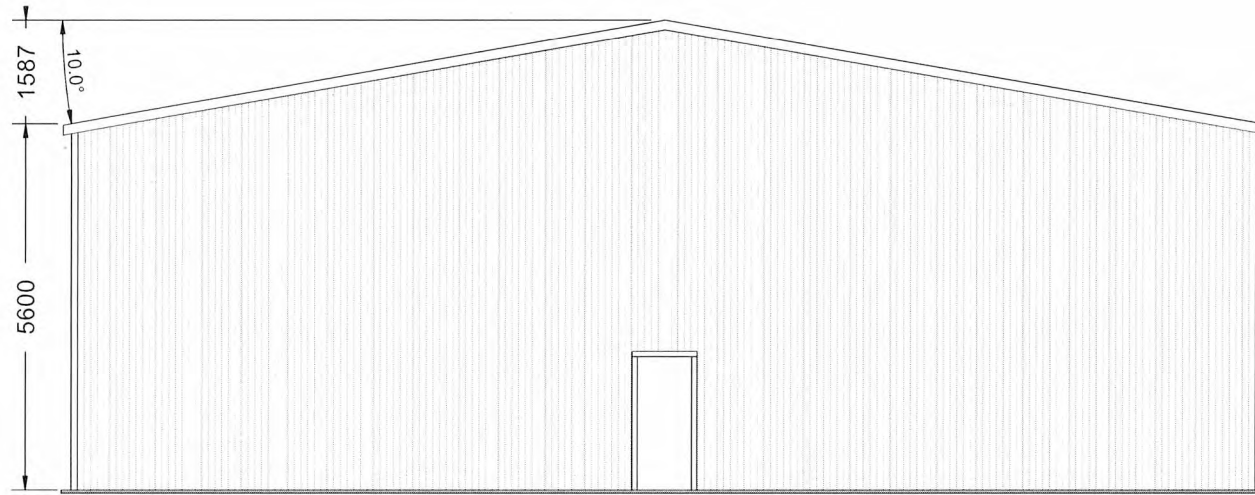
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REGION: A	REGIONAL WIND SPEED V(500): 45 M/S	TERRAIN CAT: 2

DRAWING NO.

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MCKEN034429

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FRONT ELEVATION



REAR ELEVATION

PLANS DRAWN BY

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Shire of Narrogin

JOB DETAILS

PROPOSED PROJECT: McKen034429 | 18m x 20m x 5.6m - Enclosed Building

CUSTOMER: McKenzies Transport, Corey McKenzie

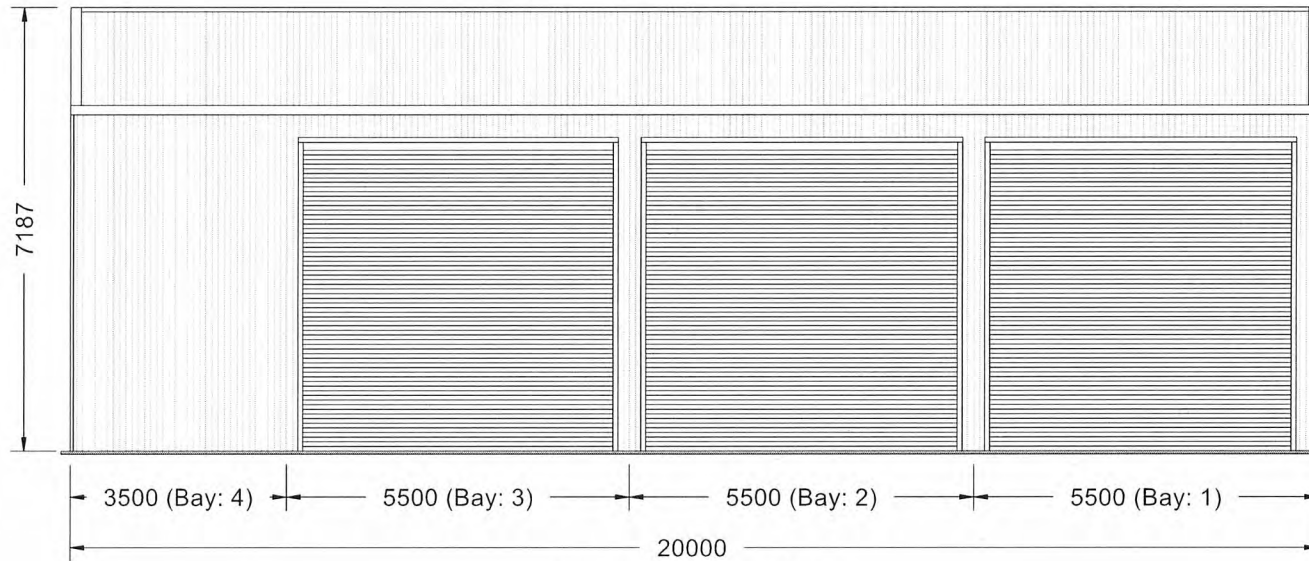
SITE: 136 Graham Road, Narrogin, WA, 6312

DRAWING DETAILS

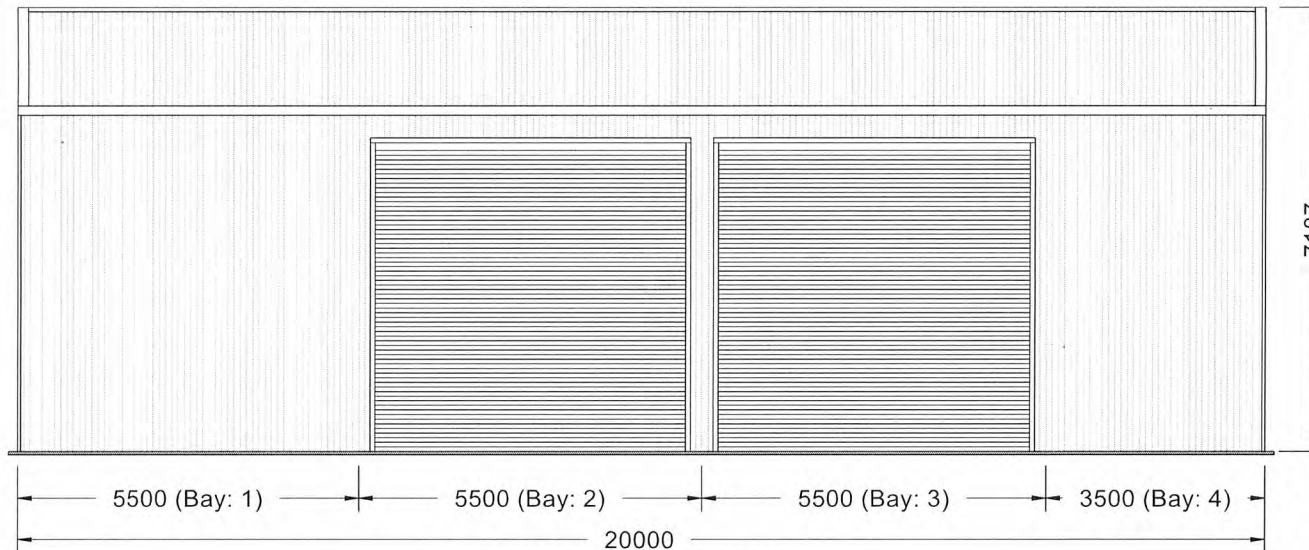
DRAWING NO.: AP34429

DRAWING TYPE: Architectural Drawings

DRAWING SCALE: 1:73



LEFT ELEVATION



RIGHT ELEVATION

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Shire of Narrogin

JOB DETAILS

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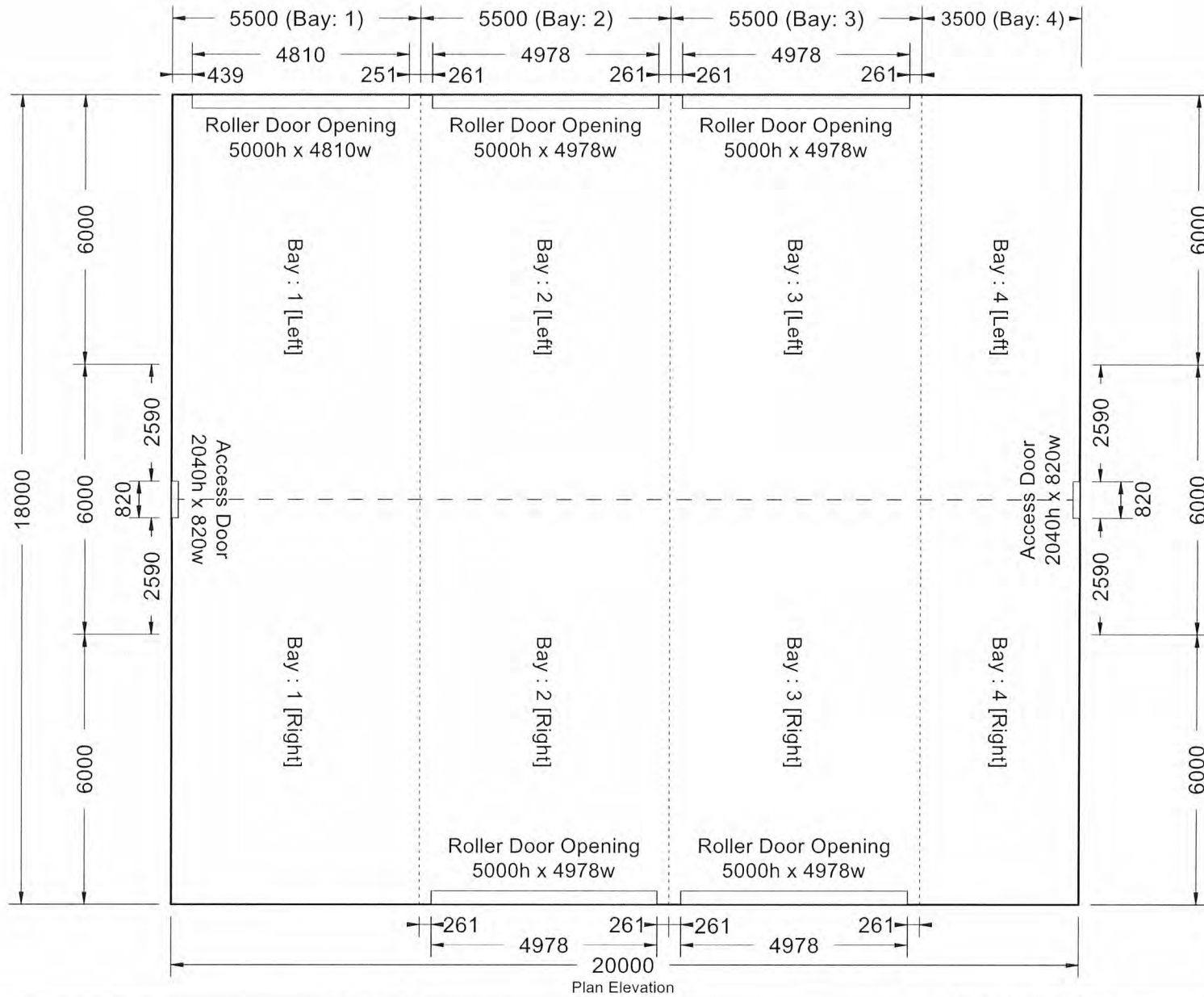
DRAWING DETAILS

DRAWING NO.: AP34429

DRAWING TYPE: Architectural Drawings

DRAWING SCALE: 1:77





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Shire of Narrogin

#### JOB DETAILS

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CUSTOMER: McKenzies Transport, Corey McKenzie

SITE: 136 Graham Road, Narrogin, WA, 6312

#### DRAWING DETAILS

DRAWING NO.: AP34429

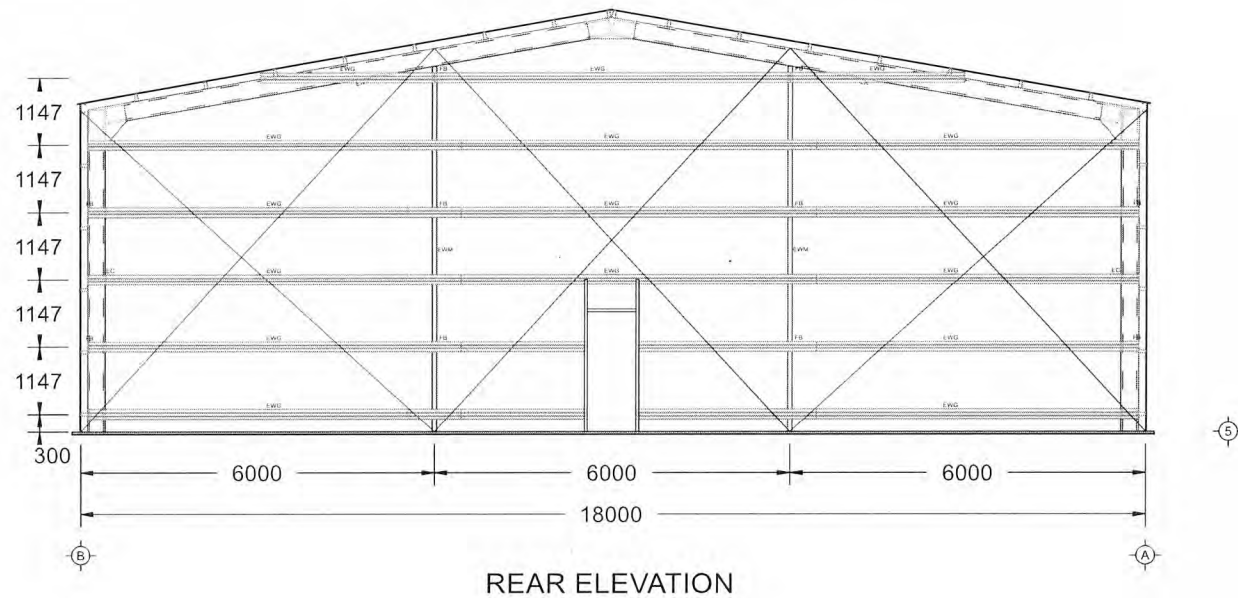
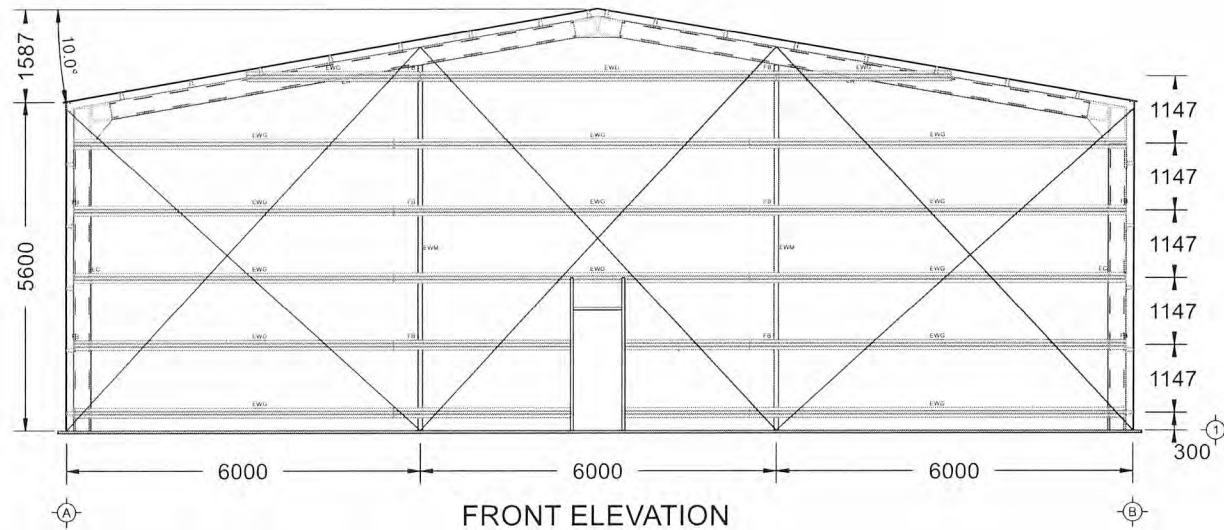
DRAWING TYPE: Architectural Drawings

DRAWING SCALE: 1:86

Minutes Ordinary Council Meeting 25 September 2024

Page 28 of 232

George Zuev  
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09 JUN 2023



#### PLANS DRAWN BY

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Shire of Narrogin

#### JOB DETAILS

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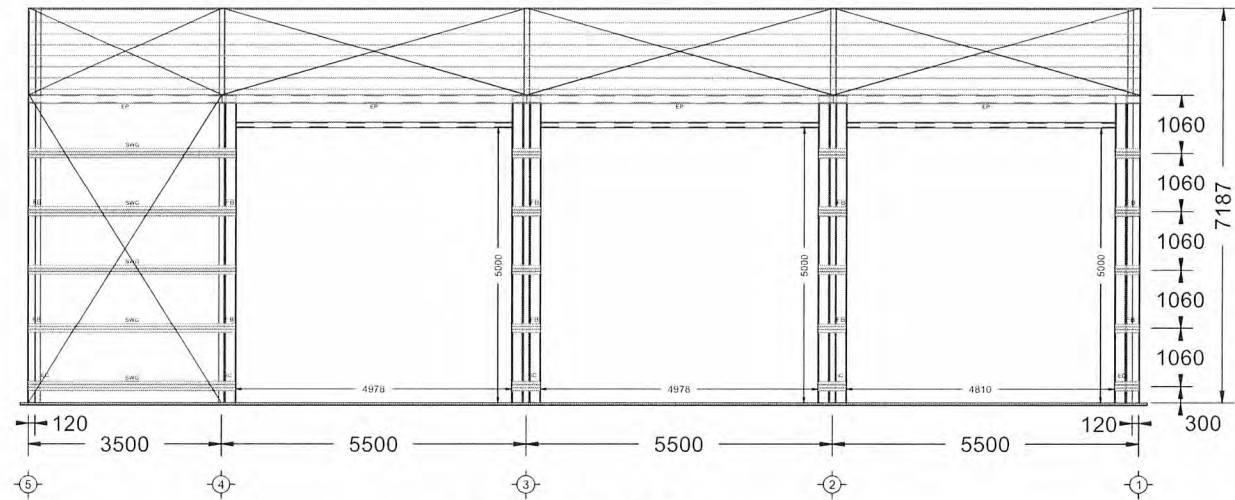
SITE: 136 Graham Road, Narrogin, WA, 6312

#### DRAWING DETAILS

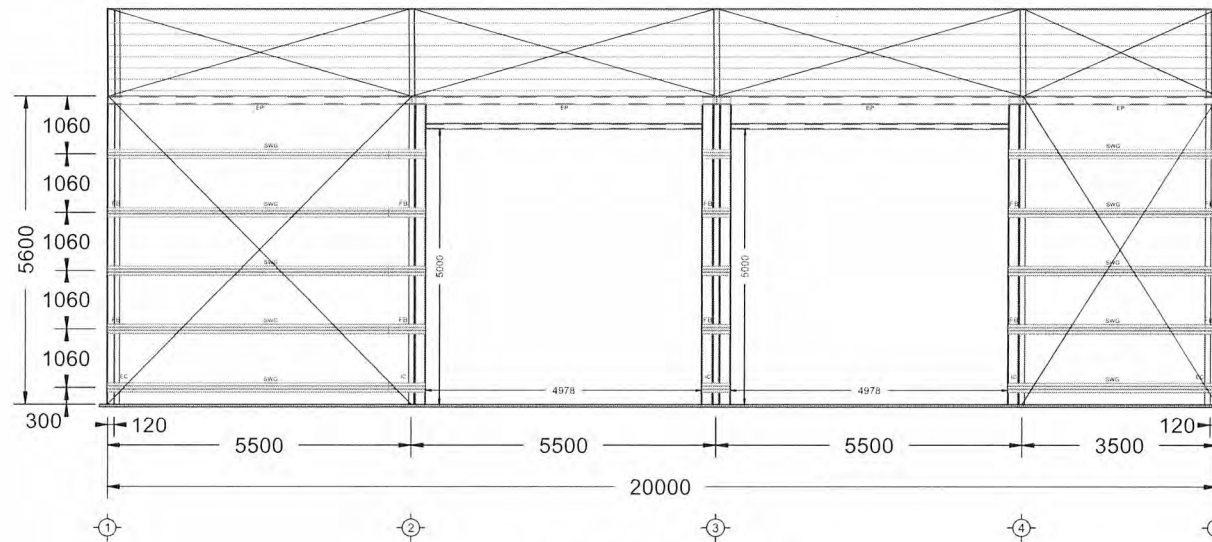
DRAWING NO.: AP34429

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:81



LEFT ELEVATION



RIGHT ELEVATION

PLANS DRAWN BY

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Shire of Narrogin

JOB DETAILS

PROPOSED PROJECT: McKen034429 | 18m x 20m x 5.6m - Enclosed Building

CUSTOMER: McKenzies Transport, Corey McKenzie

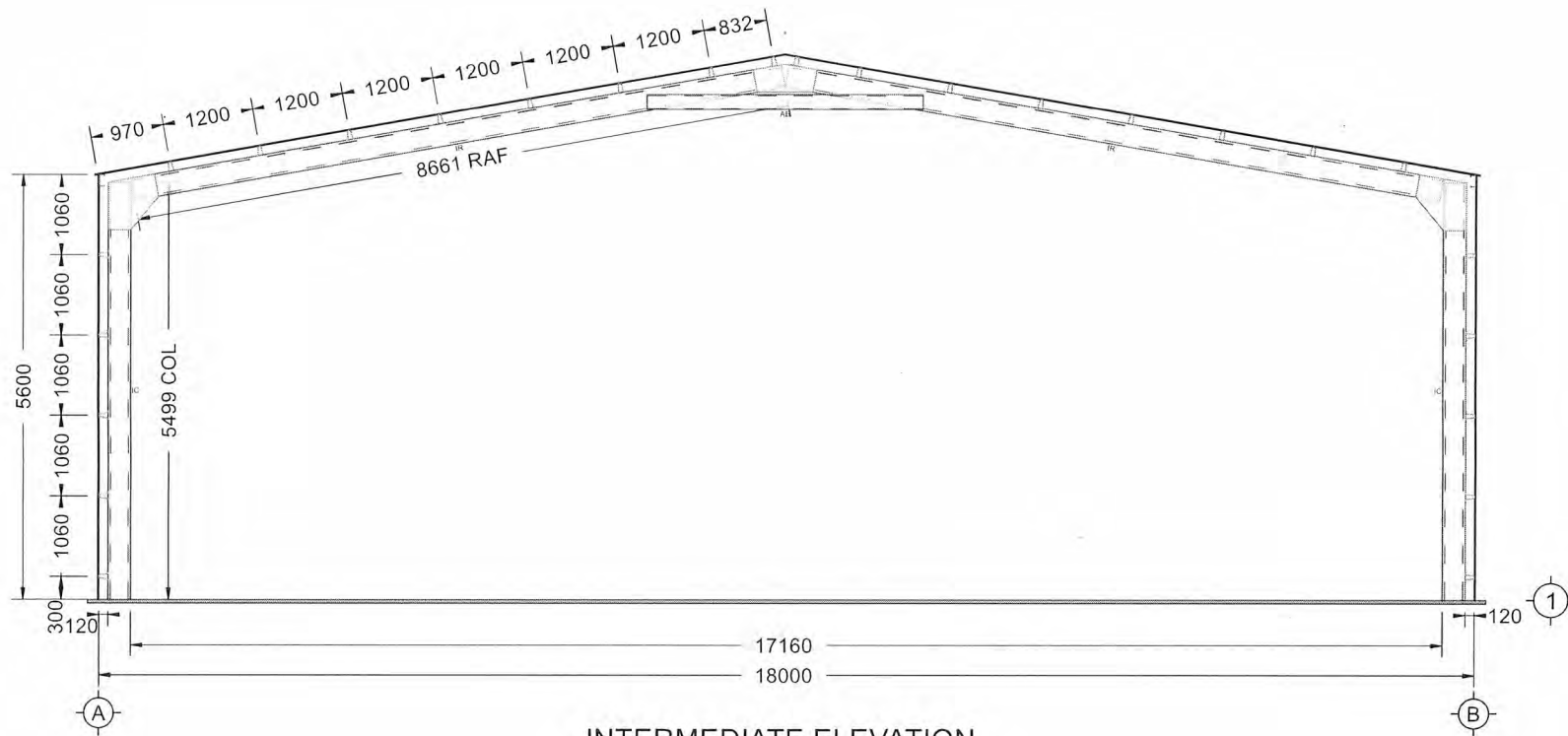
SITE: 136 Graham Road, Narrogin, WA, 6312

DRAWING DETAILS

DRAWING NO.: AP34429

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:87



INTERMEDIATE ELEVATION

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Shire of Narrogin

JOB DETAILS

PROPOSED PROJECT: McKen034429 | 18m x 20m x 5.6m - Enclosed Building

CUSTOMER: McKenzies Transport, Corey McKenzie

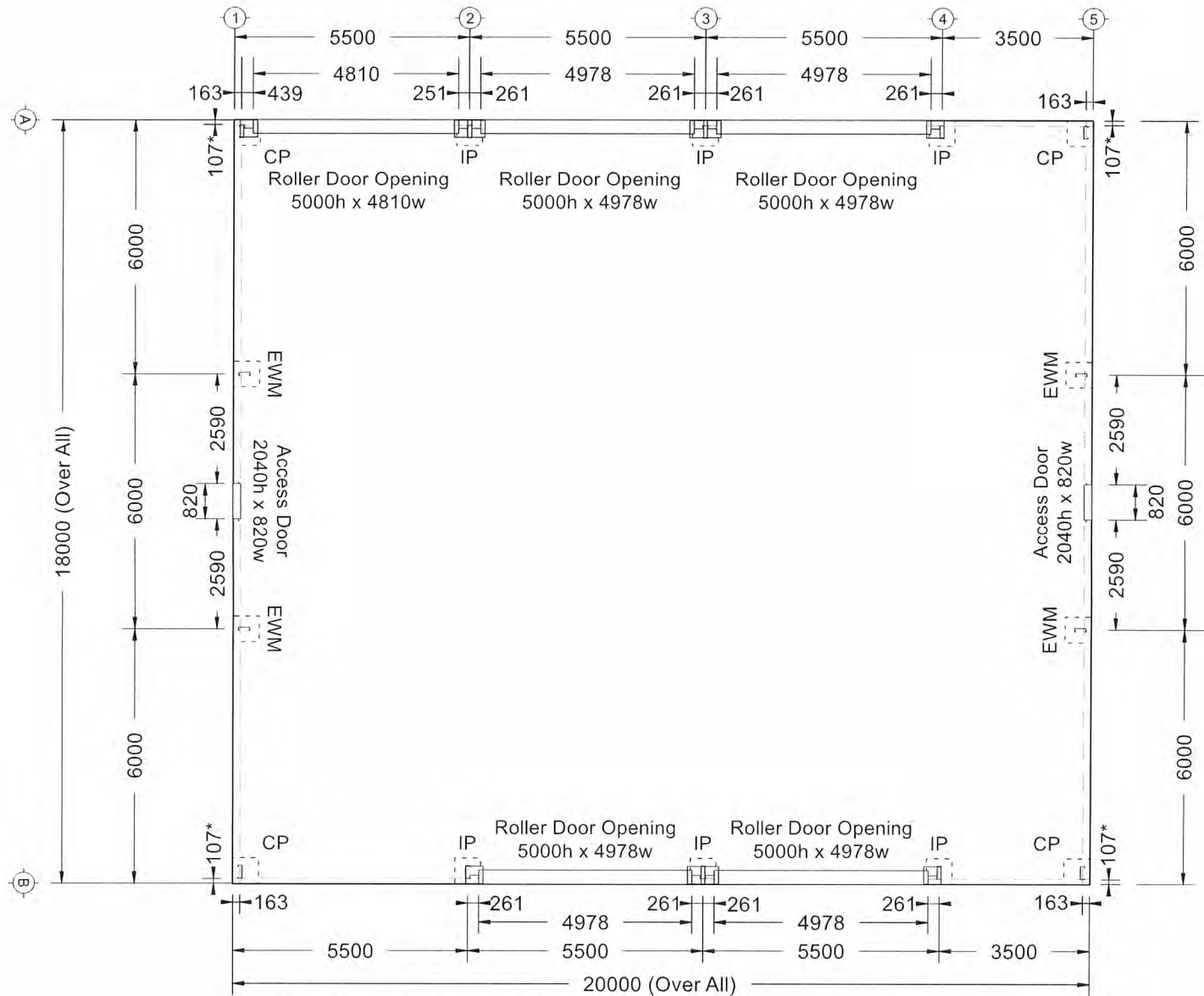
SITE: 136 Graham Road, Narrogin, WA, 6312

DRAWING DETAILS

DRAWING NO.: AP34429

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:62



\*Outside of footing bracket to outside of slab.

## FLOOR PLAN

### EWM

Col Size C25024  
Pier Size Ø 450 X 1500

### CP

Col Size C30030  
Pier Size Ø 450 X 1500

### IP

Col Size C30030  
Pier Size Ø 450 X 1500

### PLANS DRAWN BY

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Shire of Narrogin

### JOB DETAILS

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CUSTOMER: McKenzies Transport, Corey McKenzie

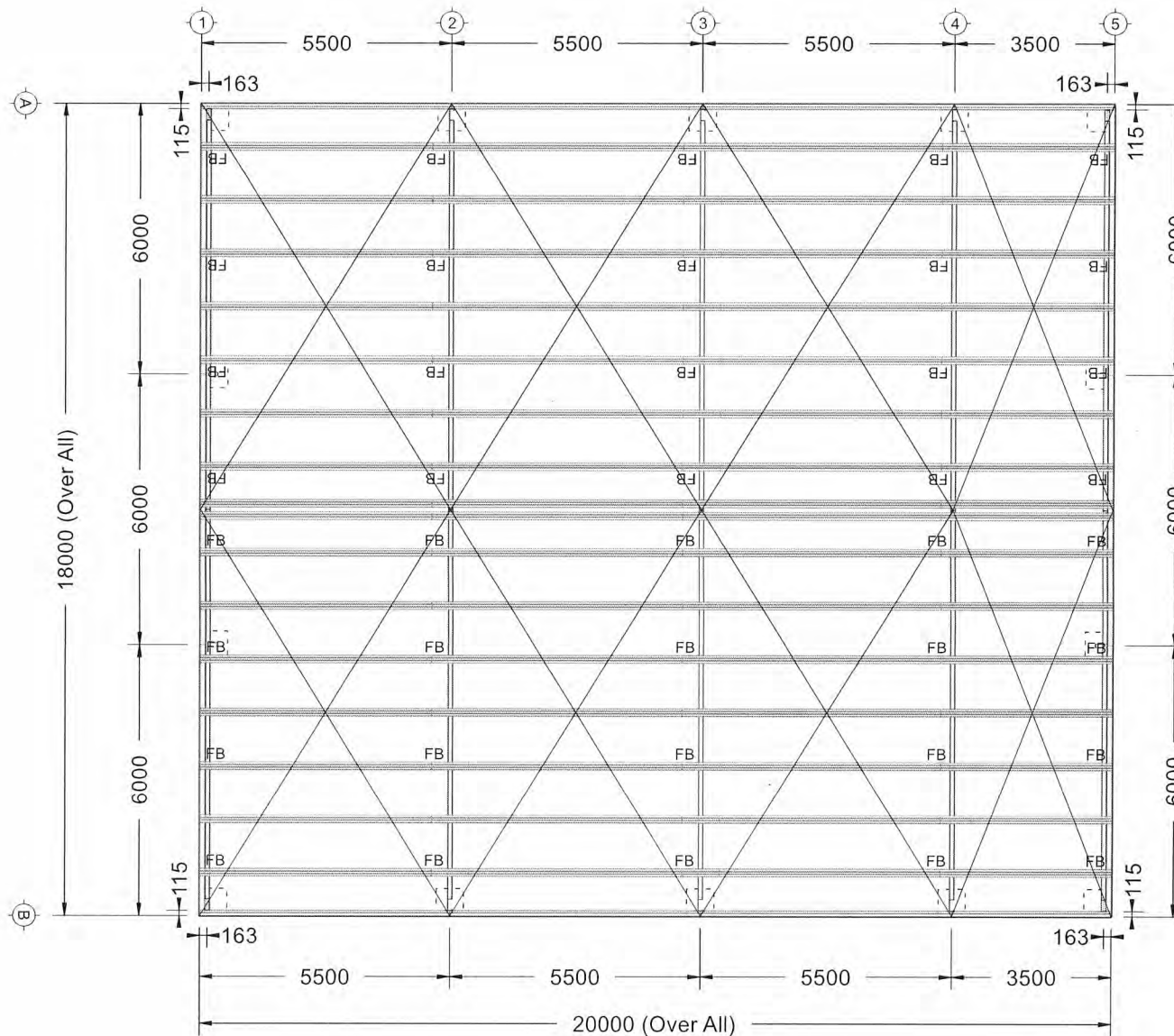
SITE: 136 Graham Road, Narrogin, WA, 6312

### DRAWING DETAILS

DRAWING NO.: AP34429

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:95



ROOF PLAN

PLANS DRAWN BY

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Shire of Narrogin

JOB DETAILS

PROPOSED PROJECT: McKen034429 | 18m x 20m x 5.6m - Enclosed Building

CUSTOMER: McKenzies Transport, Corey McKenzie

SITE: 136 Graham Road, Narrogin, WA, 6312

DRAWING DETAILS

DRAWING NO.: AP34429

DRAWING TYPE: Engineering Drawing

DRAWING SCALE: 1:95

George Zuev  
NER 326457  
09 JUN 2023



**CLIENT DETAILS**
**Customer Name** Corey McKenzie (McKenzies Transport)

**Job Number** McKen034429

**Site Address** 136 Graham Road, Narrogin, WA, 6312

**BUILDING DETAILS**

<b>Width</b>	18000 mm	<b>Length</b>	20000 mm	<b>Eave Height</b>	5600 mm	<b>Roof Pitch</b>	10 Degree
<b>Terrain Cat</b>	2	<b>Wind Region</b>	A	<b>Wind Velocity</b>	45 m/s m/s		
<b>Side Bay Qty</b>	4	<b>Side Bay Width</b>	5500 mm (Max)	<b>End Bay Qty</b>	3	<b>End Bay Width</b>	6000 mm (Max)

**INTERNAL PORTAL FRAME**

<b>Internal Column (IC)</b>	C30030
<b>Internal Rafter (IR)</b>	C30030
<b>Knee Brace (KB)</b>	NA
<b>Knee Brace % Eave Height</b>	NA
<b>Apex Brace (AB)</b>	C20015
<b>Apex Brace % Width</b>	20.00%
<b>Open Bay Column</b>	NA

**END PORTAL FRAME**

<b>End Column (EC)</b>	C30030
<b>End Rafter (ER)</b>	C30030
<b>Knee Brace (KB)</b>	NA
<b>Knee Brace % Eave Height</b>	NA
<b>Apex Brace (AB)</b>	NA
<b>Apex Brace % Width</b>	NA
<b>End Wall Mullion (EWM)</b>	C25024

**PURLINS AND GIRTS**

<b>Eave purlin (EP)</b>	C15019				
<b>Side Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Front End Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Back End Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Roof Purlin</b>	TH120070	<b>Max Spacing</b>	1200 mm	<b>% Purlin Overlap</b>	11.00%

**BRACING**

<b>Side Wall Cross Bracing</b>	32mm x 1.2mm Steel Strapping	<b>No. of Bays Cross Braced</b>	2 bays
<b>Front End Wall Cross Bracing</b>	32mm x 1.2mm Steel Strapping	<b>No. of Bays Cross Braced</b>	3 bays
<b>Back End Wall Cross Bracing</b>	32mm x 1.2mm Steel Strapping	<b>No. of Bays Cross Braced</b>	3 bays
<b>Roof Cross Bracing</b>	32mm x 1.2mm Steel Strapping	<b>No. of Bays Cross Braced</b>	4 bays



**BRACING (continued)**

Side Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Column	Every Alternate Row (minimum)
Front End Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Mullion	Every Alternate Row (minimum)
Back End Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Mullion	Every Alternate Row (minimum)
Roof Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Rafter	Every Alternate Row (minimum)

**SHEETING & FLASHINGS**

Roof Cladding Type	Custom Orb 0.47 TCT	Roof Cladding Colour	ShaleGrey
Wall Cladding Type	Custom Orb 0.47 TCT	Wall Cladding Colour	ShaleGrey
Gutter Type	FasciaGutter	Gutter Colour	Monument
Barge Type	Barge	Barge Colour	Monument
Downpipe Type	100 x 75 Rectangular Downpipe	Downpipe Colour	ShaleGrey

**LEFT LEANTO PORTAL FRAME**

Internal Rafter	NA
Internal Column	NA
End Rafter	NA
End Column	NA
Eave Purlin	NA

**RIGHT LEANTO PORTAL FRAME**

Internal Rafter	NA
Internal Column	NA
End Rafter	NA
End Column	NA
Eave Purlin	NA

**BEAMOVER FRAME**

Beamover Beam (Internal)	NA	Beamover Beam (Outer)	NA
Beamover Rafter	NA	Beamover Rafter Apex Brace	NA

**ROLLERDOOR**

Roller Door Width	Upto 3200 mm	Upto 4300 mm	Upto 6000 mm
Roller Door Header	C15015	C15015	C15015
Side Wall Roller Door Jamb	NA	End Wall Roller Door Jamb	NA

**PERSONAL ACCESS DOOR**

Side PA Door Frame	1mm thick unliped C section 120 mm deep.	End PA Door Frame	1mm thick unliped C section 120 mm deep.
--------------------	--	-------------------	--

**METAL SLIDING DOOR**

Metal Sliding Door Header	NA
---------------------------	----

Submitter	Summary of Submission	Applicants Response:	Officer's Comment and Recommendation
Public 1 :	<p>1. Not opposed to the proposed transport depot.</p> <p>2. Concerns about road safety on Comini Road: a) Current road width insufficient for two passenger vehicles to pass, let alone a road train.</p> <p>b) Deep gutters on both sides of the road in parts. c) Trees overhanging the road pose a safety risk.</p>	<p>Noted. In regard to the submission points raised by the adjoining property owner, we are in agreeance that Comini Road is narrow and would require upgraded maintenance to bring it to a standard to allow vehicles to safely pass each other. This was a concern we intended to raise once we had received our planning approval. As per our planning approval submission, we are requesting to have commercial vehicles parked at our property that would require access to the road, however as our intentions are to build a house on our property in the next 1-2 years, we would still hope the road could be upgraded to a width to allow two cars to pass safely at a minimum.</p> <p>Please note, the start of Comini Road is of suitable width, it is only from the driveway of 23 Comini Road (first property on the left), to our driveway at Lot 23 Comini Road (second property on the left), which would require widening as there is only one property beyond ours. This is approximately 320m of road length.</p> <p>In addition to the width of the road being an issue, we believe the gutters and overhanging tree issues could be a concern regardless of whether a commercial vehicle is using the road or not and could be rectified during the maintenance process to widen the road.</p>	<p>Noted</p> <p>Following discussions with the Shire's Executive Manager of Technical and Rural Services, it has been determined that, given the current traffic volume on this section of the road, no upgrades are required if volumes are only 1-2 truck movements per day. Additionally, there are no plans to include any upgrades for this road in the current 10 year road program. The road is graded once per year or as required. There is, however, a need to consider the provision of a rural crossover at the cost of the applicant dependent upon where the preferred ingress/egress to the site is selected. There is an existing access to the property which would not be sufficient.</p> <p>The Shire's Technical and Rural Services will further investigate these concerns and</p>

		<p>Would the Shire consider undertaking this road maintenance to address this concern? As a side note, when Cory purchased 136 Graham Road in 2020, he was approached by the Shire with the request to purchase Graham Road from him. He declined at the time but would now consider handing over the title to the shire in exchange for the maintenance to Comini Road, if this is something that could be considered.</p>	<p>include the necessary work in their annual road maintenance program.</p>
	<p>3. Concerns about the intersection of Comini Road and Mokine Road:  a) Currently a blind corner with reduced visibility.  b) Increased traffic from road trains may exacerbate safety issues.</p>	<p>In regards to the intersection of Comini Road &amp; Mokine Road, this is currently a 60km/h corner with appropriate signage advising of a concealed side road. Traffic should be already approaching this corner with caution, however we believe the addition of 'trucks entering on left/right' signs would be sufficient in resolving this concern. In addition to our intentions, there is already heavy plant equipment and commercial vehicles coming and going from a gravel pit on Comini Road so the movement of our commercial vehicles through the intersection would not be uncommon for the area.</p>	<p>This will need to be considered as a separate request for Council's further consideration.</p> <p>The Shire's Technical and Rural Services advises that Narrakine Road is a RAV 7 classified road and the intersection at Comini Road may present a hazard for trucks traversing from both Comini Road and Narrakine Road due to the lack of sight line. Signage may mitigate this to some extent.</p>
	<p>4. Request for information on plans to upgrade Comini Road to ensure public safety, considering the proposed increased usage by heavy vehicles.</p>		<p>As per above comment.</p>

## **10.2 TECHNICAL AND RURAL SERVICES**

Nil

### 10.3 CORPORATE AND COMMUNITY SERVICES

#### 10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2024

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	16 September 2024
Author	Therese Walker – Manager Corporate Services
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments 1. Schedule of Accounts Paid – August 2024	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for August 2024.

#### 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 Executive Manager Corporate and Community Services and Finance Officer - Creditors.

#### Statutory Environment

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

#### Policy Implications

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

#### Financial Implications

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council resolution.

## Strategic Implications

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

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, clause 13, which may result in a qualified audit	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

## Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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 for August 2024 is presented to Council for notation.

Below is a summary of activity:

As at 31 August 2024 Payments			Regional	\$	%
Payment Type	\$	%	Non	793,755.89	64.23
Cheque	1,025.75	0.08	Local Suppliers	82,391.66	6.67
EFT (incl. Payroll)	791,205.41	64.03	Payroll	359,605.76	29.10
Direct Debit	426,705.36	34.53	Total	1,235,753.31	100.00
Credit Card	9,871.41	0.80			
Fuel Card	6,398.81	0.52			
Store Cards	546.57	0.04			
Total Payments	1,235,753.31	100.00			

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.03

Moved: Cr Pomykala

Seconded: Cr Broad

*7:41pm Cr Broad left the Chamber*

*7:42pm Cr Broad returned to the Chamber*

That with respect to the Schedule of Accounts Paid for August 2024, Council note the Report as presented.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

Accounts Paid - August 2024

Cheque Payments

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	755	02/08/2024	Shire Of Narrogin - Petty Cash-admin			80.30		R
2	INV NDCVCJUL2024	31/07/2024	Shire Of Narrogin - Petty Cash-admin	DCVC - (VISITORS CENTRE) OTHER EXPENDITURE - Reimbursement of Petty Cash Jul 2024	80.30			
3	756	12/08/2024	Shire Of Narrogin - Petty Cash-admin			945.45		R
4	INV CATS-JULY24	30/07/2024	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Drivers Lunch July 2024	324.00			
5	INV HC-JUL24	30/07/2024	Shire Of Narrogin - Petty Cash-admin	HEMECARE PETTY CASH - Various Items	621.45			
					Cheque Total	1,025.75		

EFT Payments

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
6	EFT23667	01/08/2024	Department Of Human Services			365.59		
7	INV 76	16/07/2024	Department Of Human Services	Payroll Deductions/Contributions	365.59			
8	EFT23668	01/08/2024	Easifleet			3,764.70		
9	INV 15/07/2024	30/07/2024	Easifleet	NOVATED LEASE - Various employees - PPE 15/07/2024	3,764.70			
10	EFT23669	01/08/2024	Australian Services Union Western Australian Branc			26.50		
11	INV 76	16/07/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.50			
12	EFT23670	02/08/2024	Best Office Systems			1,900.28	L	
13	INV 634285	25/07/2024	Best Office Systems	VARIOUS DEPARTMENTS - Printing Charges July	1,751.28			
14	INV 634476	29/07/2024	Best Office Systems	LIB - GENERAL OFFICE EXPENSES - Ink	149.00			
15	EFT23671	02/08/2024	Synergy			264.57		
16	INV 2030053448	15/02/2024	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Charges 13/12/2023 - 14/02/2024	132.35			
17	INV 2098098464	23/07/2024	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 10/04/2024 - 11/06/2024	132.22			
18	EFT23672	02/08/2024	Narrogin Packaging			118.61	L	
19	INV 00088805	08/07/2024	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - Maintenance Materials	64.61			
20	INV 00088880	20/07/2024	Narrogin Packaging	LYDEKER DEPOT BUILDING MAINTENANCE - Toilet Supplies	54.00			
21	EFT23673	02/08/2024	Great Southern Fuels			23,736.04		
22	INV 19017536	17/07/2024	Great Southern Fuels	SMALL PLANT - 1x 20L Drum Of Chainsaw Oil	142.66			
23	INV D2187144	23/07/2024	Great Southern Fuels	POC - FUELS AND OILS - Deliver 13,500L Diesel	23,593.38			
24	EFT23674	02/08/2024	Water Corporation			2,633.18		
25	INV 9007724299	20/02/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 30/11/2023 - 07/02/2024	48.69			
26	INV 9007724299	10/04/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 07/02/2024 - 09/04/2024	48.69			

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	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	29/05/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 04/04/2024 - 28/05/2024	5.74			
	30/05/2024	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Charges 08/04/24 - 29/05/24	2,481.37			
	10/06/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 09/04/2024 - 05/06/2024	48.69			
	02/08/2024	Kleenheat Gas			76.98		
	01/07/2024	Kleenheat Gas	HIGHBURY HALL BUILDING OPERATIONS - x2 45Kg Cylinder Service Charge	76.98			
	02/08/2024	Parry's Narrogin			493.45	L	
	13/06/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Work Boots	221.00			
	13/06/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Work Shirt & 2x Work Pants	162.00			
	14/06/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Work Jacket	110.45			
	02/08/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			1,749.00	L	
	31/05/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	2017 VOLVO EC220DL EXCAVATOR - Float Excavator Numerous Sites	1,749.00			
	02/08/2024	WALGA Western Australian Local Government Association			1,100.00		
	25/07/2024	WALGA Western Australian Local Government Association	MEMBERS - SUBSCRIPTIONS & PUBLICATIONS - Annual Subscription 2024/2025	1,100.00			
	02/08/2024	Westrac Pty Ltd			106.02		
	24/07/2024	Westrac Pty Ltd	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER - Service Filters & 20L Drum	106.02			
	02/08/2024	Narrogin Bearing Service			222.20	L	
	23/07/2024	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply 4x Impact Socket	222.20			
	02/08/2024	RJ Smith Engineering			481.80	L	
	18/07/2024	RJ Smith Engineering	DRAINAGE MAINTENANCE GENERAL - Drain Lid	250.00			
	22/07/2024	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply x1 Bottle Compressed Oxygen	129.80			
	29/07/2024	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - Water Bottles For Water Filter	102.00			
	02/08/2024	PFD Food Services Pty Ltd			296.25		R
	24/07/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	296.25			
	02/08/2024	Country Paint Supplies			31.95	L	
	03/07/2024	Country Paint Supplies	MAGGIE MCKENZIE PARK - MAINTENANCE/OPERATIONS - Spray Paint To Cover Graffiti	31.95			
	02/08/2024	Air Response			593.32	L	
	01/07/2024	Air Response	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Inspect & Repair Air Conditioner	593.32			
	02/08/2024	T Quip			399.96		
	16/07/2024	T Quip	NOS2 2018 TORO MOWER 7210 - 9x Mower Blades	399.96			
	02/08/2024	Bob Waddell & Associates Pty Ltd			4,708.00		
	29/07/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Outsourcing Finance	4,708.00			

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	EFT23687	02/08/2024	Melchiorre Plumbing & Gas		491.48	L	
	INV 4439MPG	28/05/2024	Melchiorre Plumbing & Gas	LIBRARY BUILDING MAINTENANCE - Plumbing	491.48		
	EFT23688	02/08/2024	Traffic Force		1,020.80		
	INV 00037564	16/07/2024	Traffic Force	ROAD MAINTENANCE GENERAL EXPENSES - Traffic Management Plan & Site Inspection	1,020.80		
	EFT23689	02/08/2024	Benara Nurseries		1,901.15		
	INV 560141	19/07/2024	Benara Nurseries	STREET TREE MAINTENANCE - Various Trees	1,286.25		
	INV 560373	22/07/2024	Benara Nurseries	STREET TREE MAINTENANCE - Various Trees	614.90		
	EFT23690	02/08/2024	United Security Enforcement Corporation		316.80		
	INV 00013250	09/07/2024	United Security Enforcement Corporation	NRLC - SECURITY GEN - Alarm Activations - July 2024	316.80		
	EFT23691	02/08/2024	Truck Centre (WA) Pty Ltd		139.39		
	INV 1778413-000001	02/05/2024	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Supply Air tank Adaptor Swivel & Nipple	139.39		
	EFT23692	02/08/2024	AFGRI Equipment Australia Pty Ltd		132.92		
	INV 2820787	07/03/2024	AFGRI Equipment Australia Pty Ltd	JOHN DEERE RIDE ON MOWER - x6 Mower Blades	132.92		
	EFT23693	02/08/2024	Advanced Autologic Pty Ltd		1,300.00		
	INV 109084	23/07/2024	Advanced Autologic Pty Ltd	VARIOUS VEHICLES - Supply 250Lts ADD-BLUE	1,300.00		
	EFT23694	02/08/2024	Narrogin Tyrepower		868.00	L	
	INV 109280	29/06/2024	Narrogin Tyrepower	NGN802 2021 TOYOTA HILUX 4X2 2.4L DSL SINGLE CAB MANUAL - Wheel Alignment & Tyre Replacement	868.00		
	EFT23695	02/08/2024	The White Family Trust T/a Narrogin Valley Stockfeed		660.00	L	
	INV NVS140596	12/07/2024	The White Family Trust T/a Narrogin Valley Stockfeed	NRLC - EQUIPMENT HIRE & PURCHASE - Three Gas Bottles for John Higgins	660.00		
	EFT23696	02/08/2024	OneMusic Australia		188.90		
	INV 476230	02/07/2024	OneMusic Australia	ADMIN OFFICE BUILDING OPERATIONS - Music Licences 01/07/24 - 30/09/24	188.90		
	EFT23697	02/08/2024	Narrogin & Districts Plumbing Service		1,677.50	L	
	INV INV-1932	21/07/2024	Narrogin & Districts Plumbing Service	NRLC - GENERAL AREA MAINTENANCE - Toilet Repairs and Replacement of Isolation Valve in Pump Room	1,677.50		
	EFT23698	02/08/2024	Narrogin Auto Electrics		551.82	L	
	INV 267856	05/06/2024	Narrogin Auto Electrics	NO5020 ISUZU FTS800 FIRE UNIT - Repair Air Horn & Light	551.82		
	EFT23699	02/08/2024	Edwards Isuzu Ute		19,524.00		
	INV T-7307	13/06/2024	Edwards Isuzu Ute	NO0 2020 MITSUBISHI TRITON GRADER UTE - New Isuzu Dmax & Trade Existing Mistubishi Triton	19,524.00		
	EFT23700	02/08/2024	Lite n' Easy Pty Ltd		595.70		F
	INV 7538584	23/07/2024	Lite n' Easy Pty Ltd	CHCP - Client Purchases - Lite n Easy Meals	157.95		
	INV 7578266	23/07/2024	Lite n' Easy Pty Ltd	CHCP - Client Purchases - Lite n Easy Meals	180.38		
	INV 7555432	23/07/2024	Lite n' Easy Pty Ltd	CHCP - Client Purchases - Lite n Easy Meals	106.53		

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	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	23/07/2024	Lite n' Easy Pty Ltd	CHCP - Client Purchases - Lite n Easy Meals	75.42			
	23/07/2024	Lite n' Easy Pty Ltd	CHCP - Client Purchases - Lite n Easy Meals	75.42			
	02/08/2024	Bossea Pty Ltd (South West Recycling)			156.00		
	07/07/2024	Bossea Pty Ltd (South West Recycling)	ADMIN - OFFICE EQUIPMENT MTCE - Security Document Bin Annual Rental 01/07/2024 - 30/06/2025	156.00			
	02/08/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges			38.39		
	29/07/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges	VARIOUS DEPARTMENTS - Staff Badges	38.39			
	02/08/2024	Narrogin Freightlines			575.30	L	PF
	08/07/2024	Narrogin Freightlines	FOOTPATH MAINTENANCE - Freight Charges	575.30			
	02/08/2024	Mjb Industries Pty Ltd			15,568.17		
	01/05/2024	Mjb Industries Pty Ltd	VARIOUS LOCATIONS - Concrete Pipes & Single Pipe Headwalls	15,568.17			
	02/08/2024	Narrogin Fruit Trading Pty Ltd			134.35	L	
	08/07/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order	52.55			
	29/07/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	77.50			
	30/07/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	4.30			
	02/08/2024	Team Global Express Pty Ltd			336.24		
	14/07/2024	Team Global Express Pty Ltd	VARIOUS VEHICLES - Freight Charges	130.92			
	21/07/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	205.32			
	02/08/2024	JH Computer Services			3,834.90		
	07/04/2024	JH Computer Services	VARIOUS DEPATRMENTS - IT Equipments	3,834.90			
	02/08/2024	Coca Cola Euro Pacific			439.89		R
	31/07/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	439.89			
	02/08/2024	John Hughes Group			986.00		
	18/07/2024	John Hughes Group	NGNO MG HS EXCITE WAGON - Induction Service	986.00			
	02/08/2024	Officeworks Ltd			521.54		PR
	09/07/2024	Officeworks Ltd	NRLC - Kiosk Stock & Toilet Supplies	317.36			
	17/07/2024	Officeworks Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Products	204.18			
	02/08/2024	Brendan William John Firman			62.48		
	10/07/2024	Brendan William John Firman	NRLC - PROGRAM COSTS - Items For School Holiday Program	62.48			
	02/08/2024	Corasaniti Constructions			1,116.50		PF
	23/07/2024	Corasaniti Constructions	CHCP - Client Purchases - Extend Handrail	264.00			
	24/07/2024	Corasaniti Constructions	PRIVATE WORKS SMALL JOBS - Repair Paving Outside NAB	852.50			



		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
120	EFT23713	02/08/2024	Cardering Pty Ltd			776.00		F
121	INV 320	21/07/2024	Cardering Pty Ltd	CHCP - Client Purchases - Consultation , Assessment & Equipment Trial	776.00			
122	EFT23714	02/08/2024	Komatsu Forklift Australia Pty Ltd			207.57		
123	INV 3154724	04/07/2024	Komatsu Forklift Australia Pty Ltd	NO1225 KOMATSU FG25T-12 FORKLIFT - Supply Seal Kit Drive Hub	207.57			
124	EFT23715	02/08/2024	Tunstall Austalia Pty Ltd			847.90		F
125	INV INV1146828	23/07/2024	Tunstall Austalia Pty Ltd	CHCP - Client Purchases - Smartfall Alarm	847.90			
126	EFT23716	09/08/2024	Department Of Human Services			389.74		
127	INV 77	30/07/2024	Department Of Human Services	Payroll Deductions/Contributions	389.74			
128	EFT23717	09/08/2024	Easifleet			3,764.70		
129	INV 31/07/2024	08/08/2024	Easifleet	NOVATED LEASE - Various Employees PPE 29/07/2024	3,764.70			
130	EFT23718	09/08/2024	Australian Services Union Western Australian Branc			26.50		
131	INV 77	30/07/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.50			
132	EFT23719	12/08/2024	Synergy			12,234.24		
133	INV 2002249203	01/08/2024	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 25/06/24 - 24/07/24	12,234.24			
134	EFT23720	12/08/2024	Narrogin Packaging			679.64	L	PF
135	INV 00082043	10/08/2023	Narrogin Packaging	LYDEKER DEPOT BUILDING MAINTENANCE - Maintenance Supplies	6.94			
136	INV 00088204	04/06/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Supplies	613.70			
137	INV 00089065	24/07/2024	Narrogin Packaging	FOOTPATH MAINTENANCE - Maintenance Supplies	59.00			
138	EFT23721	12/08/2024	Australia Post			449.97		
139	INV 1013409723	03/08/2024	Australia Post	VARIOUS DEPARTMENTS - Postage Charges July 2024	449.97			
140	EFT23723	12/08/2024	Water Corporation			5.74		
141	INV 9024789334	10/06/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 12/04/24 - 07/06/24	5.74			
142	EFT23724	12/08/2024	Makit Narrogin Hardware			1,699.00	L	
143	INV 116033	01/06/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	648.50			
144	INV 116053	10/07/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	596.40			
145	INV 116073	23/07/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	454.10			
146	EFT23725	12/08/2024	Landgate			94.80		
147	INV 1401474	01/08/2024	Landgate	PLAN - TITLE/COMPANY SEARCHES - Copy of Certificate of Title & Survey	94.80			
148	EFT23726	12/08/2024	Parry's Narrogin			368.90	L	
149	INV 92740	09/07/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 1x Jacket	79.05			
150	INV 92843	11/07/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Yellow/Navy Work Shirts	66.30			



		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
151		INV 93029	17/07/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Work Jacket & 2x Pants	223.55		
152		EFT23727	12/08/2024	RJ Smith Engineering		712.10	L	
153		INV DI18100	08/07/2024	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 16mm x 260mm Drill Bit	53.10		
154		INV DI18108	09/07/2024	RJ Smith Engineering	LYDEKER DEPOT BUILDING MAINTENANCE - Alter Ally Chairs	447.00		
155		INV DI18508	26/07/2024	RJ Smith Engineering	NGN15581 2021 ISUZU D MAX SPACE CAB - Nuts, Bolts & Rubber Mounts	26.00		
156		INV DI18558	29/07/2024	RJ Smith Engineering	NO2768 2013 SEWELL TB2000E ROAD SWEEPER - Supply 1200x6mm Black Rubber Matting	120.00		
157		INV DI18667	01/08/2024	RJ Smith Engineering	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS) - Repair Bent Draw Bar and Weld	66.00		
158		EFT23728	12/08/2024	Department of Mines, Industry Regulation and Safety		1,493.55		
159		INV 070824	07/08/2024	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - Payment of BSL June 2024	394.15		
160		INV 080824	08/08/2024	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - Payment of BSL July 2024	1,099.40		
161		EFT23729	12/08/2024	Narrogin Senior High School		70.00		
162		INV 070824	07/08/2024	Narrogin Senior High School	MEMBERS - DONATIONS TO COMMUNITY GROUPS - NSHS Top Student Award	70.00		
163		EFT23730	12/08/2024	AMPAC Debt Recovery Pty Ltd		4,993.13		R
164		INV 109488	31/07/2024	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery Charges July 2024	4,098.88		
165		INV 109489	31/07/2024	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery Charges July 2024	894.25		
166		EFT23731	12/08/2024	E & Mj Roshier Pty Ltd		3,249.00		
167		INV 1479168	30/07/2024	E & Mj Roshier Pty Ltd	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS) - Supply Convuluted Wire Segments	3,249.00		
168		EFT23732	12/08/2024	Cjd Equipment Pty Ltd		831.12		
169		INV 001080270	19/07/2024	Cjd Equipment Pty Ltd	2017 VOLVO EC220DL EXCAVATOR - Supply Major Service Filters	641.12		
170		INV 001080271	19/07/2024	Cjd Equipment Pty Ltd	2017 VOLVO EC220DL EXCAVATOR - Supply Major Service Filters	190.00		
171		EFT23733	12/08/2024	Telair Pty Ltd		1,672.01		PF
172		INV TA10781-061	31/07/2024	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges July 2024	1,672.01		
173		EFT23734	12/08/2024	Safetycare Australia Pty Ltd		5,775.00		
174		INV 138190	08/08/2024	Safetycare Australia Pty Ltd	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Three Year Subscription to Safety Hub Online	5,775.00		
175		EFT23735	12/08/2024	New Cornwall Hotel		350.00	L	
176		INV 1755	24/07/2024	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering July OCM	350.00		
177		EFT23736	12/08/2024	Edwards Isuzu Ute		10,224.99		
178		INV T-7304	12/06/2024	Edwards Isuzu Ute	NO592 PG LH VEHICLE PG 2018 - Purchase New Automatic Isuzu DMAX	10,224.99		
179		EFT23737	12/08/2024	Lite n' Easy Pty Ltd		1,679.15		F
180		INV 7547896	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	180.38		
181		INV 754876	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	133.52		

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	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	85.22			
	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	73.32			
	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	104.08			
	02/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	134.92			
	03/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	361.30			
	09/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.07			
	09/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.42			
	09/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	157.95			
	16/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	116.02			
	16/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.42			
	16/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	106.53			
	12/08/2024	John Warburton			64.20		
	09/08/2024	John Warburton	WORKS - TRAINING & DEVELOPMENT - Reimbursement - Transport & Meals For LGIA Conference	64.20			
	12/08/2024	Goodyear Auto Care Narrogin			100.00	L	
	29/07/2024	Goodyear Auto Care Narrogin	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Fitting Tyre , Rims and Disposal	100.00			
	12/08/2024	Narrogin Fruit Trading Pty Ltd			110.71	L	
	05/08/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Orders	34.09			
	05/08/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	76.62			
	12/08/2024	PC Harley Family Trust (Narrogin Newsagency)			125.54		
	31/07/2024	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspapers July 2024	125.54			
	12/08/2024	JH Computer Services			10,406.00		
	28/06/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - IT Contract Charges for August	8,360.00			
	31/07/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Premium Subscription July 2024	2,046.00			
	12/08/2024	Omnicom Media Group Australia Pty Ltd			620.74		
	31/07/2024	Omnicom Media Group Australia Pty Ltd	COMMUNITY CHEST - Advertising Round 1 2024/25	310.51			
	31/07/2024	Omnicom Media Group Australia Pty Ltd	ADMIN - ADVERTISING - RFT 2024/25-01 Two Side Tippers - West Australian Wednesday 24 July 2024	310.23			
	12/08/2024	Civitest WA Pty Ltd			1,188.00		PF
	31/07/2024	Civitest WA Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - 2 Soil Tests For 2 Pits	1,188.00			
	12/08/2024	Ngoc Minh Tam Truong			270.00		
	26/07/2024	Ngoc Minh Tam Truong	Rates refund for assessment A131800 113 DONEY STREET NARROGIN WA 6312	270.00			
	12/08/2024	Shane Reginald Cochrane			2,800.00		

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	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	29/07/2024	Shane Reginald Cochrane	Rates refund for assessment A479 28 WILSON STREET HIGHBURY 6312	2,800.00			
	16/08/2024	Synergy			1,933.75		
	09/08/2024	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 12/06/2024 - 30/06/2024	1,933.75			
	16/08/2024	Great Southern Fuels			173.79	L	
	09/08/2024	Great Southern Fuels	NO52 2018 TORO MOWER 7210 - 20L Drum Transmax Axle	173.79			
	16/08/2024	Hancocks Home Hardware			53.80	L	PF
	24/07/2024	Hancocks Home Hardware	NRLC - GENERAL AREA MAINTENANCE - Storage Container	11.00			
	01/08/2024	Hancocks Home Hardware	990NGN 2015 MITSUBISHI FUSO ROSA - Paint for 4 Wheel Walker Bus Hooks	42.80			F
	16/08/2024	Parry's Narrogin			204.00	L	
	25/07/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING GEN - One Pair Black Argyle Workboots With Zip	204.00			
	16/08/2024	Westrac Pty Ltd			129.86		
	09/08/2024	Westrac Pty Ltd	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER - Supply Service Filters	129.86			
	16/08/2024	Narrogin Meals On Wheels			462.00	L	F
	05/08/2024	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meals Delivered July 2024	462.00			
	16/08/2024	RJ Smith Engineering			430.00	L	
	05/08/2024	RJ Smith Engineering	NO2706 FOUR AXLE SIDE TIPPER TRAILER - 4 x 22m Air Hose Clamps & 1 x 50mm Eyelet Toe Bush	135.00			
	06/08/2024	RJ Smith Engineering	2019 JCB 5CX BACKHOE LOADER - Made To Size Hydraulic Hose & Fittings	295.00			
	16/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford			308.00		
	05/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	SMALL PLANT - New Pole & Chainsaw Head	308.00			
	16/08/2024	Narrogin Gasworx			3,376.50	L	F
	02/08/2024	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Rubber Ramps & Bed Pole	305.00			
	06/08/2024	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Grab Rail, Lift Chair & Bedstick	3,071.50			
	16/08/2024	Narrogin Amcal Chemist			200.30	L	F
	31/07/2024	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Continence Products	144.50			
	09/08/2024	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Incontinence Products	55.80			
	16/08/2024	Zipform			941.74		
	31/07/2024	Zipform	ADMIN - PRINTING & STATIONERY - Print, Supply & Deliver 3,000 Window Face DL Seal Envelopes	539.00			
	31/07/2024	Zipform	ADMIN - PRINTING & STATIONERY - Print & Supply C4 Plain Face Peel & Seal Envelopes x 500	402.74			
	16/08/2024	Ikes Home Improvement & Glass Centre			583.00		
	05/08/2024	Ikes Home Improvement & Glass Centre	LIBRARY BUILDING MAINTENANCE - Replace Vandalised Light to Front Entrance	583.00			
	16/08/2024	Narrogin Chamber Of Commerce			1,000.00	L	

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
244	INV INV-0277	30/07/2024	Narrogin Chamber Of Commerce	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Purchase 100 x \$10 Gift Vouchers	1,000.00			
245	EFT23763	16/08/2024	Bob Waddell & Associates Pty Ltd			3,608.00		
246	INV 4065	05/08/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Outsourcing Finance	3,608.00			
247	EFT23765	16/08/2024	Independence Australia Group			27.50		F
248	INV 72196800.01	06/08/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products Returned	27.50			
249	EFT23766	16/08/2024	Truck Centre (WA) Pty Ltd			1,636.99		
250	INV 1793486-000001	09/08/2024	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Kit Wear Indicator & Brake Pad Kits	1,636.99			
251	EFT23767	16/08/2024	Corsign (WA) Pty Ltd			132.00		
252	INV 00087687	29/07/2024	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - 4 x Road Plant Ahead	132.00			
253	EFT23768	16/08/2024	Narrogin Tyrepower			38.50	L	
254	INV 109894	09/08/2024	Narrogin Tyrepower	NGN93 2020 ISUZU D-MAX SINGLE CAB - Repair Puncture	38.50			
255	EFT23769	16/08/2024	Scavenger Supplies Pty Ltd			935.00		
256	INV INV-20589	30/07/2024	Scavenger Supplies Pty Ltd	ESL - BFB MINOR ASSET PURCHASES - Thermal Imaging Camera IR894	935.00			
257	EFT23771	16/08/2024	The White Family Trust T/a Narrogin Valley Stockfeed			660.00	L	
258	INV NVS142258	02/08/2024	The White Family Trust T/a Narrogin Valley Stockfeed	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied x3 45KG	660.00			
259	EFT23772	16/08/2024	Office Of Regional Architecture Pty Ltd			1,320.00		F
260	INV 00000466	06/08/2024	Office Of Regional Architecture Pty Ltd	NRLC ARCHITECTURAL CONCEPT PLANNING - Concept Plan For The Narrogin Regional Leisure Centre	1,320.00			
261	EFT23773	16/08/2024	Elgas			69,385.94		
262	INV 0361051137	10/07/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 8301L	13,703.04			
263	INV 0361073887	17/07/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 10000L	16,507.70			
264	INV 0361073805	24/07/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 8500L	14,031.55			
265	INV 0361073169	31/07/2024	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 909L	1,500.55			
266	INV 0361073170	31/07/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 7000L	11,555.39			
267	INV 0361073973	07/08/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 7250L	12,087.71			
268	EFT23774	16/08/2024	OneMusic Australia			1,209.07		
269	INV 486958	02/08/2024	OneMusic Australia	NRLC - LICENCES & SUBSCRIPTIONS - Music Licences 01/08/2024 - 31/10/2024	1,209.07			
270	EFT23775	16/08/2024	Earl Street Physiotherapy			345.00	L	F
271	INV 0045975	24/07/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	90.00			
272	INV 0046087	29/07/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85.00			
273	INV 0045075	05/08/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	85.00			
274	INV 0046305	09/08/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	85.00			



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	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	EFT23776	16/08/2024	Surgical House Pty Ltd		322.41		F
276	INV A948643	07/08/2024	Surgical House Pty Ltd	CHCP - CLIENT PURCHASES - Continence Products	322.41		
277	EFT23777	16/08/2024	Narrogin & Districts Plumbing Service		330.00	L	
278	INV INV-1946	07/08/2024	Narrogin & Districts Plumbing Service	SMITH ST PUBLIC TOILETS MAINTENANCE - Unblock & Clean Female Toilet	100.00		
279	INV INV-1946	07/08/2024	Narrogin & Districts Plumbing Service	TOWN HALL BUILDING MAINTENANCE - Fix Leak	230.00		
280	EFT23778	16/08/2024	Epic Fire Solutions T/As MCG Fire Services		528.00		
281	INV INV-3885	03/07/2024	Epic Fire Solutions T/As MCG Fire Services	NRLC - BUILDING MAINTENANCE - Monthly EVAC Panel - March 2024	203.50		
282	INV INV-3974	06/08/2024	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING MAINTENANCE - Monthly FDAS & EVAC Testing	324.50		
283	EFT23779	16/08/2024	Narrogin Auto Electrics		1,694.53	L	
284	INV 268075	24/07/2024	Narrogin Auto Electrics	NOO 2017 MITSUBISHI TRITON - Two Way Radio Wire Up Amber Flashing Light	1,174.14		
285	INV 268073	26/07/2024	Narrogin Auto Electrics	VARIOUS VEHICLES - New Control Panel	63.75		
286	INV 268072	30/07/2024	Narrogin Auto Electrics	NO084 KOMATSU WA380-6 WHEEL LOADER - New Flashing Light & Repair Wiring	456.64		
287	EFT23780	16/08/2024	Lite n' Easy Pty Ltd		887.12		F
288	INV 7568821	30/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	106.53		
289	INV 7568822	30/07/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	75.42		
290	INV 7558512	06/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	162.15		
291	INV 7578875	06/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	106.53		
292	INV 7578981	06/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.42		
293	INV 7601827	06/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.42		
294	INV 7590136	13/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	106.53		
295	INV 7590141	13/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	75.42		
296	INV 7610356	13/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES Light n Easy Meals	103.70		
297	EFT23781	16/08/2024	The Royal Life Saving Society Australia		632.80		PF
298	INV AX-5732	01/08/2024	The Royal Life Saving Society Australia	NRLC - TRAINING & DEVELOPMENT GEN - Lifeguard Requalification	175.00		
299	INV INV1899	01/08/2024	The Royal Life Saving Society Australia	NRLC - GENERAL KIOSK SUPPLIES - Watch Around Water Bands	107.80		
300	INV AX-5749	02/08/2024	The Royal Life Saving Society Australia	NRLC - TRAINING & DEVELOPMENT - Lifeguard Requalification	175.00		
301	INV AX-5806	05/08/2024	The Royal Life Saving Society Australia	NRLC - TRAINING & DEVELOPMENT - Lifeguard Requalification	175.00		
302	EFT23782	16/08/2024	Goodyear Auto Care Narrogin		2,370.00	L	
303	INV 103431	06/08/2024	Goodyear Auto Care Narrogin	VARIOUS VEHICLES - Steer Tyres & Disposal Wheel Balance	2,370.00		
304	EFT23784	16/08/2024	PC Harley Family Trust (Narrogin Newsagency)		82.80	L	F
305	INV SN00156431072024	31/07/2024	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers Jessie House	82.80		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
306	EFT23785	16/08/2024	Prime Television (Southern) Pty Limited			913.00		
307	INV 510409	31/07/2024	Prime Television (Southern) Pty Limited	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Promotional Ads - July 2024	913.00			
308	EFT23786	16/08/2024	Shaun and Mandy Muller			400.00		
309	INV A146500	14/08/2024	Shaun and Mandy Muller	Rates refund for assessment A146500 70 ENSIGN STREET NARROGIN WA 6312	400.00			
310	EFT23787	16/08/2024	Reagan James Spanswick			420.00		
311	INV INV-1075	08/08/2024	Reagan James Spanswick	RAILWAY STATION BUILDING MAINTENANCE - Supply & Install Bird Batten	420.00			
312	EFT23788	16/08/2024	Team Global Express Pty Ltd			32.75		
313	INV 0635-T740710	28/07/2024	Team Global Express Pty Ltd	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER - Freight Charges	32.75			
314	EFT23789	16/08/2024	M & V Ranieri Building Contractors			715.00	L	
315	INV 00000123	25/07/2024	M & V Ranieri Building Contractors	NRLC - BUILDING MAINTENANCE - Repair Crack in Ram Shed	715.00			
316	EFT23790	16/08/2024	Perfect Gym Solutions			770.00		
317	INV INV-11237	01/08/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Perfect Gym Membership - August 24	770.00			
318	EFT23791	16/08/2024	Elisabeth Haywood			89.00		
319	INV 02082024	02/08/2024	Elisabeth Haywood	NRLC - TRAINING & DEVELOPMENT - CPR Course	89.00			
320	EFT23793	16/08/2024	Narrogin McIntosh & Sons			43.23		F
321	INV 1939285	01/08/2024	Narrogin McIntosh & Sons	SMALL PLANT - HOMECARE - 4L Oil	43.23			
322	EFT23795	16/08/2024	Air Liquide Australia Limited			398.38		
323	INV KG1906	12/07/2024	Air Liquide Australia Limited	NRLC - FIRST AID SUPPLIES - 2 Medical Oxygen Cylinders	398.38			
324	EFT23796	16/08/2024	NER Finance			270.41		
325	INV NA00200734	19/07/2024	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE - Monthly Printer Rental - August 2024	270.41			
326	EFT23797	16/08/2024	Cardering Pty Ltd			1,067.00		F
327	INV 324	05/08/2024	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Cognitive Review & Equipment Review	1,067.00			
328	EFT23798	16/08/2024	Sundowner Linedancers			600.00		
329	INV T5	12/08/2024	Sundowner Linedancers	BOND REFUND	600.00			
330	EFT23799	16/08/2024	CaptainK Supports and Cares			506.00		F
331	INV INV-000233	07/08/2024	CaptainK Supports and Cares	CHCP - Client Purchases GEN - Continence Consultation & Report	506.00			
332	EFT23800	16/08/2024	Readytech User Group WA Inc			847.00		
333	INV 00001031	09/08/2024	Readytech User Group WA Inc	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Readytech User Group WA Membership 2024/25	847.00			
334	EFT23801	16/08/2024	Tunstall Austalia Pty Ltd			27.45		F
335	INV INV1153233	01/08/2024	Tunstall Austalia Pty Ltd	CHCP - CLIENT PURCHASES - GSM Sim Card Charge & Monitoring Alarm	27.45			
336	EFT23802	16/08/2024	Ross Harper			1,337.18		



		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
337		INV A273400	13/08/2024	Ross Harper	Rates refund for assessment A273400 3 MAY STREET NARROGIN WA 6312	1,337.18		
338		EFT23824	19/08/2024	Narrogin Packaging		1,833.60	L	PF
339		INV 00088878	19/07/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	136.75		
340		INV 00088995	23/07/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Materials	774.70		
341		INV 00089022	25/07/2024	Narrogin Packaging	NRLC - GENERAL KIOSK SUPPLIES - Pie Bags	18.25		
342		INV 00089081	29/07/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Materials	47.40		
343		INV 00089094	31/07/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Materials	95.65		
344		INV 00089168	01/08/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	152.15		
345		INV 00089175	01/08/2024	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Toilet Supplies	122.35		
346		INV 00089184	03/08/2024	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Toilet Supplies	136.35		
347		INV 00089185	03/08/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Supplies	350.00		
348		EFT23825	19/08/2024	West Australian Newspapers Limited		680.00		
349		INV 1028037520240731	31/07/2024	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Narrative August 2024	680.00		
350		EFT23826	19/08/2024	Narrogin Fruit Trading Pty Ltd		65.50	L	
351		INV 000F2024081282	12/08/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	65.50		
352		EFT23827	19/08/2024	Brendan William John Firman		481.22		
353		INV 14082024	14/08/2024	Brendan William John Firman	NRLC - TRAINING & DEVELOPMENT - LIWA Aquatic Conference	481.22		
354		EFT23828	19/08/2024	Aurora West Pty Ltd		246.00		
355		INV 300624	30/06/2024	Aurora West Pty Ltd	SUSPENSE ACCOUNT - Refund - Invoice Paid Twice	246.00		
356		EFT23829	21/08/2024	Shire Of Wandering		820.00		
357		INV 150824	15/08/2024	Shire Of Wandering	MEMBERS - ADMIN - OTHER EMPLOYEE EXPENSES - Wandering Golf Tournament Registration - Thurs 22nd Aug	820.00		
358		EFT23830	27/08/2024	Easifleet		7,529.40		
359		INV 28/08/2024	27/08/2024	Easifleet	NOVATED LEASE - VARIOUS EMPLOYEES - PPE 26/08/2024	3,764.70		
360		INV 14/08/2024	27/08/2024	Easifleet	NOVATED LEASE - VARIOUS EMPLOYEES - PPE 12/08/2024	3,764.70		
361		EFT23831	28/08/2024	Synergy		17,979.54		
362		INV 2030169750	10/07/2024	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Charges 12/06/2024 - 09/07/2024	15,116.12		
363		INV 1001231382	07/08/2024	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 10/04/2024 - 17/05/2024	27.14		
364		INV 2082169833	09/08/2024	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 12/06/2024 - 08/08/2024	124.05		

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
365	INV 2006220897	12/08/2024	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricity Charges 13/06/2024 - 09/08/2024	119.06		
366	INV 2046192692	12/08/2024	Synergy	SHOP 1 84 FEDERAL STREET - Electricity Charges 13/06/2024 - 09/08/2024	201.23		
367	INV 2030197355	12/08/2024	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 13/06/2024 - 09/08/2024	119.46		
368	INV 2006221180	12/08/2024	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 13/06/2024 - 09/08/2024	410.08		
369	INV 2010215995	14/08/2024	Synergy	TOWN HALL BUILDING OPERATIONS - Electricity Charges 13/06/2024 - 12/08/2024	1,118.28		
370	INV 2062177953	14/08/2024	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges 13/06/2024 - 12/08/2024	160.45		
371	INV 2094148037	15/08/2024	Synergy	13 HOUGH ST - OPERATIONS - Electricity Charges 15/06/2024 - 13/08/2024	300.64		
372	INV 2030201117	16/08/2024	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 18/06/2024 - 14/08/2024	283.03		
373	EFT23832	28/08/2024	Narrogin Packaging		442.90	L	PF
374	INV 00089162	01/08/2024	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Toilet Roll & Interleave Towel	136.35		
375	INV 00089183	03/08/2024	Narrogin Packaging	LIB - GENERAL OFFICE EXPENSES - Toilet Supplies	136.35		
376	INV 00089239	06/08/2024	Narrogin Packaging	CHSP - GENERAL OFFICE EXPENSES - Vinyl Gloves & Coffee Cups	170.20		
377	EFT23833	28/08/2024	Great Southern Fuels		1,090.38	L	
378	INV 19017660	07/08/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 200L Unleaded Petrol 91	362.21		
379	INV 19017659	07/08/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - Garden 2T	87.42		
380	INV D2188230	07/08/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 350Lt Unleaded	640.75		
381	EFT23834	28/08/2024	Water Corporation		2,526.38		
382	INV 9007710938	02/08/2024	Water Corporation	LIONS PARK MAINTENANCE/OPERATIONS - Water Charges 28/05/2024 - 01/08/2024	312.65		
383	INV 9007721602	08/08/2024	Water Corporation	NRLC GROUNDS MAINTENANCE - Water Charges 04/08/2024 - 08/08/2024	406.97		
384	INV 9007723333	08/08/2024	Water Corporation	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Charges 05/06/2024 - 07/08/2024	101.99		
385	INV 9007723317	08/08/2024	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Charges 05/06/2024 - 07/08/2024	845.77		
386	INV 9007724483	08/08/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 05/06/2024 - 07/08/2024	22.94		
387	INV 9007729225	09/08/2024	Water Corporation	30 GRAY ST BUILDING OPERATIONS - WATER CHARGES 06/06/2024 - 08/08/2024	122.32		
388	INV 9022879352	12/08/2024	Water Corporation	45A GRANT ST - OPERATIONS - Water Charges 06/06/2024 - 09/08/2024	277.52		
389	INV 9007731261	13/08/2024	Water Corporation	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Charges 07/06/2024 - 12/08/2024	179.66		
390	INV 9007731288	13/08/2024	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Charges 07/06/2024 - 12/08/2024	75.93		
391	INV 9010739547	13/08/2024	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 07/06/2024 - 12/08/2024	180.63		
392	EFT23835	28/08/2024	Makit Narrogin Hardware		575.00	L	

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
393	INV 116013	01/07/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	575.00		
394	EFT23836	28/08/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust		45,980.00	L	
395	INV IV0000003004	10/07/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	FIRE - BUSHFIRE RISK MANAGEMENT PLAN - MITIGATION ACTIVITIES - Fire Access Tracks	45,980.00		
396	EFT23837	28/08/2024	WALGA Western Australian Local Government Association		218.25		
397	INV SI-011655	19/08/2024	WALGA Western Australian Local Government Association	ADMIN - TRAINING & DEVELOPMENT - Local Government Taineeship	218.25		
398	EFT23838	28/08/2024	Westrac Pty Ltd		66.58		
399	INV PI9965521	12/08/2024	Westrac Pty Ltd	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER - Supply Service Filters	66.58		
400	EFT23839	28/08/2024	Narrogin Betta Home Living		109.00	L	
401	INV 25710094643	20/08/2024	Narrogin Betta Home Living	NRLC - EQUIPMENT HIRE & PURCHASE - Instant Hot Water Dispenser	109.00		
402	EFT23840	28/08/2024	RJ Smith Engineering		630.00	L	
403	INV DI19006	16/08/2024	RJ Smith Engineering	NO4883 NEW HOLLAND T5060 TRACTOR - Refit New Cutting Head & Repair Post Hole Auger	630.00		
404	EFT23841	28/08/2024	PFD Food Services Pty Ltd		219.25		R
405	INV LM525005	06/08/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	219.25		
406	EFT23842	28/08/2024	Public Transport Authority		1,215.28		
407	INV RCTIJUNE24	30/06/2024	Public Transport Authority	TRANS WA Ticket Sales & Commissions JUNE 2024	549.25		
408	INV RCTIJULY24	31/07/2024	Public Transport Authority	TRANS WA Ticket Sales & Commissions JULY 2024	666.03		
409	EFT23843	28/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford		645.88		
410	INV JC24043527	08/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	NGN847 2023 MAZDA CX-5 6 AUTO G25 TOURING PETROL - Service 15,000km	355.88		
411	INV JC24043623	14/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	2019 TOYOTA PRADO DSL WAGON GXL 1NGN - 30,000km Service	290.00		
412	EFT23844	28/08/2024	Country Paint Supplies		99.65	L	
413	INV 4801021098	16/08/2024	Country Paint Supplies	RAILWAY STATION BUILDING MAINTENANCE - Primer Paint for Wall Repair	99.65		
414	EFT23845	28/08/2024	Air Response		160.00	L	
415	INV 157985A	06/08/2024	Air Response	NRLC - BUILDING MAINTENANCE - Call Out Fee for Gym Airconditioner Inspection	160.00		
416	EFT23846	28/08/2024	Narrogin Gasworx		4,700.00	L	F
417	INV 78432	22/07/2024	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Lift Chair & Swivel Chair	4,700.00		
418	EFT23847	28/08/2024	Local Government Professionals Australia WA		242.00		
419	INV 40758	29/07/2024	Local Government Professionals Australia WA	ADMIN - TRAINING & DEVELOPMENT - 2x Tokens	242.00		
420	EFT23848	28/08/2024	Zipform		883.44		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
421		INV 221076	19/08/2024	Zipform	TIP MAINTENANCE - Invoice Books	883.44		
422		EFT23849	28/08/2024	Bob Waddell & Associates Pty Ltd		5,060.00		
423		INV 4080	12/08/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Outsourcing Finance - 24/25 Budget, Asset & FBT Assistance	5,060.00		
424		EFT23850	28/08/2024	Educational Art Supplies		246.58		
425		INV 213105	07/08/2024	Educational Art Supplies	LIB -GENERAL OFFICE EXPENSES GEN - Educational Art & Craft Supplies	246.58		
426		EFT23851	28/08/2024	Truck Centre (WA) Pty Ltd		163.20		
427		INV 1793379-000001	09/08/2024	Truck Centre (WA) Pty Ltd	2022 UD PK 18 280MAL FLOCON - 1HXQ030 - Supply Filter Kit Croner	163.20		
428		EFT23852	28/08/2024	Narrogin Tyrepower		159.90	L	
429		INV 00000029	23/07/2024	Narrogin Tyrepower	SMALL PLANT - Twin Jerry Can	79.95		
430		INV 00000029	23/07/2024	Narrogin Tyrepower	SMALL PLANT - Combi Can	79.95		
431		EFT23853	28/08/2024	Narrogin Auto Centre		378.00	L	F
432		INV 334695	30/07/2024	Narrogin Auto Centre	NGN219 2022 NISSAN X-TRAIL - 15,000km Service	378.00		
433		EFT23854	28/08/2024	Elgas		1,335.49		
434		INV 0361072586	13/08/2024	Elgas	NRLC - UTILITY - GAS - 801.0L Gas Supplied	1,335.49		
435		EFT23855	28/08/2024	Earl Street Physiotherapy		270.00	L	F
436		INV 0046495	19/08/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	100.00		
437		INV 0046485	19/08/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85.00		
438		INV 0046522	21/08/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85.00		
439		EFT23856	28/08/2024	Surgical House Pty Ltd		646.37		F
440		INV A950602	16/08/2024	Surgical House Pty Ltd	CHCP - CLIENT PURCHASES - Incontinence Products	306.62		
441		INV A951918	23/08/2024	Surgical House Pty Ltd	CHCP - CLIENT PURCHASES - Continence Products	339.75		
442		EFT23857	28/08/2024	Astrotourism WA Pty Ltd		3,850.00		
443		INV 1318	05/08/2024	Astrotourism WA Pty Ltd	PLAN - SUBSCRIPTION & MEMBERSHIPS - Astrotourism WA Pty Ltd Annual Subscription	3,850.00		
444		EFT23858	28/08/2024	Narrogin Podiatry		154.00	L	F
445		INV 0015884	13/08/2024	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Consultation	71.50		
446		INV 0016082	20/08/2024	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Consultation	82.50		
447		EFT23859	28/08/2024	AG & MF Borthwick		2,059.20		
448		INV 228	15/08/2024	AG & MF Borthwick	ENVIRO - LANDCARE COMMUNITY PROJECTS - Reimbursement of Landcare Project Funding Acquittal 2024/25	2,059.20		

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
449	EFT23860	28/08/2024	Narrogin Auto Electrics		3,446.50	L	
450	INV 268069	03/07/2024	Narrogin Auto Electrics	NGN15581 2021 ISUZU D MAX SPACE CAB - New Battery	593.45		
451	INV 268068	03/07/2024	Narrogin Auto Electrics	NO592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - Revovling Light Installed	303.85		
452	INV 268071	08/07/2024	Narrogin Auto Electrics	NO592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - Revovling Light Installed	270.24		
453	INV 268070	11/07/2024	Narrogin Auto Electrics	2024 FUSO CANTER 815, TIPPING TRAY REGO NO4846 - Supply & Fit Two Way, Beacon Light & Hour Meter	1,999.05		
454	INV 268074	26/07/2024	Narrogin Auto Electrics	NO592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - Wire Up Spray Bar Trailer Socket	279.91		
455	EFT23861	28/08/2024	Hersey's Safety		1,219.15		
456	INV 49532	01/08/2024	Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - Various Personal Protective Equipment	707.30		
457	INV 50657	12/08/2024	Hersey's Safety	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Jerry Can, Repair Kit & Jumper Leads	511.85		
458	EFT23862	28/08/2024	Integrated ICT		215.71		
459	INV 33334	30/07/2024	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signature Cloud July 2024	215.71		
460	EFT23863	28/08/2024	Lite n' Easy Pty Ltd		676.06		F
461	INV 7600600	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	106.53		
462	INV 7620406	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	134.92		
463	INV 7600622	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	75.42		
464	INV 7621220	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	109.72		
465	INV 7620286	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	87.32		
466	INV 7578857	20/08/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy Meals	162.15		
467	EFT23864	28/08/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges		15.24		
468	INV 27799	12/08/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges	COMMUNITY - PRINTING & STATIONERY - Name Badge	15.24		
469	EFT23865	28/08/2024	John Warburton		50.01		
470	INV 26082024	26/08/2024	John Warburton	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - Reimbursement of Fuel	50.01		
471	EFT23866	28/08/2024	Keeling Electrical Group Pty Ltd		3,645.11		
472	INV 1625	07/08/2024	Keeling Electrical Group Pty Ltd	NRLC - BUILDING MAINTENANCE - Cable Testing New Spa Pump, Replacement of Light Fittings and GPO Testing	1,628.28		
473	INV 1624	20/08/2024	Keeling Electrical Group Pty Ltd	NRLC - BUILDING MAINTENANCE - Replacement of Various Lights, Inspection and Temperature Adjustment for Boiler	2,016.83		
474	EFT23867	28/08/2024	Narrogin Fruit Trading Pty Ltd		502.70	L	



		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
475	INV INV-1057	16/08/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering MBS 14 August 2024	423.50			
476	INV 000F2024081978	19/08/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	79.20			
477	EFT23868	28/08/2024	Reagan James Spanswick			2,710.12		
478	INV INV-1076	13/08/2024	Reagan James Spanswick	HISTORY HALL BUILDING MAINTENANCE - Install Hardiflex & Replace Rotted Timbers	1,063.44			
479	INV INV-1078	17/08/2024	Reagan James Spanswick	TOWN HALL BUILDING MAINTENANCE - Rear Stage Door Maintenance	1,646.68			
	EFT23869	28/08/2024	Team Global Express Pty Ltd			504.66		
481	INV 0636-T740710	04/08/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	446.91			
482	INV 0637-T740710	11/08/2024	Team Global Express Pty Ltd	ESL - BFB MINOR ASSET PURCHASES - Freight Charges	57.75			
483	EFT23870	28/08/2024	Harcher Distributors (Wa Distributors P/L)			864.00		PF
484	INV 986403	06/08/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - Kiosk Stock and Cleaning Supplies	333.95			
485	INV 991359	20/08/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	530.05			
486	EFT23871	28/08/2024	Perfect Gym Solutions			220.00		
487	INV INV-11363	12/08/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Perfect Gym Mobile App	220.00			
488	EFT23872	28/08/2024	Uniforms At Work Australia Pty Ltd			667.08		
489	INV 37000020	05/08/2024	Uniforms At Work Australia Pty Ltd	ADMIN - ALLOWANCES - Staff Uniform 2024/25	566.89			
490	INV 37000020-1	12/08/2024	Uniforms At Work Australia Pty Ltd	ADMIN - ALLOWANCES - Staff Uniform 2024/25	100.19			
491	EFT23873	28/08/2024	Coca Cola Euro Pacific			329.40		R
492	INV LK242149	24/01/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk StockAdjustment Note	-62.37			
493	INV 0234677202	14/08/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	391.77			
494	EFT23874	28/08/2024	Officeworks Ltd			227.59		
495	INV 615784685	06/08/2024	Officeworks Ltd	NRLC - Kiosk Stock and Cleaning Supplies	227.59			
496	EFT23875	28/08/2024	Jerome Jerome PTY LTD			34,185.89		PF



	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
497	INV INV-0010	14/08/2024	Jerome Jerome PTY LTD	PUBLIC ART STRATEGY - IMPLEMENTATION - NRLC Mural Artwork Project	34,185.89		
498	EFT23876	28/08/2024	Cardering Pty Ltd		776.00		F
499	INV 328	24/08/2024	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Cognitive & Psychologincal Assessment	776.00		
500	EFT23877	28/08/2024	Mable		971.55		F
501	INV 776493100	14/08/2024	Mable	CHCP - Client Purchases - Nursing Clinical Care Assessment	323.85		
502	INV 776497100	14/08/2024	Mable	CHCP - Client Purchases - Nursing Clinical Care Assessment	323.85		
503	INV 776004100	14/08/2024	Mable	CHCP - Client Purchases - Nursing Clinical Care Assessment	323.85		
504	EFT23878	28/08/2024	Natsync Environmental		4,800.00		
505	INV 00004421	29/07/2024	Natsync Environmental	HEALTH - CONTROL EXPENSES - Pigeon Culling In The CBD	4,800.00		
506	EFT23879	28/08/2024	EverAbility Ltd		969.93		
507	INV PEN-49807-5611	23/08/2024	EverAbility Ltd	CHCP - CLIENT PURCHASES - FFW Individual Therapy & Report	969.93		
508	EFT23880	28/08/2024	Whitney Consulting		1,315.60		
509	INV INV-0788	15/08/2024	Whitney Consulting	OTHGOV - OTHER CONSULTANCY - STRATEGIC - Housing Support Program Stream 2	1,315.60		
510	EFT23881	28/08/2024	CJ & DM Prideaux ( Mister Yardman )		660.00		
511	INV 90	01/07/2024	CJ & DM Prideaux ( Mister Yardman )	NRLC - CLEANING & WASTE DISPOSAL - Annual Cardboard Waste Collection - July 2024	660.00		
				EFT Total	431,599.65		

Direct Debits

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
512	DD10308.1	01/08/2024	Les Mills Asia Pacific		912.26		
513	INV LMB1261532	01/08/2024	Les Mills Asia Pacific	NRLC - LICENCES & SUBSCRIPTIONS - Group Fitness Licence August 2024	912.26		
514	DD10316.1	01/08/2024	National Australia Bank Ltd		2,325.51		
515	INV 002704482	01/08/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB MERCHANT FEES SHIRE OF NARROGIN JULY 2024	1,941.46		
516	INV 005211998	01/08/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB MERCHANT FEES CARAVAN PARK JULY 2024	222.04		
517	INV 009571025	01/08/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB MERCHANT FEES NRLC JULY 2024	162.01		
518	DD10317.1	05/08/2024	Shire Of Narrogin		-847.40		
519	INV 189128	05/08/2024	Shire Of Narrogin	PLANTS - Overpayment - Fleet B0668	-847.40		
520	DD10359.1	14/08/2024	Australian Taxation Office		41,078.00		
521	INV PAYGPPE29/07/2024	14/08/2024	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 29/07/2024	41,078.00		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
522		DD10407.1	01/08/2024	CRISP Wireless		1,317.80		
523		INV 202401005625	01/08/2024	CRISP Wireless	VARIOUS DEPARTMENTS - Monthly Internet Charges August 2024	1,317.80		
524		DD10408.1	22/08/2024	Zefari Pty Ltd		380.00		
525		INV EMTRSRENT220824	22/08/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 22/08/24	380.00		
526		DD10409.1	15/08/2024	Zefari Pty Ltd		380.00		
527		INV EMTRSRENT150824	15/08/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 15/08/24	380.00		
528		DD10410.1	01/08/2024	Zefari Pty Ltd		380.00		
529		INV EMTRSRENT010824	01/08/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 01/08/24	380.00		
530		DD10411.1	08/08/2024	Zefari Pty Ltd		380.00		
531		INV EMTRSRENT080824	08/08/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 08/08/24	380.00		
532		DD10412.1	01/08/2024	Elders Real Estate Pty Ltd		1,386.67	L	
533		INV EMDRSRENT010824	01/08/2024	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent 01/08/24	1,386.67		
534		DD10416.1	26/08/2024	Xero		70.00		
535		INV INV-37525720	26/08/2024	Xero	CHCP & CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription August 2024	70.00		
536		DD10417.1	27/08/2024	Telstra		1,487.37		
537		INV K072750541-3	12/08/2024	Telstra	VARIOUS DEPARTMENTS - Telephone Charges August 2024	1,487.37		
538		DD10427.1	28/08/2024	Beam		60,668.50		
539		INV SUPERAUG2024	23/08/2024	Beam	PAYROLL CREDITORS - Superannuation Contribution PPE 29/07/2024 & 12/08/2024	60,668.50		
540		DD10428.1	28/08/2024	Australian Taxation Office		41,744.00		
541		INV PAYGPPE12/08/2024	28/08/2024	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 12/08/2024	41,744.00		
542		DD10429.1	28/08/2024	Australian Taxation Office		42,810.00		
543		INV PAYGPPE26/08/2024	28/08/2024	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 26/08/2024	42,810.00		
544		DD10440.1	01/08/2024	Sandwai Pty Ltd		771.10		F
545		INV INV-4232	01/08/2024	Sandwai Pty Ltd	CHCP & CHSP - INFORMATION SYSTEMS - Monthly Charges August 2024	771.10		
546		DD10458.2	12/08/2024	Department of Transport		10,324.10		
547		INV 20240812	12/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 12/08/2024	10,324.10		
548		DD10458.3	13/08/2024	Department of Transport		5,011.05		
549		INV 20240813	13/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 13/08/2024	5,011.05		
550		DD10458.4	14/08/2024	Department of Transport		9,495.15		
551		INV 20240814	14/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 14/08/2024	9,495.15		
552		DD10458.5	15/08/2024	Department of Transport		10,441.50		
553		INV 20240815	15/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 15/08/2024	10,441.50		
554		DD10458.6	16/08/2024	Department of Transport		8,784.40		
555		INV 20240816	16/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 16/08/2024	8,784.40		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
556	DD10458.7	19/08/2024	Department of Transport			5,611.20		
557	INV 20240819	19/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 19/08/2024	5,611.20			
558	DD10458.8	20/08/2024	Department of Transport			8,662.60		
559	INV 20240820	20/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 20/08/2024	8,662.60			
560	DD10458.9	21/08/2024	Department of Transport			13,240.55		
561	INV 20240821	21/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 21/08/2024	13,240.55			
562	DD10338.12	19/08/2024	Department of Transport			42,538.80		
563	INV 20240628	28/06/2024	Department of Transport	DEPARTMENT OF TRANSPORT 28/06/2024	27,591.95			
564	INV 20240702	02/07/2024	Department of Transport	DEPARTMENT OF TRANSPORT 02/07/2024	10,599.45			
565	INV 20240703	03/07/2024	Department of Transport	DEPARTMENT OF TRANSPORT 03/07/2024	4,347.40			
566	DD10458.10	22/08/2024	Department of Transport			14,354.40		
567	INV 20240822	22/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 22/08/2024	14,354.40			
568	DD10458.11	23/08/2024	Department of Transport			5,052.50		
569	INV 20240823	23/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 23/08/2024	5,052.50			
570	DD10458.13	26/08/2024	Department of Transport			9,053.05		
571	INV 20240826	26/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 26/08/2024	9,053.05			
572	DD10458.14	27/08/2024	Department of Transport			7,192.85		
573	INV 20240827	27/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 27/08/2024	7,192.85			
574	DD10458.15	28/08/2024	Department of Transport			21,144.85		
575	INV 20240828	28/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 28/08/2024	21,144.85			
576	DD10458.16	01/08/2024	Department of Transport			6,759.90		
577	INV 20240801	01/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 01/08/2024	6,759.90			
578	DD10458.17	02/08/2024	Department of Transport			8,037.15		
579	INV 20240802	02/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 02/08/2024	8,037.15			
580	DD10458.18	05/08/2024	Department of Transport			6,444.25		
581	INV 20240805	05/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 05/08/2024	6,444.25			
582	DD10458.19	06/08/2024	Department of Transport			4,440.40		
583	INV 20240806	06/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 06/08/2024	4,440.40			
584	DD10458.20	07/08/2024	Department of Transport			16,109.95		
585	INV 20240807	07/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 07/08/2024	16,109.95			
586	DD10458.21	08/08/2024	Department of Transport			12,476.60		
587	INV 20240808	08/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 08/08/2024	12,476.60			
588	DD10458.22	09/08/2024	Department of Transport			6,286.30		
589	INV 20240809	09/08/2024	Department of Transport	DEPARTMENT OF TRANSPORT 09/08/2024	6,286.30			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
			Direct Debit Total	426,705.36			

Fuel Card Prurchases

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
599	EFT23722	12/08/2024	Great Southern Fuels		6,398.81	L	
600	EFT23722	12/08/2024	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID (BS) - Fuel Charges 01/07/24 - 31/07/24	319.77		
601	EFT23722	12/08/2024	Great Southern Fuels	009NGN TOYOTA COROLLA HATCH 2020 (P43) - Fuel Charges 01/07/24 - 31/07/24	189.06		
602	EFT23722	12/08/2024	Great Southern Fuels	00NGN TOYOTA HILUX 4X4 2.4L DSL DUAL CAB (Works Foreman Vehicle P26) - Fuel Charges 01/07/24 - 31/07/24	249.87		
603	EFT23722	12/08/2024	Great Southern Fuels	0NGN 2021 ISUZU MUX EMCCS Vehicle (P5) - Fuel Charges 01/07/24 - 31/07/24	350.08		
604	EFT23722	12/08/2024	Great Southern Fuels	2021 ISUZU Outlander EXCCED 2.4L (EMTRS) 0NO - (P700) - Fuel Charges 01/07/24 - 31/07/24	339.76		
605	EFT23722	12/08/2024	Great Southern Fuels	2019 Toyota Prado DSL Wagon GXL (P1) 1NGN - CEO Vehicle - Fuel Charges 01/07/24 - 31/07/24	420.82		
606	EFT23722	12/08/2024	Great Southern Fuels	990NGN 2015 MITSUBISHI FUSO ROSA (HOMECARE) (P56) - Fuel Charges 01/07/24 - 31/07/24	40.29		
607	EFT23722	12/08/2024	Great Southern Fuels	NGN0 MG HS Excite Wagon (MLC) - Fuel Charges 01/07/24 - 31/07/24	618.00		
608	EFT23722	12/08/2024	Great Southern Fuels	NGN00 2021 Toyota Kluger GX AWD Pet Wagon (EMDRS) (P2) - Fuel Charges 01/07/24 - 31/07/24	545.69		
609	EFT23722	12/08/2024	Great Southern Fuels	NGN11555 2022 Toyota Corolla (NHC) (P15) - Fuel Charges 01/07/24 - 31/07/24	102.53		
610	EFT23722	12/08/2024	Great Southern Fuels	NGN2 TOYOTA COROLLA HATCH 2.0L PET CVT ASCENT SPORT - Fuel Charges 01/07/24 - 31/07/24	305.71		
611	EFT23722	12/08/2024	Great Southern Fuels	NGN219 2022 NISSAN X-TRAIL (CATS) (P14) - Fuel Charges 01/07/24 - 31/07/24	786.32		
612	EFT23722	12/08/2024	Great Southern Fuels	NGN417 2023 New Isuzu DMax Space Cab Ranger Vehicle (P7) - Fuel Charges 01/07/24 - 31/07/24	422.13		
613	EFT23722	12/08/2024	Great Southern Fuels	2019 TOYOTA COROLLA CROSS 2WD 2.0L NGN839 (P44) (CHCP) - Fuel Charges 01/07/24 - 31/07/24	193.39		
614	EFT23722	12/08/2024	Great Southern Fuels	NGN847 2023 MAZDA CX-5 6 AUTO G25 TOURING PETROL (P10) - Fuel Charges 01/07/24 - 31/07/24	335.46		
615	EFT23722	12/08/2024	Great Southern Fuels	SMALL PLANT - HOMECARE - Fuel Charges 01/07/24 - 31/07/24	75.88		
616	EFT23722	12/08/2024	Great Southern Fuels	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - Fuel Charges 01/07/24 - 31/07/24	166.11		
617	EFT23722	12/08/2024	Great Southern Fuels	2023 TOYOTA HILUX DUAL CAB - SENIOR RANGER (P8163) - NO05 - Fuel Charges 01/07/24 - 31/07/24	411.28		
618	EFT23722	12/08/2024	Great Southern Fuels	SMALL PLANT - Fuel Charges 01/07/24 - 31/07/24	37.02		
619	EFT23722	12/08/2024	Great Southern Fuels	FIRE - MOTOR VEHICLE EXPENSES - Fuel Charges 01/07/24 - 31/07/24	262.37		
620	EFT23722	12/08/2024	Great Southern Fuels	NGN227 2021 TOYOTA COROLA NHC) (P28) - Fuel Charges 01/07/24 - 31/07/24	59.94		
621	EFT23722	12/08/2024	Great Southern Fuels	NGN182 TOYOTA HILUX 4x2 Workmate Utility (NHC) - Fuel Charges 01/07/24 - 31/07/24	167.33		
Fuel Card Total				6,398.81			

Coles Card Prurchases

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
622	EFT23747	12/08/2024	WEX Australia Pty Ltd		546.57		
623	EFT23747	12/08/2024	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account July 2024	134.60		
624	EFT23747	12/08/2024	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account July 2024	111.50		
625	EFT23747	12/08/2024	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account July 2024	67.75		
626	EFT23747	12/08/2024	WEX Australia Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Coles Account July 2024	89.45		
627	EFT23747	12/08/2024	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account July 2024	143.27		
				Coles Card Total	546.57		

Credit Card Pruchases

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
628							
629							
630	DD10459.1	01/07/2024	General Credit Card Purchases		355.25		
631	INV PRJUL2024-1	01/07/2024	General Credit Card Purchases	SUSPENSE ACCOUNT - EZI Australias Golden	355.25		
632	DD10459.2	08/07/2024	General Credit Card Purchases		-200.00		
633	INV PRJUL2024-2	08/07/2024	General Credit Card Purchases	WELFARE - YOUTH SERVICES - Bluey Costume Hire Deposit Refund	-200.00		
634	DD10459.3	10/07/2024	General Credit Card Purchases		37.77		
635	INV PRJUL2024-3	10/07/2024	General Credit Card Purchases	LIB - EVENT CATERING - Grocery for High Tea and Other Activities of the Library	37.77		
636	DD10459.4	11/07/2024	General Credit Card Purchases		74.15		
637	INV PRJUL2024-4	11/07/2024	General Credit Card Purchases	CHSP - OCCUPATIONAL HEALTH & SAFETY - Hearing Test Home Maintenance	49.00		
638	INV PRJUL2024-5	11/07/2024	General Credit Card Purchases	LIB - POSTAGE & FREIGHT - Parcel Post x2	25.15		
639	DD10459.5	16/07/2024	General Credit Card Purchases		405.00		
640	INV PRJUL2024-6	16/07/2024	General Credit Card Purchases	PLAN - SUBSCRIPTION & MEMBERSHIPS - Canva Annual Subscription x3	405.00		
641	DD10459.6	15/07/2024	General Credit Card Purchases		342.90		
642	INV PRJUL2024-7	15/07/2024	General Credit Card Purchases	CHCP & CHSP - GENERAL OFFICE EXPENSES - Annual Compliance Policy and Bankruptcy Checks for Key Personnel x3	342.90		
643	DD10460.1	01/07/2024	General Credit Card Purchases		58.59		
644	INV DSJUL2024-1	01/07/2024	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - ASIC Historical and Current Company Extract	29.60		
645	INV DSJUL2024-2	01/07/2024	General Credit Card Purchases	SUSPENSE ACCOUNT - Monthly Subscription to Adobe Express July 2024	28.99		
646	DD10460.2	22/07/2024	General Credit Card Purchases		30.00		
647	INV DSJUL2024-10	22/07/2024	General Credit Card Purchases	SUSPENSE ACCOUNT - East Perth Suites	30.00		
648	DD10460.3	26/07/2024	General Credit Card Purchases		368.50		



	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
649	INV DSJUL2024-11	26/07/2024	General Credit Card Purchases	ADMIN - ADVERTISING - Seek Advertisement EMCCS	368.50		
650	DD10460.4	29/07/2024	General Credit Card Purchases		325.67		
651	INV DSJUL2024-12	29/07/2024	General Credit Card Purchases	ECONOM - TRAVEL & ACCOMMODATION - 1 Night Accomodation for Downtown Dowerin Event	265.67		
652	INV DSJUL2024-13	29/07/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - Annual Fee	60.00		
653	DD10460.5	05/07/2024	General Credit Card Purchases		2,534.25		
654	INV DSJUL2024-3	05/07/2024	General Credit Card Purchases	ECONOM - OTHER EXPENDITURE/ADVERTISING/PUBLIC RELATIONS - Downtown Dowerin Lunch for Shire	2,534.25		
655	DD10460.6	08/07/2024	General Credit Card Purchases		577.78		
656	INV DSJUL2024-4	08/07/2024	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Monthly Charges for SMS Account - June 2024	17.78		
657	INV DSJUL2024-5	08/07/2024	General Credit Card Purchases	ADMIN - OTHER EMPLOYEE EXPENSES - CEO Annual Membership LG Pro	560.00		
658	DD10460.7	10/07/2024	General Credit Card Purchases		501.00		
659	INV DSJUL2024-6	10/07/2024	General Credit Card Purchases	990NGN 2015 MITSUBISHI FUSO ROSA - Change of Plates	31.10		
660	INV DSJUL2024-7	10/07/2024	General Credit Card Purchases	990NGN 2015 MITSUBISHI FUSO ROSA - New Vehicle Licence	469.90		
661	DD10460.8	16/07/2024	General Credit Card Purchases		162.74		
662	INV DSJUL2024-8	16/07/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Accommodation x1 Night - CEO Connection Forum 19/07/24	162.74		
663	DD10460.9	19/07/2024	General Credit Card Purchases		1,055.60		
664	INV DSJUL2024-9	19/07/2024	General Credit Card Purchases	WORKS - TRAINING & DEVELOPMENT - 2 Night Hotel Accommodation x2	1,055.60		
665	DD10461.1	01/07/2024	General Credit Card Purchases		245.00		
666	INV MFJUL2024-1	01/07/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Accomodation and Parking for Aboriginal Culture Awareness Workshop	245.00		
667	DD10461.2	16/07/2024	General Credit Card Purchases		151.80		
668	INV MFJUL2024-10	16/07/2024	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Greeting Messages July 2024	151.80		
669	DD10461.3	19/07/2024	General Credit Card Purchases		603.09		
670	INV MFJUL2024-11	19/07/2024	General Credit Card Purchases	ADMIN - ALLOWANCES - Staff Uniform	441.70		
671	INV MFJUL2024-9	19/07/2024	General Credit Card Purchases	WELFARE - YOUTH SERVICES - Sausages for Bluey Festival	161.39		
672	DD10461.4	22/07/2024	General Credit Card Purchases		25.24		
673	INV MFJUL2024-12	22/07/2024	General Credit Card Purchases	ADMIN - OTHER EMPLOYEE EXPENSES - Car Parking for Workshop	25.24		
674	DD10461.5	25/07/2024	General Credit Card Purchases		1,005.45		
675	INV MFJUL2024-13	25/07/2024	General Credit Card Purchases	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - LG Professional WA Annual Membership	560.00		
676	INV MFJUL2024-14	25/07/2024	General Credit Card Purchases	MITSUBISHI ECLIPSE CROSS PHEV 2024 032NGN - New Vehicle Licence	445.45		
677	DD10461.6	29/07/2024	General Credit Card Purchases		60.00		
678	INV MFJUL2024-15	29/07/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - Annual Fee	60.00		
679	DD10461.7	03/07/2024	General Credit Card Purchases		189.00		
680	INV MFJUL2024-2	03/07/2024	General Credit Card Purchases	ADMIN - TRAINING & DEVELOPMENT - Aboriginal Cultural Awareness Workshop	130.00		



		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
681		INV MFJUL2024-3	03/07/2024	General Credit Card Purchases	WELFARE - YOUTH SERVICES - Lunch for School Holiday Activity	59.00		
682		DD10461.8	04/07/2024	General Credit Card Purchases		116.40		
683		INV MFJUL2024-4	04/07/2024	General Credit Card Purchases	PLANTS - Plate Change	116.40		
684		DD10461.9	05/07/2024	General Credit Card Purchases		431.05		
685		INV MFJUL2024-5	05/07/2024	General Credit Card Purchases	LIB - POSTAGE & FREIGHT - Inter-Library Loans Parcel x4	51.05		
686		INV MFJUL2024-6	05/07/2024	General Credit Card Purchases	LIB - SUBSCRIPTIONS & MEMBERSHIPS - New Scientist Annual Subscription	380.00		
687		DD10461.10	08/07/2024	General Credit Card Purchases		348.00		
688		INV MFJUL2024-7	08/07/2024	General Credit Card Purchases	WELFARE - YOUTH SERVICES - Ballons for Bluey Festival	78.00		
689		INV MFJUL2024-8	08/07/2024	General Credit Card Purchases	WELFARE - YOUTH SERVICES - Rolls and Cupcakes for Bluey Festival	270.00		
		DD10459.7	29/07/2024	General Credit Card Purchases		60.00		
690		INV DSJUL2024-13	29/07/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - Annual Fee	60.00		
691		DD10354.1	28/06/2024	General Credit Card Purchases		7.18		
692		INV JUNEFEES	28/06/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES (EXC GST) - June 2024 Interest	7.18		
					Credit Card Total	9,871.41		

Payroll

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
				PAYROLL		359,605.76		
693	Pay 25	12/08/2024	PAYROLL	Pay 21 - 12/08/24	178,706.50			
694	Pay26	26/08/2024	PAYROLL	Pay 22 - 26/08/24	180,899.26			
					Credit Card Total	359,605.76		

ABBREVIATIONS			Cheque Total (Less TD)			1,025.75	0.117%
PF	Partially Funded		EFT Total*	431,599.65		49.261%	
I	Insurance		Direct Debit Total	426,705.36		48.702%	
F	Funded		Credit Card Total	9,871.41		1.127%	
L	Local Supplier		Trust Total	-			
R	Recoverable		Coles Card Total	546.57		0.062%	

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	PR	Partially Recoverable	Fuel Cards Total	6,398.81		0.730%	
	G	Grant	Subtotal	876,147.55		100.00%	
			Term Deposits (TD)	-			
			Payroll Total*	359,605.76		41.044%	
			Subtotal	359,605.76			
		* Please note Payroll totals	Synergy List of Accounts - Municipal Bank Account	876,147.55		100.00%	
			Synergy List of Accounts -Trust Bank Account	-			
			Payroll	359,605.76			
			Variance	-			
			Local Suppliers	82,391.66		9.40%	
			Employees	359,605.76		41.04%	
			Combined Total	441,997.42		50.45%	

Pay Date	Nett Paid
Pay 21 - 12/08/24	178,706.50
Pay 22 - 26/08/24	180,899.26
Total	359,605.76

### 10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2024

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	16 September 2024
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
<b>Attachments</b> 1. Monthly Financial Report for August 2024 2. CAPEX Tracker for August 2024	

#### 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.

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council resolution.

Council is requested to review the August 2024 Monthly Financial Reports, noting that Council is advised of the following matters:

- Rates –The amount received to date is 4% of the total to be collected, and there is still more than \$7.5M still to be collected from both current rates and arrears. It should be noted that there is approximately \$205,000 related to Pensioner Rates and ESL Deferments.
- The current amount of \$99,000 for 90+ day debts include two (2) outstanding amounts. The Upper Great Southern Hockey Association debt is \$32,000 and has an agreed repayment plan which will see this debt drop by a further \$11,000 in 2024/25. The other debt of \$45,000 is associated with Narrogin Racing. Both debts equate to 78% of the total 90+ day debt. The remaining \$22,000 is made up of 19 debtors, which are being followed up.
- A total of 320 invoices were paid in August 2024, of which 83% were paid within 30 days.

- Capex for 2024/25 is well underway; of a total of 75 Capital Projects for 2024/25, five (5) projects, or 7%, are completed, and 35 projects, or 47%, have Purchase Orders lodged in the system.
- Council Resolution 280224.11, passed in February 2024, approved the creation of a new reserve titled the “Natural Disaster Fund” in line with the newly adopted Council Policy 5.7 – “Donation of Funds to Emergency Services and Disaster Recovery.” While the approved budget includes this reserve fund, an initial allocation was inadvertently omitted during the budget's preparation. It is now necessary to establish the reserve with an annual allocation of \$15,000, earmarked as follows: \$10,000 for intrastate appeals and \$5,000 for interstate appeals. Any remaining balance as of 30 June each financial year will be transferred to this reserve.
- Subject to Council approval, General Ledger (GL) 2040226 Valuation Expenses is to be reduced from \$20,000 to \$5,000 and the adjusted amount (\$15,000), is to be allocated to the Natural Disaster Funding mentioned above.
- To be able to determine more accurate attendance and finance data at the Narrogin Regional Leisure Centre (NRLC) Gym, it is proposed to amend GL3110211 (Sales – Coffee Machine) and rename this GL to “Health Club Fees” and subsequently budget and report Group Fitness usage and Health Club (Gym) usage separately. Recommendations to amend the GL configuration for the NRLC sub program is represented in the Officer's Recommendations (Part Two).

### 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 monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

## Risk Matrix

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

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

### Comment/Conclusion

Elected Members are advised that this month's Financial Report is impacted by a system error currently being addressed by the Shire's financial services software supplier Ready Tech. This issue is generating an imbalance within the General Ledger Trial Balance of approximately \$4k and is impacting the Net Current Assets and the Statement of Financial Activity. This matter should be addressed by the next reporting period, and we continue to pursue Ready Tech to resolve this issue.

### Voting Requirements

Simple Majority – Part One (1)

Absolute Majority – Part Two (2)

## **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.04**

Moved: Cr Bartron

Seconded: Cr Fisher

*7:45pm The EMDRS left the Chamber*

*7:47pm The EMDRS returned to the Chamber*

### **PART 1 OF 2**

That with respect to the Monthly Financial Report for August 2024, Council note the Reports as presented.

### **PART 2 OF 2**

That with respect to the Budget for the 2024/25 Financial Year, Council approve amendments to the Budget as follows:

- 1) Decrease GL 2040226 Valuation Expenses by \$15,000 from \$20,000 to \$5,000;
- 2) Increase GL 2050420 Expenditure for Natural Disaster Relief by \$15,000 from Nil to \$15,000;
- 3) Amend the description of GL 3110211 'Sales – Coffee Machine' and rename to 'User Fees - Health Club';
- 4) Decrease GL 3110218 User Fees – Group Fitness Classes by \$6,500 from \$14,549 to \$8,049;
- 5) Increase GL 3110211 User Fees – Health Club by \$6,500 from Nil to \$6,500; and
- 6) Note that the amendments to the Budget, in accordance with these revised changes, maintains a balanced budget (Nil Surplus/Deficit).

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil



**MONTHLY FINANCIAL REPORT**  
 (Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

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LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**BY NATURE OR TYPE**

	Ref Note	Adopted Annual Budget \$	Amended Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rate Revenue		6,058,549	6,058,549	6,056,245	6,040,219	(16,026)	(0%)	
Grants, Subsidies and Contributions	9	1,977,666	1,977,666	502,557	640,512	137,955	22%	▲
Profit on Asset Disposal	12	48,262	48,262	5,006	0	(5,006)	(100%)	
Fees and Charges		3,019,686	3,019,686	1,240,133	1,268,226	28,093	2%	
Service Charges		0	0	0	0	0		
Interest Earnings		524,000	524,000	8,830	48,332	39,502	82%	▲
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Other Revenue		324,984	324,984	22,272	44,383	22,111	50%	▲
		<b>11,953,147</b>	<b>11,953,147</b>	<b>7,835,043</b>	<b>8,041,671</b>	<b>206,628</b>	<b>3%</b>	
<b>Expenditure from operating activities</b>								
Employee Costs		(7,378,981)	(7,378,981)	(1,242,916)	(1,116,388)	126,528	11%	▼
Materials and Contracts		(3,843,571)	(3,843,571)	(640,866)	(472,024)	168,842	36%	▼
Utilities Charges		(1,048,742)	(1,048,742)	(194,964)	(147,289)	47,675	32%	▼
Depreciation (Non-Current Assets)		(3,358,620)	(3,358,620)	(559,744)	0	559,744	100%	▼
Interest Expenses		(73,468)	(73,468)	(11,748)	(26,319)	(14,571)	(55%)	
Insurance Expenses		(367,990)	(367,990)	(172,821)	(191,264)	(18,443)	(10%)	
Loss on Asset Disposal	12	(31,343)	(31,343)	(5,222)	0	5,222	100%	
Other Expenditure		(361,761)	(361,761)	(118,904)	(18,161)	100,743	555%	▼
		<b>(16,464,476)</b>	<b>(16,464,476)</b>	<b>(2,947,185)</b>	<b>(1,971,445)</b>	<b>975,740</b>		
<b>Operating activities excluded from budget</b>								
Add Back Depreciation		3,358,620	3,358,620	559,744	0	(559,744)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	11	(16,919)	(16,919)	216	0	(216)	(100%)	
Movement in Leave Reserve (Added Back)		21,696	21,696	0	0	0		
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates/ESL (Non-Current)		0	0	0	0	0		
Adjust Receivables Employee Related Provision (Non-Current)		0	0	0	0	0		
Adjust Sundry Debtors (Non-Current)		0	0	0	0	0		
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Adjust Rounding		1	1	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(1,147,931)</b>	<b>(1,147,931)</b>	<b>5,447,818</b>	<b>6,070,226</b>	<b>622,408</b>		
<b>INVESTING ACTIVITIES</b>								
Non-Operating Grants, Subsidies and Contributions	9	9,531,876	9,531,876	481,998	715,326	0		
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(9,369,104)	(9,369,104)	0	(968)	(968)	(100%)	
Plant and Equipment	8	(2,817,136)	(2,817,136)	(155,330)	(457,854)	(302,524)	(66%)	▲
Furniture and Equipment	8	(87,400)	(87,400)	(4,166)	0	4,166	100%	
Infrastructure Assets - Roads	8	0	0	0	(35,880)	(35,880)	(100%)	▲
Infrastructure Assets - Footpaths	8	0	0	0	0	0		
Infrastructure Assets - Road Drainage	8	0	0	0	0	0		
Infrastructure Assets - Bridges	8	0	0	(261,332)	(24,545)	236,787	965%	▼
Infrastructure - Parks & Ovals and Other	8	0	0	(9,232)	(45,692)	(36,460)	(80%)	▲
Proceeds from Disposal of Assets	8	407,000	407,000	73,666	202,591	128,925	(64%)	
Proceeds from Sale of Investments		0	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(2,334,764)</b>	<b>(2,334,764)</b>	<b>125,604</b>	<b>352,978</b>	<b>(5,954)</b>		
<b>FINANCING ACTIVITIES</b>								
Proceeds from New Debentures	13	4,346,000	4,346,000	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Principal Repayment of Debentures	13	(189,114)	(189,114)	(2,724)	(26,533)	(23,809)		
Principal Repayment of Lease Financing	13	(23,585)	(23,585)	(3,928)	0	3,928		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,386,449	2,386,449	8,332	0	(8,332)	90%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(1,398,208)	(1,398,208)	0	0	0	100%	
<b>Amount attributable to financing activities</b>		<b>5,121,542</b>	<b>5,121,542</b>	<b>1,680</b>	<b>(26,533)</b>	<b>(28,213)</b>		
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>		<b>2,876,849</b>	<b>2,876,849</b>	<b>2,876,849</b>	<b>2,876,849</b>	<b>0</b>		
Amount attributable to operating activities		(1,147,931)	(1,147,931)	5,447,818	6,070,226	622,408		
Amount attributable to investing activities		(2,334,764)	(2,334,764)	125,604	352,978	227,374	0%	
Amount attributable to financing activities		5,121,542	5,121,542	1,680	(26,533)	(28,213)	10%	
<b>Surplus or deficit at the end of the financial year</b>	<b>3</b>	<b>4,515,696</b>	<b>4,515,696</b>	<b>8,451,951</b>	<b>9,273,520</b>	<b>821,569</b>		

**KEY INFORMATION**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**EXPLANATION OF  
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council

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
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Other	29,689	31%	▲	Timing	Interest earned is higher than budgeted due to phasing of the budget.
Education and Welfare	136,331	36%	▲	Timing	CHCP and CHSP grant funding higher than budget due to phasing of the budget.
Recreation and Culture	(47,656)	(72%)	▼	Timing	The NRLC revenue lower than budget at this point in time. This is offset by lower expenditure (\$105k).
Transport	55,354	22%	▲	Timing	Revenue higher due to timing of receiving revenue and completing expenditures due to adoption of the Budget in August 2024.
<b>Expenditure from operating activities</b>					
Governance	77,391	79%	▲	Timing	Members expenditure is below budgeted amount due to phasing of expenditure.
Education and Welfare	112,978	46%	▲	Timing	CHCP and CHSP expenditure lower than budget due to phasing of the budget.
Community Amenities	93,841	52%	▲	Timing	Expenditure associated with sanitation and sewerage running lower than budget at this point in time.
Recreation and Culture	394,604	73%	▲	Timing	Expenditure associated with all sub programs below budgeted amount for August due to adoption of budget in August.
Transport	170,023	38%	▲	Timing	Depreciation has not yet been run for 2024/25 but budgeted for. Expenditure associated with the maintenance of roads running behind budget.
Economic Services	90,923	64%	▲	Timing	Expenditure associated with the maintenance and operation of the visitor centre and caravan park lower than budget. As works and projects commence for 2024/25.
Other Property and Services	18,539	43%	▲	Timing	Variance mainly due to timing of admin overhead allocations, plant operating costs allocations and public work overhead allocations.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	233,328	33%	▲	Timing	Actual income relating RRG and WSNF received ahead of budget phasing.
Proceeds from Disposal of Assets	128,925	64%	▲	Timing	Asset disposals have occurred in advance of budget phasing.
Capital Acquisitions	(134,879)	(100%)	▲	Timing	Plant/Vehicle purchases have occurred ahead of budget phasing. Expenditure on bridge projects are running behind the budget phasing.
<b>Financing Activities</b>					
Repayment of Debentures	(23,809)	(90%)	▼	Timing	Variance due to timing of loan payments.

**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 2024**

**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.

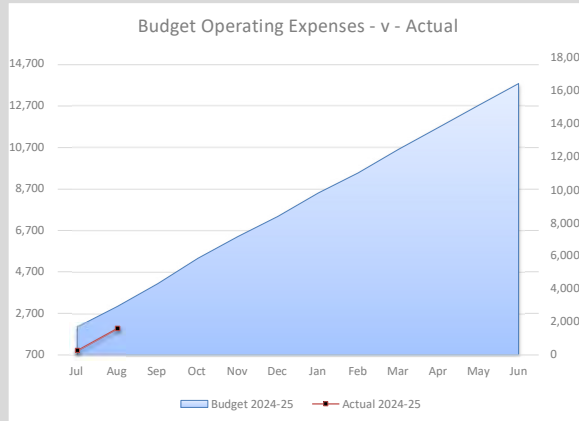
**ROUNDING OFF FIGURES**

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

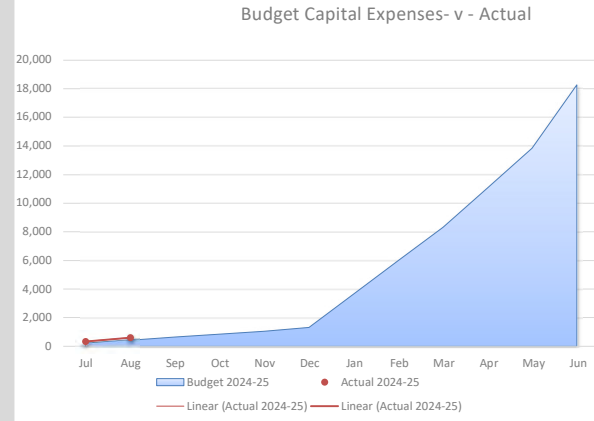
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**MONTHLY SUMMARY INFORMATION**  
**GRAPHS**

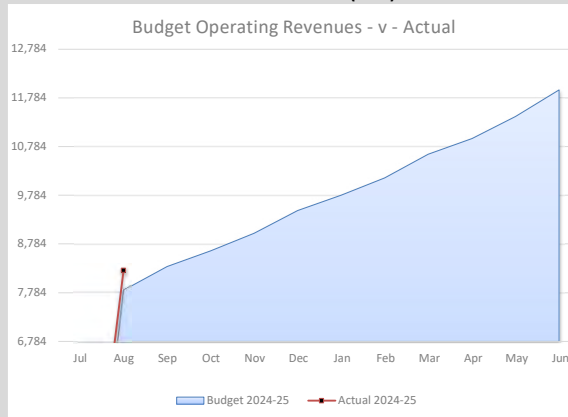
**OPERATING EXPENSES ('000)**



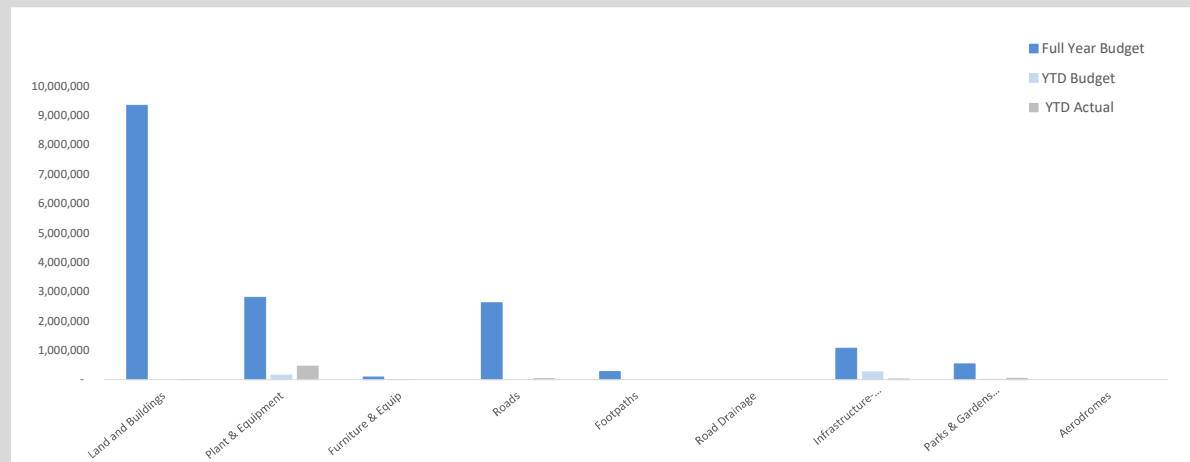
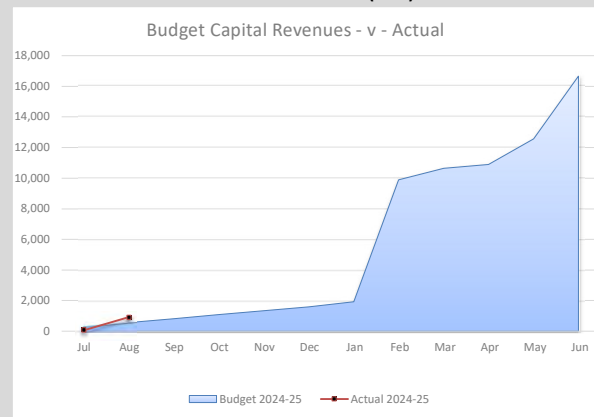
**CAPITAL EXPENSES ('000)**



**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 2024

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 be settled within the next 12 months, defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current, even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except, for land held for resale where it is held as non current based on 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

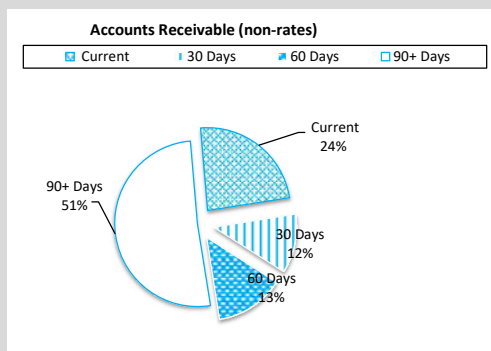
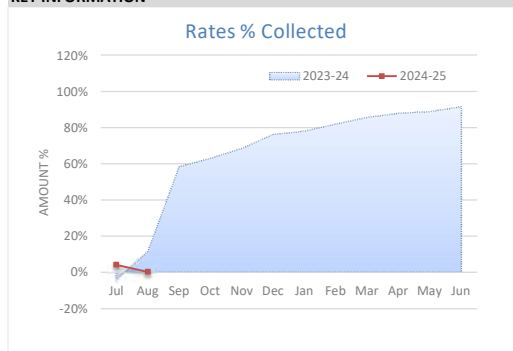
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES  
RECEIVABLES

Rates Receivable	30 Jun 24	31 Aug 24	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	658,762	705,762	Receivables - General	46,394	22,399	26,156	99,223	194,171
RATES - Rates Levied - GRV	3,590,595	3,923,291	Percentage	23.9%	11.5%	13.5%	51.1%	
RATES - Rates Levied - UV	1,223,381	1,314,124						
RATES - Minimum Rates Levied - GRV	678,531	522,625						
RATES - Minimum Rates Levied - UV	260,091	280,179						
RATES - Interim Rates Levied - GRV	2,356	0						
RATES - Back Rates Levied - GRV	455	0						
RATES - Ex-Gratia Rates (CBH, etc.)	12,499	0						
Instalment Admin fee	37,054	11,190						
Private S/Pool Inspection fees	1,860	9,750						
Domestic Refuse Collection Charges	526,460	574,972						
Domestic Services (Additional)	5,155	5,754						
Domestic Recycling Service	193,828	211,974						
Domestic Recycling Service (additional)	284	309						
Commercial Collection Charge	49,196	54,600						
Commercial Collection Charge (additional)	50,100	50,680						
Non-Rateable Collection Charge	75,793	83,400						
Non-Rateable Additional Pick Up	38,831	0						
Commercial Additional Pick Up	27,563	29,960						
FESA ESL	306,176	320,632						
Total Rates and Rubbish (YTD)	6,773,516	7,393,439	GST Input					
Less Collections to date	(6,798,502)	(345,867)						
<b>Net Rates Collectable</b>	<b>705,762</b>	<b>7,753,334</b>	<b>Total Receivables General Outstanding</b>					<b>194,171</b>
% Collected (Current and Arrears)	91.47%	4.27%	<b>Amounts shown above include GST (where applicable)</b>					
Pensioner Deferred Rates		(196,583)						
Pensioner Deferred ESL		(8,986)	Provision For Doubtful Debts ( including Rates)					(200,000)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>7,547,766</b>						

## KEY INFORMATION



<b>Debtors Due</b>
<b>\$194,171</b>
<b>Over 30 Days</b>
<b>11.5%</b>
<b>Over 60 Days</b>
<b>13.5%</b>
<b>Over 90 Days</b>
<b>51.1%</b>

<b>Collected</b>	<b>Rates Due</b>
<b>4%</b>	<b>\$7,547,766</b>

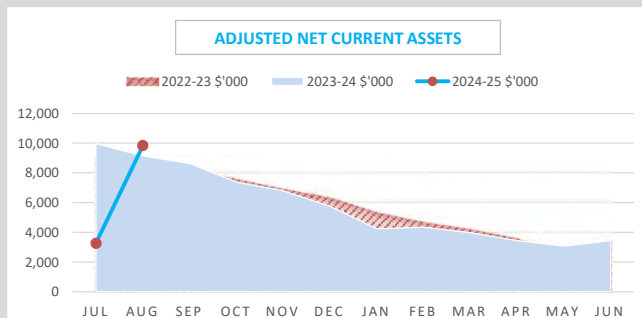
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS**

	Last Years Closing	This Time Last Year 31 Aug 2023	Year to Date Actual 31 Aug 2024
	30 Jun 2024		
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted - Muni	4,723,475	3,547,923	4,098,379
Cash Restricted - Reserves	4,896,287	44,337	8,969
Cash Restricted - Reserves Term Deposits	0	6,000,000	4,896,287
Cash Restricted - Muni Term Deposits	0	0	0
Cash Restricted - Trust Bonds & Deposits	16,130	20,955	21,957
Receivables - Rates and Rubbish, ESL, Excess Rates	500,193	6,343,449	7,547,766
Receivables - Other	392,501	443,752	389,011
Inventories	41,439	7,580	10,829
	10,570,024	16,407,997	16,973,198
<b>Less: Current Liabilities</b>			
Payables	(1,806,155)	(1,552,416)	(1,816,819)
Lease Liabilities	(33,271)	(33,271)	(33,271)
Loan Liability	(187,632)	(137,392)	(161,098)
Provisions	(801,017)	(733,283)	(801,017)
	(2,828,074)	(2,456,362)	(2,812,206)
<b>Net Current Asset Position</b>	7,168,555	13,951,635	13,587,597
Less: Cash Restricted	(4,896,287)	(5,330,160)	(4,896,287)
Add Back: Component of Leave Liability not Required to be funded	383,679	371,710	383,679
Add Back: Current Loan Liability	187,632	137,392	161,098
Current Portion of Lease Liability	33,271	33,271	33,271
<b>Net Current Funding Position</b>	2,876,849	9,163,849	9,269,358

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

**Year YTD Actual**

**Surplus(Deficit)**

**\$9.27 M**

**This Time Last Year**

**Surplus(Deficit)**

**\$9.16 M**

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

<b>Cash Restricted (Reserves)</b>	<b>Investment Value</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Institution</b>	<b>Investment %</b>
	\$				
NAB (Investment 1)	2,448,144	08/01/2025	5.35%	NAB	50%
CBA (Investment 1)	2,448,143	08/01/2025	4.94%	CBA	50%
<b>Municipal Funds</b>					
<b>Total Cash Restricted (Reserves)</b>					<b>100%</b>
<b>Investment Summary</b>					
NAB (Investment 1)					50%
CBA (Investment 1)					50%
<b>Total Investment Summary</b>					<b>100%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

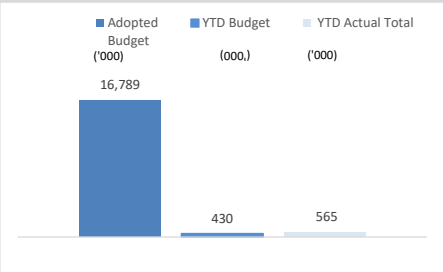
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,369,104	9,369,104	0	968	(968)
Plant & Equipment	2,817,136	2,817,136	155,330	457,854	(302,524)
Furniture & Equipment	87,400	87,400	4,166	0	4,166
Roads	2,627,397	2,627,397	0	35,880	(35,880)
Footpaths	277,599	277,599	0	0	0
Road Drainage	0	0	0	0	0
Infrastructure- Bridges	1,079,000	1,079,000	261,332	24,545	236,787
Infrastructure - Parks & Ovals and Other	531,700	531,700	9,232	45,692	(36,460)
<b>Capital Expenditure Totals</b>	<b>16,789,336</b>	<b>16,789,336</b>	<b>430,060</b>	<b>564,939</b>	<b>(134,879)</b>

**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	Adopted Annual Budget	Current Budget	YTD Actual	% Spent
	<b>\$16.79 M</b>	<b>\$16.79 M</b>	<b>\$ .56 M</b>	<b>3%</b>

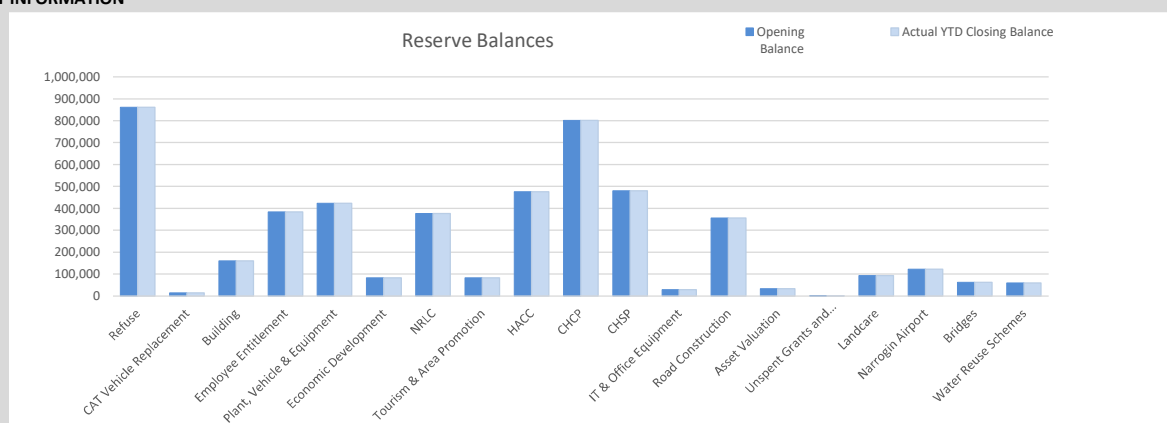
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**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	861,363	48,708	0	45,000	0	(85,000)	0	870,071	861,363
CAT Vehicle Replacement	14,492	819	0	0	0	0	0	15,311	14,492
Building	159,315	9,009	0	0	0	(50,000)	0	118,324	159,315
Employee Entitlement	383,679	21,696	0	0	0	0	0	405,375	383,679
Plant, Vehicle & Equipment	423,281	23,935	0	445,000	0	(890,000)	0	2,216	423,281
Economic Development	82,218	4,649	0	475,068	0	(199,168)	0	362,767	82,218
NRLC	375,998	21,262	0	100,000	0	0	0	497,260	375,998
Tourism & Area Promotion	83,549	4,725	0	140	0	(50,000)	0	38,414	83,549
HACC	475,068	0	0	0	0	(475,068)	0	(0)	475,068
CHCP	800,416	45,261	0	0	0	(344,852)	0	500,825	800,416
CHSP	479,965	27,141	0	0	0	(210,989)	0	296,117	479,965
IT & Office Equipment	28,094	1,589	0	0	0	0	0	29,683	28,094
Road Construction	356,468	20,157	0	0	0	0	0	376,625	356,468
Asset Valuation	33,883	1,916	0	0	0	0	0	35,799	33,883
Unspent Grants and Contributions	140	0	0	0	0	(140)	0	0	140
Landcare	92,969	5,257	0	0	0	(5,000)	0	93,226	92,969
Narrogin Airport	122,115	6,905	0	25,000	0	0	0	154,020	122,115
Bridges	63,519	3,592	0	48,000	0	(36,232)	0	78,879	63,519
Water Reuse Schemes	59,758	3,379	0	10,000	0	(40,000)	0	33,137	59,758
	<b>4,896,287</b>	<b>250,000</b>	<b>0</b>	<b>1,148,208</b>	<b>0</b>	<b>(2,386,449)</b>	<b>0</b>	<b>3,908,047</b>	<b>4,896,287</b>

**KEY INFORMATION**





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

BUDGET  
AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)										
Date	GL / Job Number	GL Description	Description	Council Resolution	Schedule	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
										0
								0	0	0

Strategic Budget Projects Register 2024/25



AS AT 16 SEPTEMBER 2024

Project Title/Task	Job	Original Budget	Current Budget	Actual Exp / Income to 16/09/24	Outstanding PO Exp to 16/09/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	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. All CAPEX and a few CEO identified OPEX.		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 (B - E)		Crisp, Clear, Concise, Date format entry eg 13/7 - Project commenced and no issues expected.	Select from one of the 4 Departments	- On Track - Off Track - Complete - In Trouble - On Hold		Anticipated start date of the Project	Anticipated completion date of the Project
Additional Public CCTV Cameras (Subject to Grant)	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Noy yet commenced.	Corporate & Community Services	On Track	0%	01/07/24	30/05/25
SES Building Project	BC265	\$55,483.00	\$55,483.00	\$0.00	\$3,377.28	\$3,377.28	\$52,105.72	Low	10/9/2024 - Pending grant funding approval.	Development & Regulatory Services	On Track	0%	01/07/24	30/05/25
Acquisition of Incident Control Vehicle	PA950	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	Low	10/9/2024 - still awaiting to be fabricated due to backlog of order from various LG.	Development & Regulatory Services	On Track	0%	01/07/24	30/05/25
Acquisition of General Rescue Utility Vehicle	PA951	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Low	10/9/2024 - Response from DFES Resource Allocation Officer is that the GRU is still awaiting chassis delivery to the builder. At this stage third quarter of this FY seems likely. Exact date is unknown.	Development & Regulatory Services	On Track	0%	01/07/24	30/05/25
Mobile Stand Pipe - BFB (Fast Fill Trailer)	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	10/9/2024 - With fabricators	Development & Regulatory Services	On Track	30%	01/07/24	30/05/25
Acquisition of Speed Signs (2 sets of 2)	PE087	\$50,000.00	\$50,000.00	\$0.00	\$15,963.20	\$15,963.20	\$34,036.80	Low	Purchase order issued to Voxon. Delivery of 4 speed sign and poles expected October 2024	Technical & Rural Services	On Track	90%	01/07/24	30/05/25
Purchase of REHO Vehicle 2024	PA004F	\$35,000.00	\$35,000.00	\$45,283.18	\$0.00	\$45,283.18	-\$10,283.18	Completed	Purchased - over budget by \$10k - offset by Plant Reserve Net Draws	Development & Regulatory Services	Complete	100%	01/07/24	30/05/25
Fuso Rosa Bus Replacement	PA072A	\$141,000.00	\$141,000.00	\$128,199.89	\$0.00	\$128,199.89	\$12,800.11	Completed	Bus replaced July 2024. Project complete net under Budget between purchase and trade	Corporate & Community Services	Complete	100%	28/02/24	30/08/24
Senior Citizen Centre Roof Repair	BC292	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	10/9/2024 - RFQ out	Development & Regulatory Services	On Track	10%	01/07/24	30/05/25
Senior Citizen Centre AC Repair	BC293	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low		Development & Regulatory Services	On Track	0%	01/07/24	30/05/25
Design & Construction new liquid waste ponds	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
Construction of Recycling Shed (Tip Shop)	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low		Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
Thomas Hogg Ablutions and Sewerage Project	BC294	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Development & Regulatory Services	On Track	0%	01/07/24	31/01/25
Thomas Hogg Effluent Tank Upgrade	BC295	\$25,000.00	\$25,000.00	\$11,889.00	\$0.00	\$11,889.00	\$13,111.00	Low	Purchase order issued to supplier by MOPs. Expected supply and install by early October 2024	Technical & Rural Services	On Track	90%	01/07/24	31/01/25
Filter and Pipe Replacement For Clayton Oval Reticulation	IO137	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low		Technical & Rural Services	On Track	0%	01/07/24	31/01/25
Town Hall Upgrade Work - (to be agreed by Council)	BC181	\$90,119.00	\$90,119.00	\$0.00	\$0.00	\$0.00	\$90,119.00	Low	16/9/24 - Waiting fro Peter Jago to review the structural details and design from the Structural Engineer.	Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
Replacement Carpet in NRLC Reception and Squash Courts	FE107	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	Low	2 quotes received but additional quotes still being sought prior top final decision of supplier.	Corporate & Community Services	On Track	25%	01/07/24	30/05/25
NRLC Courts - Electric Winders	PE077	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	Vendor identified and PO to be raised for Purchase of Winders for Court 1.	Corporate & Community Services	On Track	50%	01/07/24	30/05/25
Glass Backboards and Snap Down Ring - 4 in total	PE088	\$26,036.00	\$26,036.00	\$0.00	\$0.00	\$0.00	\$26,036.00	Low	Vendor identified and PO to be raised for Items for Courts 1 & 3.	Corporate & Community Services	On Track	50%	01/07/24	30/05/25
NRLC - Fire Panel Emergency Warning System	PE079	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Low	Fire panel delivered and installed, invoice received and to be paid in September project complete bar payment of invoice.	Corporate & Community Services	On Track	95%	01/07/24	30/05/25
NRLC Upgrade Works (Pool Covers 120k, Glazing 50k, Discretionary 25k )	PE084	\$195,000.00	\$195,000.00	\$11,500.00	\$106,807.27	\$118,307.27	\$76,692.73	Low	Pool covers delivered; invoice being processed. Quotes received for Glazing Reception Desk area; Changing Room doors being quoted on w/c 16/09/24.	Corporate & Community Services	On Track	50%	01/07/24	30/05/25
NRLC Energy Efficiency and Upgrade Project	BC296	\$6,792,000.00	\$6,792,000.00	\$0.00	\$0.00	\$0.00	\$6,792,000.00	Low	Awaiting outcome of grant applications before commencement.	Corporate & Community Services	On Track	25%	01/07/24	30/05/25
Rail Heritage (Relocation of PM706)	IO136	\$35,000.00	\$35,000.00	\$0.00	\$72,900.00	\$72,900.00	-\$37,900.00	Low	\$72k plus GST + Expenses \$9k = \$80k plus GST Offset Sponsorship Income Agreed: •CBH \$ •ARC \$ •ARP Solar \$ •NEOEN \$ •Acciona Energia \$ •Lightsource BP \$ •White Holdings \$ •Nutrien \$ •Minderoo Foundation \$Nil •Elders \$ •McIntosh & Co \$ •Farmers Centre \$ •Great Southern Fuels \$ •AFGRI Equipment \$ •Fulton Hogan \$ •Summit Fertiliser \$ •CSBP \$Nil •Ngn Earthmoving & Concrete \$7,272.72 (Gold) •NRG (Fmr Ngn Apex Club) \$ 10/9/24 Purchase Order issued to WA Specialised Transport as the preferred supplier for RFQ 24/25-06.Expected delivery of PM 706 and Carriage is November/December.	Office of CEO	On Track	50%	30/08/24	31/12/24
Lions Park Shade Sails	IO062	\$25,000.00	\$25,000.00	\$0.00	\$16,325.00	\$16,325.00	\$8,675.00	Low	Purchase order issued, expected install of shade sails November 2024. Over \$8,000 under budget	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
Narrogin SpeedwayLighting Upgrade Project	IO138	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	Low	Awaiting outcome of grant application before commencement.	Corporate & Community Services	On Track	15%	30/08/24	30/05/25
Portable Library Shelving	FE109	\$9,300.00	\$9,300.00	\$0.00	\$0.00	\$0.00	\$9,300.00	Low	Yet to commence	Corporate & Community Services	On Track	0%	30/08/24	30/05/25
Construction of Library Building Extension	IO080B	\$388,052.00	\$388,052.00	\$0.00	\$0.00	\$0.00	\$388,052.00	Low	Documentation for RFQ completed only.	Corporate & Community Services	On Track	10%	30/08/24	30/05/25
Library - Community Access Hublet Tablets (6)	FE040	\$15,600.00	\$15,600.00	\$0.00	\$14,170.36	\$14,170.36	\$1,429.64	Low	Tablets on order.	Corporate & Community Services	On Track	50%	30/08/24	30/05/25
Public Art Strategy Implementation	IO113	\$124,000.00	\$124,000.00	\$31,078.08	\$73,561.92	\$104,640.00	\$19,360.00	Low	Artist identified and final design and Indigenous artist input being confirmed before further progression.	Corporate & Community Services	On Track	40%	30/08/24	31/01/25
Whinbin Rock Rd Construction	RRG205	\$1,012,500.00	\$1,012,500.00	\$3,926.77	\$549,039.09	\$552,965.86	\$459,534.14	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Wandering Road Construction SLK0.0 to 3.0	WSFN332	\$801,266.00	\$801,266.00	\$0.00	\$441,360.00	\$441,360.00	\$359,906.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Construct Highbury Rest Area (C/F)	IR048	\$57,729.00	\$57,729.00	\$0.00	\$18,513.00	\$18,513.00	\$39,216.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Morcombe Re-Sheet SLK 2.00 to 3.88	IR131	\$90,986.00	\$90,986.00	\$0.00	\$0.00	\$0.00	\$90,986.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Wiese Rd Re-Sheet SLK 1.45 to 7.9	IR349	\$132,205.00	\$132,205.00	\$0.00	\$0.00	\$0.00	\$132,205.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Sim Rd Resheet SLK 0.0 to 1.53	IR132	\$39,628.00	\$39,628.00	\$0.00	\$0.00	\$0.00	\$39,628.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Spencer Re-sheet SLK 1.7 to 3.17	IR133	\$39,628.00	\$39,628.00	\$0.00	\$0.00	\$0.00	\$39,628.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25

Project Title/Task	Job	Original Budget	Current Budget	Actual Exp / Income to 16/09/24	Outstanding PO Exp to 16/09/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Highbury South Resheet SLK 0.0 to 6.19	IR134	\$75,551.00	\$75,551.00	\$0.00	\$0.00	\$0.00	\$75,551.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Argus Street Widening	IR135	\$27,905.00	\$27,905.00	\$0.00	\$0.00	\$0.00	\$27,905.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Congelin Road SLK 4.1 to 5.1	R2R202	\$61,857.00	\$61,857.00	\$0.00	\$55,944.00	\$55,944.00	\$5,913.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Tarwonga Road SLK 3.04 to 4.04	R2R204	\$84,915.00	\$84,915.00	\$0.00	\$36,680.00	\$36,680.00	\$48,235.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Graham Road SLK 0.0 to 0.81 (Town)	R2R303	\$51,030.00	\$51,030.00	\$0.00	\$33,110.56	\$33,110.56	\$17,919.44	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Lefroy Street SLK 0.24 to 1.27	R2R035	\$75,698.00	\$75,698.00	\$0.00	\$59,829.12	\$59,829.12	\$15,868.88	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Town Street Reseal SLK 0.0 to 0.21	R2R079	\$6,300.00	\$6,300.00	\$0.00	\$6,932.52	\$6,932.52	-\$632.52	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Ensign Street SLK 0.0 to 1.56	R2R006	\$70,200.00	\$70,200.00	\$0.00	\$0.00	\$57,011.20	\$13,188.80	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Footpath on Federal St to Narrogin Auto Centre (Clayton to Ford)	IF101	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Railway Station Footpath to BP Crossing	IF059	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Butler Street. Homer to Southern Bus Stop 132m	IF060	\$17,900.00	\$17,900.00	\$0.00	\$15,678.00	\$15,678.00	\$2,222.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Falcon Street. Federal St to Glyde St. 130m	IF161	\$18,116.00	\$18,116.00	\$0.00	\$47,034.00	\$47,034.00	-\$28,918.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Homer Street. Butler St to Argus St. 130m	IF162	\$18,584.00	\$18,584.00	\$0.00	\$16,884.00	\$16,884.00	\$1,700.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Gray Street. Kipling St to Doney St. 434m	IF163	\$60,760.00	\$60,760.00	\$0.00	\$48,240.00	\$48,240.00	\$12,520.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Butler Street. Doney St to Hansard St. 130m	IF164	\$20,652.00	\$20,652.00	\$0.00	\$16,281.00	\$16,281.00	\$4,371.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Dalglish Street. Clayton Rd to Ensign St. 340m	IF165	\$49,848.00	\$49,848.00	\$0.00	\$15,075.00	\$15,075.00	\$34,773.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Forrest Street. 82 Forrest St to Narrakine Rd. 340m	IF166	\$51,739.00	\$51,739.00	\$0.00	\$39,798.00	\$39,798.00	\$11,941.00	Low	Purchase order issued to NEC	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
2014 John Deere 670G Grader	PA979	\$460,000.00	\$460,000.00	\$0.00	\$455,000.00	\$455,000.00	\$5,000.00	Low	P/O issued to AFGRI. Expected delivery date for the grader is February 2025.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
2022 Torro 7210 Mower	PA59B	\$40,000.00	\$40,000.00	\$0.00	\$50,470.00	\$50,470.00	-\$10,470.00	Low	Purchase order issued, expected delivery November 2024.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
2017 Mitsubishi Fuso 8T Truck	PA025B	\$140,000.00	\$140,000.00	\$0.00	\$141,587.83	\$141,587.83	-\$1,587.83	Low	Purchase order issued, expected delivery December.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
2013 Side Tipping Trailer	PA968A	\$150,000.00	\$150,000.00	\$0.00	\$162,500.00	\$162,500.00	-\$12,500.00	Low	P/O issued to Howard Porter for the purchase of 2 side tipping trailers. Delivery expected 16 weeks from order.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
2013 Side Tipping Trailer	PA969A	\$150,000.00	\$150,000.00	\$0.00	\$162,500.00	\$162,500.00	-\$12,500.00	Low	P/O issued to Howard Porter for the purchase of 2 side tipping trailers. Delivery expected 16 weeks from order.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
2022 Toyota Hilux (MO)	PA967H	\$65,000.00	\$65,000.00	\$0.00	\$62,524.81	\$62,524.81	\$2,475.19	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
2022 Toyota Hilux (CF)	PA8164B	\$60,000.00	\$60,000.00	\$0.00	\$56,125.85	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
2022 Toyota Hilux (Works Foreman)	PA026C	\$60,000.00	\$60,000.00	\$0.00	\$56,125.85	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
2021 Isuzu Dmax (Works)	PA8165A	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Tractor Herbicide Trailer	PA970	\$15,000.00	\$15,000.00	\$0.00	\$9,518.18	\$9,518.18	\$5,481.82	Low	Purchase order issued, expected delivery 23 September 2024.	Technical & Rural Services	On Track	99%	30/08/24	30/05/25
Tarwonga Bridge (4551)	IB204	\$687,000.00	\$687,000.00	\$0.00	\$0.00	\$0.00	\$687,000.00	Low	MRWA and Fed Gov funded project managed by MRWA	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Whinbin Rock Rd Bridge (3125)	IB205	\$392,000.00	\$392,000.00	\$0.00	\$0.00	\$0.00	\$392,000.00	Low	MRWA and Fed Gov funded project managed by MRWA. This project is complete. Waiting on invoice from MRWA claim the Fed Gov funding which is quarantined.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
Dog Enclosure Fence in Caravan Bay at Caravan Park	IO196	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	Low		Technical & Rural Services	On Track		30/08/24	30/05/25
Rail Trail Project	IO193	\$27,700.00	\$27,700.00	\$13,550.00	\$13,550.00	\$27,100.00	\$600.00	Low	In progress	Corporate & Community Services	On Track	40%	01/07/24	28/11/24
Caravan Park Accommodation Units	BC236	\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00	Low	\$1.5M in 2024/25 Budget. MOPs moving forward with procurement	Technical & Rural Services	On Track	15%	30/08/24	30/05/25
Purchase of Residential Land (Conversion of Reserves into Freehold)	LB030	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Negotiating with Kainya, DPLH and DoL re several options.	Office of CEO	On Track	0%	30/08/24	30/05/25
Good Shed - Roof and Wall Restoration	BC278	\$283,450.00	\$283,450.00	\$26.36	\$0.00	\$26.36	\$283,423.64	Low	16/9/24 - RFQ with CEO for consideration prior to advertising.	Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
Card operated water standpipe system at Narrogin Townsite (Works Depot)	IO194A	\$40,000.00	\$40,000.00	\$11,614.50	\$0.00	\$11,614.50	\$28,385.50	Low	Purchase order issued to Industrial Automotive. Expected installation by end of October.	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Card operated water standpipe system at Tarwonga Road	IO194B	\$25,000.00	\$25,000.00	\$11,614.50	\$0.00	\$11,614.50	\$13,385.50	Low	Purchase order issued to Industrial Automotive. Expected installation by end of October.	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
Building Surveyor Vehicle	PA047	\$35,000.00	\$35,000.00	\$0.00	\$44,610.45	\$44,610.45	-\$9,610.45	Low	Purchase order issued to Narrogin Autos to replace 002NGN. Expected deliver end October 2024. PHEV purchased to save on FBT. Over Budget by \$4k inclusive of trade in.	Development & Regulatory Services	On Track	90%	30/08/24	30/05/25
Replacement Printer/Copiers (NDVC, Depot, Admin Office)	FE102	\$19,500.00	\$19,500.00	\$0.00	\$15,816.36	\$15,816.36	\$3,683.64	Low	Items on order.	Corporate & Community Services	On Track	75%	30/08/24	30/05/25
ICT Upgrades as per Minor Asset Replacement	FE103	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Low	Yet to commence	Corporate & Community Services	On Track	0%	30/08/24	30/05/25
Trade - NGN??? Building Surveyor Vehicle	PD047	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low	Disposed of to Ngn Autos as trade in for \$25k. Offered to 3 other local dealers	Development & Regulatory Services	On Track	90%	30/08/24	30/05/25
Trade - 2014 John Deere 670G Grader	PD979	-\$130,000.00	-\$130,000.00	\$0.00	NA	\$0.00	-\$130,000.00	Low	To be auctioned when new arrives March 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Trade - 2022 Torro 7210 Mower	PD59B	-\$10,000.00	-\$10,000.00	\$0.00	NA	\$0.00	-\$10,000.00	Low	To be purchased by Narrogin Golf Club when the new mower arrives and at the trade in price offered by the supplier.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
Trade - 2017 Mitsubishi Fuso 8T Truck	PD025A	-\$35,000.00	-\$35,000.00	\$0.00	NA	\$0.00	-\$35,000.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Trade - 2013 Side Tipping Trailer	PD968	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low	To be auctioned when new trailers arrive Feb 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Trade - 2013 Side Tipping Trailer	PD969	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low	To be auctioned when new trailers arrive Feb 2026	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Trade - 2022 Toyota Hilux (MO)	PD967H	-\$40,000.00	-\$40,000.00	-\$43,636.36	NA	-\$43,636.36	\$3,636.36	Completed	Traded - awaiting income to be updated before closing out	Technical & Rural Services	On Track	95%	30/08/24	30/05/25
Trade - 2022 Toyota Hilux (CF)	PD8164B	-\$35,000.00	-\$35,000.00	-\$35,454.55	NA	-\$35,454.55	\$454.55	Completed	Traded - awaiting income to be updated before closing out	Technical & Rural Services	On Track	95%	30/08/24	30/05/25
Trade - 2022 Toyota Hilux (Works Foreman)	PD026C	-\$35,000.00	-\$35,000.00	-\$36,818.18	NA	-\$36,818.18	\$1,818.18	Completed	Traded - awaiting income to be updated before closing out	Technical & Rural Services	On Track	95%	30/08/24	30/05/25
Trade - 2021 Isuzu Dmax (Works)	PD8165	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low		Technical & Rural Services	On Track	0%	30/08/24	30/05/25
Trade - Replacement of Homecare Fuso Rosa Bus	PD072A	-\$47,592.00	-\$52,000.00	-\$47,590.91	NA	-\$47,590.91	-\$4,409.09	Completed	Under budget income by \$4.4k	Corporate & Community Services	Complete	100%	02/07/24	10/07/24
NDVC Monopoly Board Game Project	MONOB01	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	Yet to commence	Corporate & Community Services	On Track	10%	01/07/24	30/04/25
MAF Bush Fire Prevention Funding	20501200	\$106,000.00	\$106,000.00	\$47,050.00	\$27,852.32	\$74,902.32	\$31,097.68	Low	10/9/2024 - Project being extended to November 2024. 80% of the works completed. Seeking variation to Bannister Road Reserve for fencing.	Development & Regulatory Services	On Track	80%	01/07/24	31/10/24

Project Title/Task	Job	Original Budget	Current Budget	Actual Exp / Income to 16/09/24	Outstanding PO Exp to 16/09/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date

### 10.3.3 TREATMENT OF EMERGENCY SERVICE LEVY AND PENALTY INTEREST COSTS - 40 NORTHWOOD STREET, NARROGIN

File Reference	A289900
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	10.3.4
Date	17 September 2024
Author	Amy Lazenby – Rates Officer
Authorising Officer	Mark Furr – Executive Manager, Corporate and Community Services
Attachments	Nil

#### Summary

The Shire of Narrogin is seeking Council approval to write off the amount levied of \$1,507.18 in Emergency Services Levy (ESL) and Penalty Interest for the property at 40 Northwood Street, Narrogin. This property was sold in 2024 to recover outstanding rates and service charges, with the remaining balance written off after settlement, as outlined in item 10.3.4.

The Shire had anticipated that the Department of Fire and Emergency Services (DFES) would waiver/ write off the ESL costs that were not recoverable, however, DFES has declined to do so stating that the Shire “*must bear these costs*”.

#### Background

Council resolved at its meeting on the 26 June 2024 as follows:

*“That pursuant to sections 6.12(1)(c) and 6.64(1)(b) of the Local Government Act 1995, and regulation 42(d) of the Local Government (Financial Management) Regulations 1996, Council:*

- 1. Authorise the Administration to write off the unrecoverable rates and other charges amount of approximately \$38,380.49 (plus any additional accumulated penalty interest) following the sale of the property at 40 Northwood Street, Narrogin (Assessment A289900), as detailed in Confidential Attachment 1.*
- 2. Request the Administration to ensure that this write-off be referenced in the Annual Financial Report, as required by the aforementioned regulation; and*
- 3. Request the Administration to submit an application to write off all outstanding Emergency Service Levies and associated penalties, to the Department of Fire and Emergency Services.”*

Despite the Shire's best efforts, DFES declined to write off the ESL interest and penalty interest on the outstanding balance for 40 Northwood Street. This refusal was due to the Shire of Narrogin operating under the ESL Payment Option B Agreement with DFES, which requires Local Governments to make ESL payments to DFES either quarterly or annually. Under this agreement, Local Governments automatically commit to remitting the total ESL billed in a levy year to DFES, regardless of whether the amount is successfully collected, and no credit will be made.



## Consultation

Consultation has occurred with the following:

- Department of Fire and Emergency Services (DFES);
- Chief Executive Officer;
- Executive Manager, Corporate and Community Services; and
- Manager Corporate Services.

## Statutory Environment

Section 6.8.8 ESL Manual of Operating Procedures states that:

*“Where a write-off request (submitted as per 6.8.6) is approved and the local government administers ESL under ‘Option B’ arrangements, no credit will be made against the local government’s account with DFES. Under the ‘Option B’ agreement, the local government has agreed to remit to DFES the total ESL billed in a levy year, regardless of whether it is able to be collected. DFES authorisation is nevertheless required to ensure governance over the write-off of outstanding ESL balances.”*

Section 6.12 of the Local Government Act 1995 authorises a local government to write off amounts of money owing to the local government.

## Policy Implications

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

## Financial Implications

The write-off of \$1,507.18 for ESL Interest and Penalty Interest will not have a significant financial impact on the 2024/25 Financial Year budget.

## 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)
The Shire will be unable to close out the processes associated with the sale of 40 Northwood	Likely (4)	Minor (2)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation and write off the identified amount to close out this

St and accordingly will also incur accumulating interest on the outstanding ESL debt until written off.					accumulating debt.
The new owners of the property will bear this debt, which in turn could cause them to have negative perceptions of Shire practices associated with the sale of 40 Northwood and formally contest this decision.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Accept Officer Recommendation and write off the identified amount to close out this accumulating debt.

#### Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of eight (8) and 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 proposed write off by the Shire finalises the process of the sale for 40 Northwood Street. By not passing this outstanding amount onto the new property owners, ensures fair settlement and practice by the Shire.

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.05**

Moved: Cr Pomykala

Seconded: Cr Fisher

That with respect to the outstanding charges for 40 Northwood Street, Narrogin, and noting that the Department of Fire and Emergency Services has declined the Shire's request to write off the ESL portion, Council, pursuant to section 6.12 of the Local Government Act 1995 and regulation 42(d) of the Local Government (Financial Management) Regulations 1996, Council:

1. Authorise the Administration to write off amounts deemed uneconomic to recover, totalling \$1,507.18; and
2. Request the Administration to ensure that that this write off be referenced in the Annual Financial Report, as required by the aforementioned regulation.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

#### 10.3.4 COMMUNITY CHEST APPLICATIONS 2024/25 (ROUND 1)

Cr McNab declared an impartiality interest in item 10.3.4 as Vice President of the Narrogin Junior Basketball.

Cr Bartron declared an impartiality interest in item 10.3.4 as a Life Member and Immediate Past President of the Narrogin Squash Club.

File Reference	15.1.1
Disclosure of Interest	The Author discloses a family relationship to the Canteen Manager at Narrogin Primary School. The Authorising Officer discloses no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	16 September 2024
Author	Vicky Eckersley – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. Community Chest Applications Round 1 2024/25	

#### Summary

The Community Chest Reference Group is requested to consider the Community Chest 2024/25 Round 1 applications, based on the assessment and eligibility criteria set out in the Community Chest Guidelines.

#### Background

The Shire's Community Chest 2024/25 Round 1 opened on 15 July 2024 with an allocation amount of \$25,000 to assist eligible groups with a range of community-based projects. Applications for Round 1 closed on 31 August 2024. The maximum amount for which any group could apply is \$2,500.

A total of nine (9) Community Chest applications were received for 2024/25 Round 1. The estimated total project cost across all applications is \$39,167. The total request for cash from the Community Chest Fund is \$17,535 with \$1,540 of in-kind contributions requested representing 49% of total project costs.

Across all applications, a total cash contribution of \$2,182 as well as \$7,570 of in-kind contributions are offered by the applicants which represents 25% of total project costs.

Table 1 below presents a summary of total project costs, cash and in-kind contributions offered across the nine (9) applications, along with the Officers' recommendations.

		Contribution Offered by Applicant		Community Chest Request				Recommendations
Community Group	Total Project Cost	Cash (\$)	In-kind (\$)	Sales (\$)	% Project	Cash (\$)	In-kind (4)	
Narrogin Primary School Parents & Citizens Association Inc	3,672	672	500	0	68%	2,500	0	Officers': Support \$2,500, being 68%
								Ref Group: \$2,500
St Matthews School P&F	1,035	0	0	0	100%	495	540	Officers': Not supported-ineligible
								Ref Group: Not Supported
Narrogin and Districts Little Athletics Centre Inc	2540	0	40	0	98%	2500	0	Officers': Support \$2,500, being 98%
								Ref Group: Support \$2,500 being 98%
The Narrogin Bowls Club	3,500	1,000	0	0	71%	2,500	0	Officers': Support \$2,500 cash, being 71%
								Ref Group: \$2,500
Gnarrojin Community Gardens Inc	4,400	510	2400	0	29%	1,290	0	Officers': Support \$1,290 being 29%
								Ref Group: \$1,290
Narrogin Basketball Association Inc	2,450	0	250	0	90%	2,200	0	Officers': Partially support \$1198 being 49%
								Ref Group: \$1198
Narrogin Auskick	2,350	0	300	0	87%	2,050	0	Officers': Not Supported-ineligible
								Ref Group: No supported
Narrogin Children's & Families Incorporated	2,500	0	0	0	100%	2,500	0	Officers: Not Supported - ineligible
								Ref Group: Not supported
	16,720	0	4,080	12,220	9%	1,500	1,000	Officers: Support \$1,500 cash and

<b>Narrogin Squash Club Inc</b>								\$1,000 in-kind being 15%
								Ref Group: \$1,500 cash and \$1,000 in kind
<b>Total</b>	<b>39,167</b>	<b>2,182</b>	<b>7,570</b>	<b>12,220</b>		<b>17,535</b>	<b>1,540</b>	<b>\$12,488</b>

The Community Chest Reference Group is requested to consider the Round 1, 2024/25 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 (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.
- The applicant group must be able to demonstrate substantial community support for the project.
- Evidence of the association's incorporation should be provided with the application.
- Projects are required to be completed within the financial year of receiving the grant.

#### Assessment Criteria

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



## Consultation

Consultation has also occurred with the following:

- Chief Executive Officer; and
- Community Chest Applicants.

Community Engagement Policy 1.14 relates and has been complied with.

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

## 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

If the officers' recommendations are supported, the balance remaining for the Community Chest Funds Round 2, for the current Financial Year, would be \$12,512.

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	Officer has conducted due diligence on eligibility criteria

## Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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 \$19,075 in cash and in-kind have been received from nine (9) organisations.

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

### 1. Narrogin Primary School Parents & Citizens Association Inc

Name of Project: Narrogin Primary School (NPS) Canteen – Food Preparation Bench Replacement

Brief Description: The NPS canteen urgently need to replace some of their food preparation benches. The laminate is peeling causing dangers to health and safety and hygiene as the crevices harbour bacteria. This is causing noncompliance with Health and Safety regulations. The legs are rusty and eroding making cleaning around them difficult. The aged laminate benches will be replaced with stainless steel. Peter Tobass (Manager Environmental Health Services) has been involved in the plans and agrees they need to be replaced.

Potential Outcomes: It is estimated that NPS Canteen prepares over 260 lunches per week including 60 to St Matthews School (who do not have the capacity to run their own canteen). NPS

Canteen also provides daily recess to their 320 pupils and caters for school carnivals and inter school competitions. The benefits will be that the 150 students at St Matthews School and NPS will continue to receive quality, healthy food for years to come. The Stainless Steel benches will meet health and safety regulations and are easier to keep clean and clean around them.

- Estimated Start Date: 1/10/2024
- Estimated Completion Date: 30/10/2024
- Total project cost: \$3,672
- Requested Community Chest Funds: \$2,500

Previous Community Chest Funding: Community Chest Funding (Round 1 2020/21) was received for NPS to host the Narrogin Voice Festival on 13 November 2020. The grant was successfully acquitted. The festival was an opportunity for choirs from all local schools to showcase their talents to the public during COVID-19. The festival was a great success and united the community.

Incorporated Organisation: Yes

Officers' Recommendation: The application for \$2,500 in cash representing 68% total project cost, paid in arrears, is recommended for support.

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

## 2. St Matthews School Parents & Friends Committee

Name of Project: St Matthew's P&F Christmas Movie Night 2024

Brief Description: St Matthew's School P&F will hold a free outdoor Christmas movie night Friday 6 December 2024 on school grounds. The event aims to celebrate the end of the school year and offer an opportunity for connection for the diverse families of the school. The movie "Elf" will be screened on the SoN projector (in – kind support). Families will bring a picnic; the school choir will sing carols before the movie.

Potential Outcomes: Social opportunity for families of St Matthews Primary School to unite and celebrate Christmas.

- Estimated Start Date: 6/12/24
- Estimated Completion Date: 6/12/24
- Total Project Cost: \$1,035
- Requested Community Chest Funds: \$495 cash and \$540 in-kind support representing 100% total project cost

Previous Community Chest Funding: None

Incorporated Organisation: St Matthew's Primary School P&F are not incorporated. However, The Catholic School Parents Western Australia offered to auspice this application and have provided documentation to this effect (attached).

Officers' Recommendation: The application for \$495 in cash, paid in arrears, and \$540 in-kind contribution is not recommended for support due to the applicant not meeting the eligibility criteria.

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

3. Narrogin and Districts Little Athletics Centre Inc (NLAC)

Name of Project: Purchase of Wireless Timing Gate Equipment

Brief Description: This project involves the purchase of two new wireless timing gates with bases to supplement existing equipment. This will resolve logistical constraints and the use of handheld stop watches causing inaccuracies and freeing up volunteers to assist in coaching. This will complement NLAC previous substantial investment in a full wireless results management package (approx. \$20,000 value). The gates are lightweight, durable (can stand wind to 70km/h) and come with support and a one year warranty.

Potential Outcomes: NLAC is celebrating its 50<sup>th</sup> anniversary in 2024. The new timing gates will benefit members now and into the future. All the schools in Narrogin also utilise the equipment for their sports carnivals and inter-sports carnival, this equipment will benefit every child in Narrogin. There are 65 members at NLAC with a potential increase this year. The nearest alternative Athletics Club are Collie and Northam, therefore NLAC have members from neighbouring communities. Significant benefits are detailed in the application.

- Estimated Start Date: On receipt of Community Chest Grant approval
- Estimated Completion Date: within 30 days of approval
- Total project cost: \$2,540
- Requested Community Chest Funds: \$2,500

Previous Community Chest Funding: Round 1 2018/19 \$2,500 successfully acquitted "Family Fun and Fitness" afternoon

Incorporated Organisation: Yes

Officers' Recommendation: The application for \$2,500 being 98% total project cost in cash paid in arrears is recommended for support

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

4. The Narrogin Bowling Club

Name of Project: Mural on East Wall of the Bowling Club by Artist Roy Smith

Brief Description: Narrogin Bowling Club will engage the services of Artist Roy Smith (currently painting the Caravan Park murals) to paint a mural on the East wall of the bowling club, facing the road. The specifications are to document and celebrate Narrogin Bowls club over the last 104. Roy utilises Australian animals and has a vision for a Kangaroo, Emu and Friends to be playing with an Echidna as a bowling ball.

Potential Outcomes: Passers-by will see the art. The mural will brighten an otherwise dull wall. Visitors to Narrogin will engage in an exciting trail of quality artwork through town. The bowling club will be a welcoming venue and may entice new members. The Bowling Club is a central venue for hire and utilised by many community groups and residents for social gatherings and celebrations of life.

- Estimated Start Date: 1/10/2024
- Estimated Completion Date: 31/10/2024
- Total project cost \$3,500
- Requested Community Chest Funds: \$2,500

Previous Community Chest Funding: An application in 2021 was rejected. No other applications submitted.

Incorporated Organisation: Yes

Officers' Recommendation: The application for \$2,500 in cash being 71% total project cost paid in arrears is recommended for support.

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

5. Gnarojin Community Gardens Inc (GCG)

Name of Project: A Celebration of 10 years of the Narrogin Farmers' and Makers' Market (NFMM).

Brief Description: The NFMM is run by GCG and has reached its 10 year milestone. Many local producers and volunteers have contributed to its success. We wish to honour those who have contributed. During the morning of 5/10/24 there will be a larger than normal market with live music and children's activities (face painting). The GCG volunteers will run the market as usual, the Community Chest Funds and additional contributions from the applicant will provide additional joy for visitors in the form of live music. Charlie McGee from Formidable Vegetable is a musician from Denmark who plays songs around the principles of sustainable living with the hope of inspiring listeners to grow regenerative gardens and make the world a better place. A celebratory luncheon will be provided for the 60 guests who have contributed to the success of the markets over the last decade. The Community Chest funding is only for the live music and face painting.

Potential Outcomes: It will generate more enthusiasm for the markets and their continued growth in the community. Currently over 200 public attend each market and there are on average 12 stalls and two community groups promoting their organisation. The event is affirmation of the value of community volunteering in Narrogin and the vision of local producers to create quality goods. The 10 year celebrations will invigorate attendees and increase interest in this family.

- Estimated Start Date: 4/10/2024
- Estimated Completion Date: 5/10/2024
- Total Project Cost: \$4,400
- Requested Community Chest Funds: \$1,290

Previous Community Chest Funding: 2021/22 Round 2 approved and successfully acquitted. Seminar titled Understanding Organic Gardening and Working with Weeds \$1500 towards the cost of a presenter, catering and advertising.

Incorporated Organisation: Yes

Officers' Recommendation: The application for \$1,290 being 29% total project cost in cash paid in arrears is recommended for support.

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

6. Narrogin Junior Basketball Association Inc (NJBA)

Name of Project: Updating equipment required for Narrogin Junior Basketball (NJBA).

Brief Description: NJBA is in desperate need of new equipment to successfully run the 2024/2025 season. NJBA needs 4 x sets of bibs, 8 c new basketballs and 2 x Apple iPads that are used for scoring and record keeping during games. The iPad also helps with registrations.

Potential Outcomes: The Basketball season is about to begin, and the registrations indicate it is well supported in the community. Basketball is the most popular sport that utilises Kidsport funding within the Shire of Narrogin therefore is appealing to the low socioeconomic youth. 250 children ages 8-17 played last season. -

- Estimated Start Date: September 2024
- Estimated Completion Date: September 2024
- Total Project Cost: \$2,450
- Requested Community Chest Funds: \$2,200 being 98% total project cost

Previous Community Chest Funding: Round 2 2028/19 successful for an NBA Academy for State Level players \$2,500. Round 1 2021/2 applied for funds to run training course for Accredited Referees was not approved.

Incorporated Organisation: Yes

Officer's Note: No evidence of proposed expenditure was provided at time of application. A tax invoice has now been received \$193.60 for bibs. This amount has been paid therefore cannot be supported retrospectively. A screenshot for the Apple iPads at \$599 each has been received and a Tax invoice for \$1,200 (ex GST) for Basketballs has been received. Consumables such as Basketballs are the responsibility of the club to purchase.

Officers' Recommendation: The application for \$2500 in cash paid in arrears be partially supported. It is the Officer's recommendation that \$1,198 cash paid in arrears be paid towards the Apple iPads only, being 100% total eligible project cost.

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

## 7. Narrogin Auskick

Name of Project: Narrogin Auskick Special Windup 2025

Brief Description: Windup for children and families post 2025 season in July 2025 includes a Bouncy Castle and sausage sizzle.

Potential Outcomes: Increase in participants giving Narrogin Auskick the opportunity to serve more families. Aim to increase membership in 2025 from 45 to over 60.

- Estimated Start Date: July 2025
- Estimated Completion Date: July 2025
- Total Project cost: \$2,350
- Community Chest Funds Requested: \$2,050 being 87% total project cost

Previous Community Chest Funding: None

Incorporated Organisation: Unknown, Incorporation certificate not received despite multiple requests.

Officer's Comment: No incorporation certificate was included in the application and the start dates are next financial year. No proof of expenditure in the form of a quote or otherwise received. It is recommended the applicant applies in Round 2 and communicates with the Community Development Officer to ensure their application is complete.

Officers' Recommendation: The application for \$2,050 in cash paid in arrears is not recommended for support.



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

8. Narrogin Children's & Families Inc

Name of Project: Bring Back After School Care in Narrogin

Brief Description: Original application is unclear. The project description refers to purchasing Narrogin Freemasons Building and the need to raise \$100,000 as quickly as possible. The \$100,000 is to purchase the Masonic Lodge and undertake necessary repairs and upgrade required to bring the building up to a standard acceptable for approval by the State Governments Education and Care Regulatory Unit in order to establish an Out of School Hours Day Care Facility (OSCHC). However, subsequent verbal conversation with applicant is that the Community Chest Grant Funds are to utilise the services of a local Marketing expert, Melissa Crow from Youlissys Creative to improve the marketing of Narrogin Children's & Families Inc to assist with the fundraising efforts to maximise the amount raised.

Potential Outcomes: Original application unclear, the benefits detailed are around the OSCHC and the 20-30 families a complete OSCHC will benefit. However, subsequent conversations with the applicant lead to the benefits of utilising Youlissys Creative to engage the community and understand the importance of financially supporting the organisation. There is no evidence of the proposed budget, no quotes or correspondence from Youlissys Creative despite Officer requests.

- Estimated Start Date: September 2024
- Estimated Completion Date: December 2024
- Total project cost: Unknown cost of Marketing specialist.
- Community Chest Funds Requested: \$2,500 unknown total project cost

Previous Community Chest Funding: Successful Round 2 2023/24 to engage a consultant to write a Business Case. However, the project was not completed despite an approved extension.

Incorporated Organisation: Yes

Officers' Recommendation: The application for \$2,500 in cash paid in arrears is not recommended for support. However, applicants are encouraged to apply in round 2.

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

9. Narrogin Squash Club Inc

Name of the Project: Great Southern Wheatbelt Teams Championships – Squash

Brief Description: Narrogin Squash Club Inc will host a weekend squash tournament on behalf of WA Squash. 100 players are anticipated to play over the weekend. The competition will consist of seven (7) divisions of mixed ages including Juniors and Seniors.

Potential Outcomes: This event will be published on social media via multiple squash clubs and WA Squash. It will attract visitors to Narrogin and give Narrogin players an opportunity to play against other clubs. It will showcase Narrogin as a sports venue in the Wheatbelt.

- Estimated start date: 15/11/2024
- Estimated Completion Date: 17/11/2024
- Community Chest Funds Requested: \$1,500 in cash and \$1,000 in-kind (Squash courts and Alby Park hire for the weekend).

Previous Community Chest Funding: \$2,500 granted towards the 2022 Great Southern Wheatbelt Teams Championships - Squash

Incorporated Organisation: Yes

Officers' recommendations: The application for \$1,500 in cash and \$1,000 in-kind being 15% total project support be paid in arrears. It should be noted that no quotes or evidence of expenditure has been received.

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

## Voting Requirements

Simple Majority

### **OFFICERS' & COMMUNITY CHEST REFERENCE GROUP'S RECOMMENDATION & COUNCIL RESOLUTION 250924.06**

Moved: Cr Wiese

Seconded: Cr Broad

That with respect to the Community Chest Fund 2024/25 Round 1 applications, and subject to the applications that are approved, being completed and acquitted by 30 June 2025, the Council:

- 1) Grant Narrogin Primary School Parents & Citizens Association Inc \$2,500 (in arrears) towards the replacement of the canteen work benches, representing 68% Shire contribution to the overall project;
- 2) Grant Narrogin Bowling Club \$2,500 (in arrears) towards a mural to be painted on their clubhouse, representing 71% Shire contribution to the overall project;
- 3) Grant Narrogin & Districts Little Athletics Centre \$2,500 (in arrears) towards new timing gates, representing 98% Shire contribution to the overall project;
- 4) Grant Gnarojin Community Gardens \$1,290 (in arrears) towards their 10 year anniversary markets representing a 29% Shire contribution to the overall project;
- 5) Grant Narrogin Junior Basketball Association \$1,198 (in arrears) towards two (2) x new Apple iPad representing 100% Shire contribution to the total eligible project;
- 6) Grant Narrogin Squash Club Inc \$1,500 (in arrears) and \$1,000 in-kind support towards the Great Southern Wheatbelt Teams Championships – Squash event;
- 7) Not support Narrogin Auskick towards a 2025 season wind up due to not meeting the eligibility criteria. No evidence of incorporation was included, and the project is outside the current financial year;
- 8) Not support Narrogin Children's & Families Inc application, notwithstanding its merits, as the application did not meet the assessment criteria, as no copies of quotes for materials and services to deliver the project was provided despite opportunities provided however that they be encouraged to consider the next round; and
- 9) Not support St Matthews School Parents & Friends Committee's application towards their Christmas Movie Night as the eligibility criteria prohibits events coordinated by religious organisations. Furthermore, the applicant is not an incorporated organisation.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab  
Against: Nil

# COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto: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](mailto:enquiries@narrogin.wa.gov.au)

## 1. APPLICANT DETAILS

Name of Organisation

Narrogin Auskick

Contact Person

Damian Herbert

Address

[REDACTED]

Position

Auskick Coordinator

Phone

[REDACTED]

Mobile

[REDACTED]

Email

kwikrail@outlook.com

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1

✓

Round 2

[REDACTED]

Organisation's ABN.

[REDACTED]

Is your organisation registered for GST? ✓

Yes

[REDACTED]

No

x

Is your organisation incorporated? ✓

Yes

[REDACTED]

No

x

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

Funding has not been sought by the current committee. Funding may have been granted in the past.

## 3. PROJECT DETAILS

What is the name of your proposed project or event?

Narrogin Auskick Special Windup 2025

Auskick in Narrogin has been revamped encouraging inclusion for girls and boys aged 5-12 years. We would like to continue to provide children with exciting sporting opportunities next year. Being able to have a rewarding and fun experience for our participants and their families at the end of season would be a highlight of the program and give us the opportunity to service more families.

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

The Narrogin Auskick Committee would like to hold a special wind up for the Auskick participants in 2025 including a bouncy castle, free sausage sizzle, juice box and ice cream for all participants and families. The wind-up will be at the end of the Auskick season, on a Saturday morning from 9:30am – 11:30am at Clayton Rd Oval. Medals and certificates will be presented to all participants.

## How will your project / event benefit the Narrogin community?

Participation in sport builds confidence, skills and promotes health and wellbeing.

Auskick are aiming to increase enrolments from 45 to over 60 participants in 2025, with a focus on engaging 8 to 12 year olds. Upper primary students start to disengage from organised sport, so we are looking at ways to keep children interested, and in turn fit and healthy, by organising half-time games and curtain raiser matches with Narrogin Hawks FC and participating in regional carnivals to give children more exposure and excitement to sport.

We know, from past seasons, that participants and families commit more to weekly Auskick sessions when there has been a reward during the season or at the end of the season. A big end of season wind-up is something that children can look forward to throughout the year.

Children in regional areas, from low income families are less likely to engage in community sports programs. We are hoping that by making this event fun, free and inclusive of families, it will encourage greater engagement.

### Estimated project start date

July 2025

### Estimated project completion date

July 2025

## 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



\$1650 for hire of large bouncy castle  
\$400 catering for participants and families.

**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>Volunteer labour – 4 x 3 hours</i>	<i>300</i>
<i>Total In-kind</i>	<i>\$300</i>

## Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2050	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	1650
Applicant's cash contribution		Venue hire	
In-kind ( <i>volunteer, donated labour</i> )	300	Labour/contractor costs	300
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	400
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> )	
<b>TOTAL *INCOME</b>	2350	<b>TOTAL *EXPENDITURE</b>	2350

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

We will start promoting the 2025 Auskick season early March 2025.

The event will be promoted through the Narrogin Auskick facebook page and WhatsApp groups. Verbal announcements will be made at weekly training sessions.

Narrogin Observer will be invited to report on the event.

### 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.

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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 Auskick

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**

Damian Herbert

**Position** (*President or Vice President*)

Coordinator

**Signature**



**Date**

21/08/2024

# COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

CASHIER HOURS:  
8:30am – 4:30pm  
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**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](mailto:enquiries@narrogin.wa.gov.au)

## 1. APPLICANT DETAILS

### Name of Organisation

Narrogin Junior Basketball Association

### Contact Person

Cathi Trefort

### Address

PO Box 200 Narrogin 6312

### Position

President

### Phone

### Mobile

[REDACTED]

### Email

narroginbasketball@gmail.com

### What financial year are you applying in?

2024/2025

### Are you applying for Round 1 or Round 2? ✓

Round 1    ✓    Round 2

### Organisation's ABN.

98 477 571 643

### Is your organisation registered for GST? ✓

Yes            No            ✓

### Is your organisation incorporated? ✓

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



**How will your project / event benefit the Narrogin community?** NJBA provides a safe and inclusive environment for children of Narrogin and surrounds to participate in sport. Children who participate in sport have increased confidence, teamwork and social skills, as well as promoting being active and a part of the community.

NJBA has approximately 250 participants (based off last season) as well as the Nets program which is for talented basketball players. Our participants are from 8-17years of age, male and female. We give children from our communities the ability to develop their basketball skills and be the best they can be. We provide training and development opportunities to extend their skills and talents giving many children the opportunity to experience a higher level of elite basketball. We have a team of dedicated Volunteers that promote inclusivity, fairness and commitment to the youth of Narrogin. We are currently pushing to encourage young girls to participate and stay in sports. By purchasing new ipads they allow us the ability to access the state platform for scoring & recording. By purchasing new basketballs we will improve the quality of game experience for the children

**Estimated project start date**

September 2024

**Estimated project completion date**

September 2024

**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**

\$1200 for 2x 10<sup>th</sup> gen apple ipads

\$800 for 8 basketballs

\$200 for 4x sets of bibs

**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**

unsure

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Upgrading 2x iPad, buying 8 new game day basketballs, 4x new sets of bibs

Updating equipment required for Narrogin Junior Basketball (NJBA)

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

Narrogin Junior Basketball Association is in desperate need of new equipment to successfully run the 2024/2025 season. We would like to purchase 4x sets of bibs, 8x new basketballs plus 2x apple iPad that are used for scoring and record keeping during games. We also use these iPads to help people register their children if they don't have access to a computer and/or internet to ensure that all children have the opportunity to play basketball in Narrogin.

## Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2200	Materials	2200
**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> )	250	Labour/contractor costs	
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	250
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
<b>TOTAL *INCOME</b>	<b>2450</b>	<b>TOTAL *EXPENDITURE</b>	<b>2450</b>

*\*Income and \*Expenditure amounts must be equal*

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

**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>Set up of new ipads and equipment (2x5hours)</i>	<i>250</i>
<i>Total In-kind</i>	<i>\$250</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 Junior Basketball Association

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

**Print Name**

Cathi Trefort

**Position** (*President or Vice President*)

President

**Signature**

**Date**

28/8/24.

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

We promote our season via our facebook page and community pages.

### 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.

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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> ).

Thank you for your order

Hi Roxanne,

Just to let you know — we've received your order #274301, and it is now being processed:

**[Order #274301] (28 August 2024)**

Product	Quantity	Price
Nylon Basketball Bib Set - Junior - Black (#2000JK) <ul style="list-style-type: none"><li>• <b>Size &amp; Colour:</b></li></ul> Junior - Black	1	\$48.40
Nylon Basketball Bib Set - Senior - Black (#2000SK) <ul style="list-style-type: none"><li>• <b>Size &amp; Colour:</b></li></ul> Senior - Black	1	\$48.40
Nylon Basketball Bib Set -	1	\$48.40



Junior - Yellow (#2000JY) <ul style="list-style-type: none"> <li>• <b>Size &amp; Colour:</b></li> </ul> Junior - Yellow		
Nylon Basketball Bib Set - Senior - Yellow (#2000SY) <ul style="list-style-type: none"> <li>• <b>Size &amp; Colour:</b></li> </ul> Senior - Yellow	1	\$48.40
<b>Subtotal:</b>		\$193.60
<b>Shipping:</b>		I will use my own courier
<b>Payment method:</b>		Credit Card
<b>Total:</b>		\$193.60 (includes \$17.60 GST)

**Billing address**

Roxanne McNab  
 Narrogin Junior Basketball  
 174 Federal st  
 Narrogin WA 6312  
[0429813215](tel:0429813215)  
[roxannemcnab@gmail.com](mailto:roxannemcnab@gmail.com)

**Shipping address**

Roxanne McNab  
 Narrogin Junior Basketball  
 174 Federal st  
 Narrogin WA 6312

Thanks for using [slatertrellsports.com.au](https://slatertrellsports.com.au)!

PLEASE NOTE:

- Please note that Club items sold to you are custom made and non-refundable even if the Event or Game you purchased this for is cancelled.
- Personalised garments cannot be exchanged if ordered incorrectly. Carefully review the sizing chart supplied.
- Estimated Delivery – 5-6 weeks from Store Closure

Should you have placed an order incorrectly please contact us within 12 hours of ordering to change your order.

e: [sales@slatertrellsports.com.au](mailto:sales@slatertrellsports.com.au)

Please quote your order number

Slater Gartrell Sports – [sales@slatertrellsports.com.au](mailto:sales@slatertrellsports.com.au)



**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 9(1))

Registered No: A1016587X

**Certificate of Incorporation**

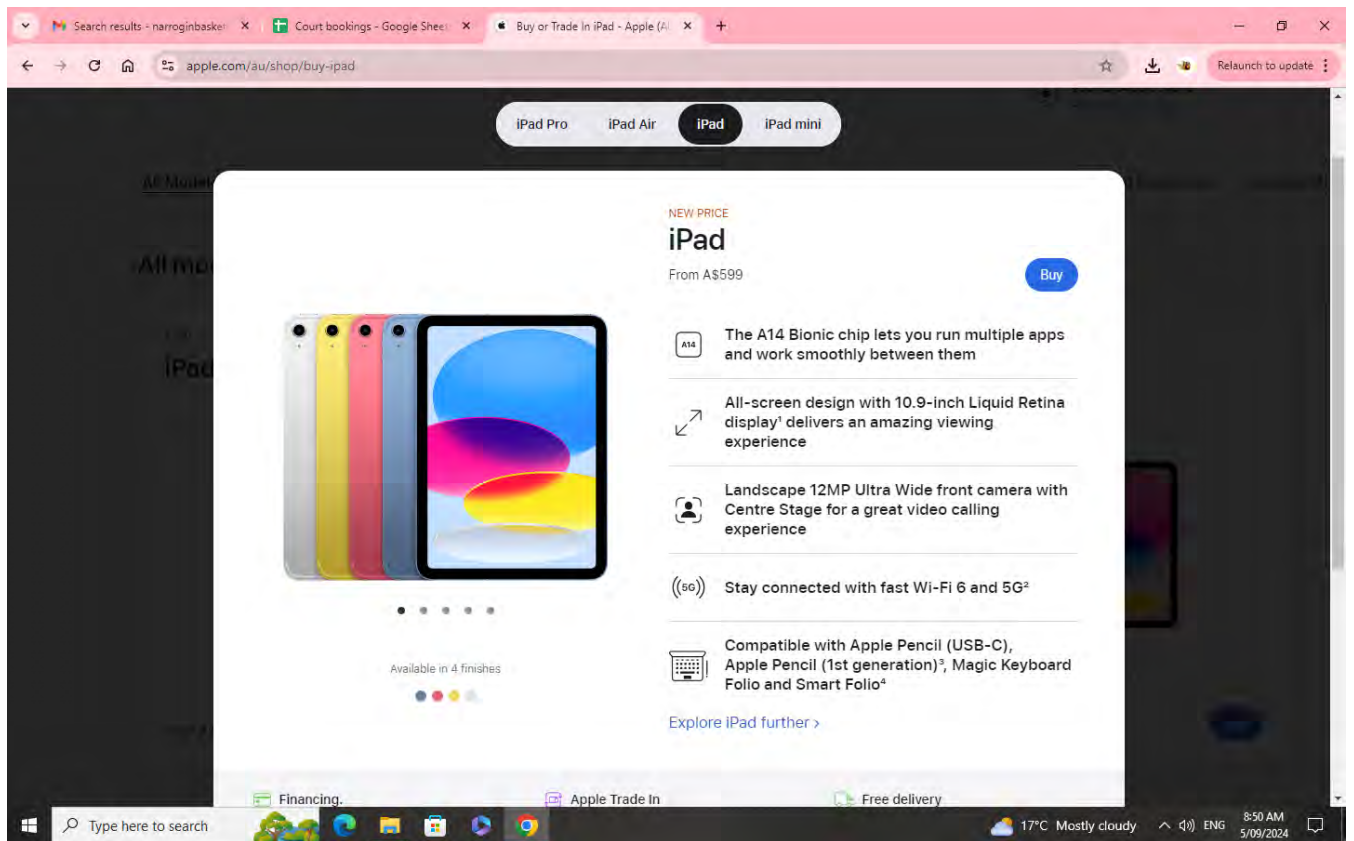
This is to certify that

**NARROGIN JUNIOR BASKETBALL ASSOCIATION INC**

has this day been incorporated  
under the *Associations Incorporation Act 1987*

Dated this twenty eighth day of November 2012

Commissioner for Consumer Protection







SPORTS POWER NARROGIN

ABN: 354 355 428 52

Po Box 152, NARROGIN WA 6312

Ph: 08 9881 2468, Fax: 08 9881 3468,

Email: narrogin@sportspower.com.au

TAX INVOICE 24-00009257

Sales Person: Admin D

Date: 04 Sep 2024

All Items Fulfilled: 04 Sep 2024

CUSTOMER DETAILS			
Billing		Delivery	
NARROGIN JUNIOR BASKETBALL ASSOCIATION KERRI DONNELLY P.O. BOX NARROGIN WA 6312 Australia	P:0418902367  M:0418902367 Account#: EL-692624	NARROGIN BASKETBALL ASSOCIATION P.O. BOX 200 NARROGIN WA 6312 Australia	

Order Comments

AS ORGANISED ROXANNE McNAB & CATHI TREFORT

\*\*\*\*2 x SZ 5 STILL TO COME AND BE INVOICED\*\*\*\*

DESCRIPTION:	QTY:	UNIT PRICE: (INC TAX)	TOTAL: (EX TAX)	TOTAL: (INC TAX)
SPALDING - TF ELITE B/BALL SZ 5 (ID: 169813, 9319966771598, )	2	\$110.00	\$200.00	\$220.00 DISC :\$20.00 (8.3%)
SPALDING - LEGACY TF1000 BLK/ORANGE SZ 6 (ID: 148042, 9319966619968, )	6	\$110.00	\$600.00	\$660.00 DISC :\$180.00 (21.4%)
SPALDING - LEGACY TF1000 BLK/ORANGE SZ 7 (ID: 148041, 9319966619951, )	4	\$110.00	\$400.00	\$440.00 DISC :\$120.00 (21.4%)
SPORTS POWER 12 BALL CARRY BAG (ID: 179987, 9330176091139)	3	\$0.00	\$0.00	\$0.00 DISC :\$60.00 (100.0%)

Freight: \$0.00 \$0.00

OUR DIRECT DEPOSIT DETAILS:

TOTAL ITEMS:	15	GRAND TOTAL:	\$1,200.00	\$1,320.00
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ACC Name: Kalinder Family Trust T/AS Sports Power Narrogin  
BSB: 086-852  
ACC: 24-249-6002

TOTAL PAID:	\$0.00
ROUNDING:	\$0.00
TOTAL DISCOUNT:	DISC: \$380.00 (22.4%)
TOTAL GST:	\$120.00
BALANCE DUE:	\$1,320.00

Thank-you for shopping local at SportsPower Narrogin.

Follow us on Facebook and Instagram @sportspowernarrogin and tag us in your posts using: #YourPower #yourlocalexperts & #SPNGN

# COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto: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](mailto:enquiries@narrogin.wa.gov.au)

**1. APPLICANT DETAILS**

**Name of Organisation**

Gnarojin Community Garden

**Contact Person**

Avril Baxter

**Address**

8 Hale Street, Narrogin WA 6312

**Position**

Narrogin Farmers and Makers Market Coordinator

**Phone**

**Mobile**

**Email**

Narroginfarmersmarket@gmail.com

**What financial year are you applying in?**

2024

**Are you applying for Round 1 or Round 2?**

Round 1    ✓    Round 2

**Organisation's ABN.**

32 123 665 525

**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

21-22 Financial Year – Round 2.

***Understanding organic gardening and working with weeds.***

Support for presenter, catering, advertising and handouts.

Amount received \$1500.00 and successfully acquitted

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

***A celebration of 10 years of the Narrogin Farmers and Makers Market (NFMM).***

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

The NFMM is run by the Gnarojin Community Garden (GCG) and has reached its 10 year milestone. Many local producers and volunteers have contributed to its success, promoting and developing local businesses and providing a social setting for our community and visitors to our region.

We wish to honour those who have embraced this vision.

During the morning of the October 5<sup>th</sup> Market, there will be a larger child's activities section and more live music.

Marketeers and key volunteers over the last 10 years will then be invited to a luncheon provided by GCG utilising garden grown and locally produced food.

How will your project / event benefit the Narrogin community?

This event is an affirmation of the value of community volunteering to Narrogin and the vision of local producers to create quality goods.

It is our opportunity to thank all for their effort over the last 10 years (over 20 people volunteer their time for each Farmers and Makers Market).

It will generate more enthusiasm for these markets and their continuous development in our community. Currently over 200 public attend each market with an average of 12 stalls per market and one or two community groups promoting their organization.

It integrates with other events eg we are collaborating with the Shire's Community Development team to host part of their school holiday program "planting up boots" which will then be on display at the Narrogin Agricultural Show.

**Estimated project start date**

October 4<sup>th</sup> 2024

**Estimated project completion date**

October 5<sup>th</sup> 2024

**4. PROJECT BUDGET DETAILS****Is your request for cash or in-kind support?**

\$1290.00 in 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 Gnarojin Community Garden volunteers, will run the market as per usual, the Community Chest funds and the following project budget are to provide additional joy for people visiting the markets - music and children's entertainment. A celebratory luncheon using local products will be provided for 60 invited contributors.

**Community Chest Funds:**

- Charlie Mgee – from Formidable Vegetable Charlie is a musician from Denmark “who plays songs based around the principles of sustainable living with the hope of inspiring people everywhere to grow regenerative gardens/lives/communities and generally make the world a better place”. From [Permacultureprinciples.com](https://permacultureprinciples.com)
- Mary Gaunt – free Face painting.

**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>Admin 24 hrs x \$25</i>	<i>600.00</i>
<i>Food preparation, set up, serving and cleaning up 64 hrs x \$25</i>	<i>1,600.00</i>
<i>Local musicians, PA, set up 8hrs x \$25</i>	<i>200.00</i>



<i>Food donations</i>	250.00
<i>Total In-kind</i>	\$2,650.00

**Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	1,290	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	100
Applicant's cash contribution	510	Venue hire	
In-kind ( <i>volunteer, donated labour</i> )	2,400.	Labour/contractor costs	1,800
Sponsorship		Advertising	10
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	600
Locally grown fruit, vegetables, pickles, cakes.	200		
Other grants		Entertainment	1,290
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	600
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
<b>TOTAL *INCOME</b>	<b>4,400</b>	<b>TOTAL *EXPENDITURE</b>	<b>4,400</b>

*\*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 Fliers, Facebook, websites, newspapers and radio.

- Gnarojin Community Garden website <http://gnarojincommunitygarden.website>
- The Gnarojin Community Garden bimonthly email newsletter. For an example, visit [Gnarrogin Community Garden Djilba Newsletter](#)
- The Shire of Narrogin's event calendar
- Fliers displayed in Narrogin and surrounding towns
- Facebook sites
- Radio interview

### 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.

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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*)

Gnarrojin Community Garden

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**

Ned Crossley

**Position** (*President or Vice President*)

Chair

**Signature**



**Date**

27/08/2024



Date: 13 Aug 2024

Quote for Services

Description: Charlie Mgee (Formidable Vegetable) solo show at Gnarojin Farmers Market

Amount: \$1000+GST

Looking forward to working with you.

Cheers, Charlie.

Charlie Mgee

Formidable Vegetable

[formidablevegetable.com.au](https://formidablevegetable.com.au)

Support at: [patreon.com/growdoit](https://patreon.com/growdoit)

# Farmers' & Makers' Market



Saturday 27<sup>th</sup> April

8.30 – 12.00

## Food:

- Frobees - honey
- Bev's Pickles and Jams
- Tractor and Fig – apples
- Salter Box Co – veggie boxes
- Dinninup Grove – olive products
- Community Garden – quince, veggies



## Other goods:

- Warm winter clothing
- Candles, soap
- Dog coats
- Soft toys
- Door mats



- Tea/coffee/cake
- Bacon/egg sandwich
- Wood fired pizza

Gnarojin Community Garden  
Hale Street, Narrogin



[narroginfarmersmarket@gmail.com](mailto:narroginfarmersmarket@gmail.com)



# Farmers & Makers Market



Saturday 28th October

8.30 am – 12.00 noon

## Food:

- Honey
- Preserves
- Community Garden veggies
- Dinningup Grove, olive products



## Other goods:

- Jewellery
- Dog coats
- Aprons, cards
- Soap, candles
- Towels, pillow slips
- Eremophila balm



## For the home gardener:

- Meal worms
- Radiata pines
- Tomato seedlings



## Café food:

- Wood fired pizzas
- Bacon/egg sandwich
- Tea/coffee/cake

Gnarrojin Community Garden  
Hale Street, Narrogin

[narroginfarmersmarket@gmail.com](mailto:narroginfarmersmarket@gmail.com)





Government of Western Australia  
Department of Commerce

## WESTERN AUSTRALIA

*Associations Incorporation Act 1987*  
(Section 9(1))

Registered No: A1017957S

# Certificate of Incorporation

This is to certify that

**GNAROJIN COMMUNITY GARDEN INC**

has this day been incorporated  
under the *Associations Incorporation Act 1987*

Dated this twentieth day of August 2014

Commissioner for Consumer Protection

Original

TAX INVOICE / STATEMENT 71

DATE 13.08.24

TO Gilmaoia Farms Marrens  
Marrens

ABN (of Recipient) ORDER NO.

FROM Fair Payments by Mary

ABN (of Supplier)

QTY	DESCRIPTION	PRICE	GST	TOTAL
	NOTE			
	Fair Payments			
	Sat 5th Oct			
	9-30am - 12pm			890
TOTAL INCLUSIVE OF GST				111

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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](mailto:enquiries@narrogin.wa.gov.au)

Shire of Narrogin  
**RECEIVED**

**29 AUG 2024**



**1. APPLICANT DETAILS**

**Name of Organisation**

NARROGIN BOWLS CLUB

**Contact Person**

STEVE STRAHAN

**Address**

58 EARL ST, NARROGIN

**Position**

BOWLS MEMBER - EX PRESIDENT

**Phone**

**Mobile**

**Email**

narroginbowlsclub@gmail.com

**What financial year are you applying in?**

2024-2025

**Are you applying for Round 1 or Round 2? ✓**

Round 1

✓

Round 2

**Organisation's ABN.**

82 125 240 325

**Is your organisation registered for GST? ✓**

Yes

No

✓

**Is your organisation incorporated? ✓**

Yes

✓

No

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



*fair trading*

Ministry of Fair Trading

ABN 19 147 003 635

**WESTERN AUSTRALIA**  
Associations Incorporation Act 1981  
Section 19

Registered No.: A0580032F

**Certified Copy of the Certificate of  
Incorporation of an Association**

This is to certify that

**THE NARROGIN BOWLING CLUB**

has this day eighth day of September 1958 been  
incorporated under the Associations Incorporation Act 1987.

Dated this thirtieth day of May 2001

Commissioner for Fair Trading

**CERTIFICATE**

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

WE APPLIED FOR CC FUNDING IN 2021 BUT  
WERE REJECTED.

3. PROJECT DETAILS

What is the name of your proposed project or event?

MURAL ON EAST WALL OF BOWLING CLUB,  
ALONG EARL STREET.

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

PAINTING OF MURAL ON EAST WALL OF  
THE BOWLING CLUB BY ARTIST  
ROY SMITH.

How will your project / event benefit the Narrogin community?

WE ARE A COMMUNITY CLUB WITH A GOOD  
MEMBERSHIP BASE. WE HIRE OUR VENUE OUT FOR  
NUMEROUS EVENTS, SUCH AS BIRTHDAYS, FUNERALS, REUNIONS  
AND ALSO HOLD CORPORATE BOWLS FOR BUSINESSES  
AROUND TOWN.

WITH A MURAL TO BRIGHTEN UP AN OTHERWISE DULL  
WALL, THIS WOULD ATTRACT ATTENTION TO PASSERSBY  
AND GIVE THE BOWLING CLUB A TOPIC OF  
CONVERSATION AND HOPEFULLY ATTRACT MORE MEMBERSHIP.  
ALSO ATTRACT TOURISTS TO OUR TOWN.

## Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2,500	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	1,000	Venue hire	
In-kind (volunteer, donated labour)		Labour/contractor costs	3,500
Sponsorship		Advertising	
Donations (cash/materials from others- please list)		Catering costs	
Other grants		Entertainment	
Sales (stall fees, event tickets/food/merchandise)		Office/administration	
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	3,500	<b>TOTAL *EXPENDITURE</b>	3,500

*\*Income and \*Expenditure amounts must be equal*

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

Estimated project start date

1<sup>st</sup> OCTOBER

Estimated project completion date

31<sup>st</sup> OCTOBER

#### 4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

CASH

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

Yes		No	✓
-----	--	----	---

Please tell us how the Community Chest funds will be used

TO PAY CONTRACTOR PAINTER/ARTIST

**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	\$

## 5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

PROMOTED IN THE BOWLS CLUB FIXTURE BOOK.  
AT EVENTS BY MENTIONING THE SUPPORT FROM THE SHIRE.

### Acknowledgement of Shire of Narrogin sponsorship

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

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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 events
	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 BOWLS 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**

COLIN McGRATH

**Position** (*President or Vice President*)

PRESIDENT

**Signature**

Colin McGrath

**Date**

28/8/2024

Fast Mail Where Mails will Go.

NARROGIN BOWLS CLUB



# COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

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[enquiries@narrogin.wa.gov.au](mailto: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**

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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](mailto:enquiries@narrogin.wa.gov.au)

1. APPLICANT DETAILS

Name of Organisation

Narrogin Children & Families Incorporated

Contact Person

Kellie Wilkins

Address

Position

President

Phone

Mobile

Email

Narroginchildrenandfamilies@gmail.com

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1	x	Round 2	
---------	---	---------	--

Organisation's ABN.

88 695 369 107

Is your organisation registered for GST? ✓

Ye s		No	x
---------	--	----	---

Is your organisation incorporated? ✓

Ye s	x	No		If yes, please attach a copy of Certificate of Incorporation.
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	x	No	
s			

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

We were awarded a Community Chest Grant in March 2023, however were not able to claim the funds before the end of the financial and 2023 calendar year. Our intention was to utilise the grant funds for a business planning case with a professional grant writer, however this project is yet to be completed by Narrogin Children & Families Incorporated, as we are still in a preliminary planning and fundraising stage for this project.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Bring Back After School Care in Narrogin

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

We are in final negotiations with the Narrogin Freemasons to purchase their building, whilst simultaneously in negotiations with REED with a view to re-establishing an Out of School Hours Care (OSHC) facility for Narrogin.

To do this, we are aiming to raise \$100,000 as quickly as possible. We have undergone significant planning to develop a diversified strategy to achieve this, featuring grant applications, sponsorship requests and several fundraising campaigns. To maximise our efforts, we are seeking to engage a local marketing expert to ensure a professional delivery of our goals and aims to the wider community. It is hoped that with the assistance of a professional marketing strategy across local print, radio and social media that our fundraising goals will be effectively achieved in a short time frame.

The \$100,000 we are seeking to raise will be used to purchase the Masonic Lodge and undertake the necessary repairs and upgrade required to bring the building up to a standard acceptable for approval by the State Government's Education and Care Regulatory Unit.

**How will your project / event benefit the Narrogin community?**

The closure of the OSHC facility in Narrogin earlier this year was a significant loss for the local community. The centre previously provided services for up to 40 families per week at its peak. Since the closure, local families have experienced job losses and a reduction in productivity due to the restrictive nature that school hours pose for prospective employers. It has a strong flow-on effect in the local community, from local businesses and services with a reduced workforce capacity, to families who also face significant cost-of-living pressures facing reduced incomes as a result of the lack of childcare services in town. To secure a fit-for-purpose OSHC facility with capacity of 20-30 children per day would alleviate these issues and give greater opportunity for families with employment, stability for the children with outside hours care and vacation care facilities.

**Estimated project start date**

September 2024

**Estimated project completion date**

December 2024

**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	x	No	
---------	---	----	--

**Please tell us how the Community Chest funds will be used**



We have engaged local marketer Melissa Crow from Youlissys Creative, who was also personally affected by the OSHC closure. Melissa's work is of the highest standard, evident in her collaboration on the marketing for several upcoming local events, including the Great Southern Smokeout and Cuby Groove Fest. Melissa has also assisted Narrogin Children & Families Incorporated with some social media promotion for our recent Father's Day Betta Home Living raffle, which has sold over \$5000 worth of tickets.

Our aim is for Melissa to create a structured, visual approach to our fundraising target, with strong messaging and imagery across all media platforms, in order for the community to understand and support our goal. Melissa is willing to work within our budget to ensure we can get maximum exposure within our short timeframe.

### In-kind contributions:

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

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

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

### Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2,500.00	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	2500.00
Sponsorship		Advertising	

Donations (cash/materials from others- please list)		Catering costs	
Other grants		Entertainment	
Sales (stall fees, event tickets/food/merchandise)		Office/administration	
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	\$2500.00	<b>TOTAL *EXPENDITURE</b>	\$2500.00

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

We are looking at creating a four-month, diverse marketing strategy to promote our goal of raising the monetary required to achieve our goal of re-establishing the OSHC service in Narrogin. The appropriate marketing for our aim as well as documenting and detailing our progress to achieve our goal for the community will be the key to ensure success.

We are aiming for Melissa to design and create marketing materials that will allow the Narrogin Children and Families Incorporated Committee and volunteers to embark on a diversified campaign to raise the \$100,000 required. The campaign will include:

- Seven local 'brick and mortar' fundraising events as outlined in the fundraising proposal
- A direct mail out to targeted parties requesting direct sponsorship to contribute towards the purchase of the building
- A crowdfunding campaign via a Go-Fund-Me page to highlight the communities need and generate support from a wider social media audience via Facebook and Instagram.
- Direct targeting of the farming community to donate grain via a CBH Loadnet scheme
- Direct targeting of school and childcare aged families to purchase personalised name labels from That's Mine – please see our fundraising proposal for more information.

### 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.

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



## 6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Children & Families Incorporated

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

**Print Name**

Kellie Wilkins

**Position** (*President or Vice President*)

President

**Signature**



**Date**

31/8/2024



# **NARROGIN CHILDREN & FAMILIES INC FUNDRAISING PROPOSAL**

August – December 2024

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Narrogin Children & Families are seeking to fundraise \$1,500,000 to \$2,000,000 in 18 months to 2 years using local initiatives but still supporting local businesses. We are looking at utilizing several different initiatives to reach this goal which is outlined within the document.

### The Objective

- **Need #1: Fundraise \$1,500,000 - \$2,000,000**
- **Need #2: Support local businesses & local people**
- **Need #3: Utilize opportunities with the highest impact and also least workload for our volunteers**

### The Opportunity

- **Goal #1: Run large scale raffles targeting online sales and in person**
- **Goal #2: Look at opportunities of exposure with additional add-in fundraising**
- **Goal #3: Utilising social media to gain traction for all opportunities**

### The Solution

- **Recommendation #1: High prize level raffles**
- **Recommendation #2: Multi-level opportunities**
- **Recommendation #3: Focus on high return with least volunteer impact**

## OUR PROPOSAL

We are looking at completing the following fundraising opportunities commencing in approximately August 2024 through to December 2024. This is pending charity status.

Fundraising Opportunities as initial outline include:

- **Cost of living raffles – Betta Home Living**
- **Stall at Narrogin Ag Society**
- **Kitchen for Narrogin open Gardens**
- **Stall at Great Southern Smokeout**
- **Change for Change initiative**
- **Ten Tonne Club (CBH donation registration)**
- **Go Fund Me Page**
- **Revheads**
- **Tiny Me Labels**
- **Car Boot Sales – with Lions Club**
- **Christmas in Narrogin Street Shopping**

Each opportunity is outlined in more detail below with a rough calendar outline below.

### **ADDITION TO NOTE:**

- **Unknown potential expense for each event is what insurance is required/if any – do we need Public Liability or something similar for any of these events? Market insurance already held until Sept? TBC date**

## PROPOSED CALENDER OF EVENTS

Description	Duration	Date/s	Potential Gross Revenue	Potential Expenses	Personnel Required
Betta Fathers Day	8 weeks	4 <sup>th</sup> July – 31 <sup>st</sup> August	max \$45,000, aim for \$5,000	Volunteer time, RGL Registration, BHL vouchers - \$3,500	As many as possible.
Tiny Me Labels	Ongoing	Q4 2024	Passive. Paid quarterly	None	2
Ten Tonne Club	6-10 weeks (harvest)	Sept 2024 – Jan 2025	\$50,000	TBA	1 & online support
Narrogin Ag Society stall	Day & half only	Setup Friday 11 <sup>th</sup> , Stall 12 <sup>th</sup> October 2024 all day	\$500 but large exposure opportunity	\$100	8/8.30 – 5.00pm volunteers + setup/packup
Narrogin Open Gardens - Kitchen	1 morning only	13 <sup>th</sup> October 2023	\$500	Kitchen supplies - minimal	8.30 – 1.30pm
Go Fund Me Page	Ongoing	Q3 2023	\$150,000+	Free	1 & online support
Great Southern Smokeout	1 day only	26 <sup>th</sup> October 2024	?		8/8.30 – 5.00pm volunteers + setup/packup
Change for Change Initiative	One month only	TBA	\$5,000	\$100	1-3
Car Boot Sales	4 x per year, morning only	TBC	\$500 per stall	Kitchen? Insurance?	Combined with Lions Club
Childrens Week Expo	1 day only	Monday 28 <sup>th</sup> October	None – exposure only	\$100 (printing)	1-2 – setup, packup, manning stall 8.30 – 12.
Rev Heads	Sat 6am – 10am & Sun 6am – 9 am	Sat 16 <sup>th</sup> & Sun 17 <sup>th</sup> November	\$1000	None everything supplies	5 people per time
Christmas in Narrogin Street Shopping	1 evening only	Friday 12 <sup>th</sup> December	?	Craft supplies – leftover from Ag Show?	TBC
Coffee Machine	Ongoing	Currently going	TBC	\$288/month + stock	2 to clean/maintain

## EVENT OUTLINE (PROPOSED CONCEPTS)

### Betta Fathers Day - Raffle

#### Duration

8 weeks, 4<sup>th</sup> July – 31<sup>st</sup> August

1<sup>st</sup> Prize \$2,500 Betta Home Living Voucher

2<sup>nd</sup> Prize - \$1,000 Betta Home Living Voucher

3<sup>rd</sup> Prize (donated) \$500 Betta Home Living Voucher

10,000 tickets available at \$5/ticket

#### Key Benefits:

- Low Overall cost base for potential high return
- Online sales
- Large exposure potential
- Online promotion
- QR code accessible for tickets
- Sell hardcopy or online tickets at Coles for one day only (opportunity to do smaller scale raffles too eg cash numbers or guess the jar plus additional exposure)

#### Key Risks

- Need ~700 tickets sold to break even (assuming \$3,500 in costs)
- Not all tickets sold

Draw conditions not met resulting in fine or delays in further raffle approvals from gaming commission

#### Potential income

\$45,000 but aim for \$5,000

#### Potential Expenses

Printing Promo/information flyers. Licensing Registration cost.

#### Personnel required

1 person as main organizer & registration holder. Possibly assistance if sitting at Coles selling tickets, otherwise only online (sharing/tagging/promoting) assistance required. 2 people attending for final draw of raffle.

#### Current Status

Confirmed and in progress, pending final draw of raffle and assessing net profit.

## Tiny Me Labels

### Duration

Ongoing but targeted marketing approach needed for Quarter 4.

### Key Benefits:

- Low Overall cost base for passive income return
- Minimal Volunteer efforts required
- Online sales automated
- Large exposure potential
- Online promotion

### Key Risks

- Instructions not clear and people don't put the comment in correctly for us to get the commission.

### Potential income

?

### Potential Expenses

- Printing of flyers

### Personnel required

1-2 people to create adverts & promote to all groups within region & online promotions.  
Daycares, schools, Rec centre, playgroups etc

### Current Status

To be discussed at Sept meeting with formal targeted approach for Term 4.

## Ten Tonne Club - CBH

### Duration & Details

CBH Grower Number registered

Create a 'Ten Tonne Club' where farmers can donate/allocate 10 tonne (~\$2,500 per load potential) to our cause.

### Key Benefits:

- Low Overall cost base for potential high return
- Minimal Volunteer efforts required
- Online promotion
- Large exposure potential – anyone who uses CBH can donate
- Mailout can be done to local farmers? TBA cost vs benefit
- Offer a 'free engraved paver' as thanks for their donation (~\$20 cost per paver)
- Be promoted at local CBH sites? Not sure if allowed
- Was setup in 2023 but not used.

### Key Risks

- Noone takes up offer – only lost potential income

### Potential income

\$50,000?

### Potential Expenses

- May be charges to sell/cash out the grain.

### Personnel required

1 person as main organizer & registration holder. Online (sharing/tagging/promoting) assistance required. Mail out to gain targeted approach.

### Current Status

CBH Registration number completed in 2023 but missed harvest opportunity at the time.

To be formalized at September meeting to complete targeted approach. Mailout to commence in October.



## Narrogin Ag Show

### Duration & Details

Setup Friday 11<sup>th</sup> October, then full day stall on Saturday 12<sup>th</sup> October incl pickup in evening.

Proposed to run a 'make your own glasses' with pre-orders available. Beads & names on glasses – aimed at kids.

AND – Glowsticks – but limited to Wands & Light Saber Swords ONLY – can buy bulk packs at wholesale price.

### Key Benefits:

- Large Exposure to a different crowd including lots of non-locals
- Information session opportunity
- Make our Project more visible to the community
- Could lead to larger sponsor opportunities previously unknown

### Key Risks

- Volunteers required to run the stall – preferably committee but could be others if they know enough information. (Note some committee members will already be running other stalls on the day)
- Setup & pickup of stall
- Too many things on the stall

### Potential income

Aim for \$500 – more of a promotional event.

### Potential Expenses

- Glasses expenses
- Glowstick Wand/swords
- Stall fee - \$10/20

### Personnel required

1 person as key organizer. Assuming hours of 8/8.30am – 5.00pm for running stall plus setup & pickup (45 mins – 1 hour either side), we would need ~ 6-12 people (assuming ~ 2 hour shifts). The Main setup may be the previous arvo (Friday) instead of Sat morning.

### Current Status

Application form completed. Ag show confirmed no other make you own glasses stalls or similar at show.

Glowstick & MYO Glasses stock approved at August meeting, to be ordered.

## Narrogin Ag Show – Narrogin Open Gardens

### Duration & Details

½ day only – Sunday 13<sup>th</sup> October from 8.30am – 1.30pm

Special Presenter Suzanne Peet has been organized to do 2 presentations (9.30 am & 12.30pm) at the Narrogin Community Gardens.

GCG have proposed that NCFI run the kitchen for coffee & morning tea as a fundraiser for the morning.

### Key Benefits:

- Large Exposure to a different crowd including lots of non-locals
- Information session opportunity
- Do a money board as well?
- Make our Project more visible to the community
- Could lead to larger sponsor opportunities previously unknown

### Key Risks

- Volunteers required to run the kitchen – barista experience preferred but can be trained (Kel)
- Setup & packup of kitchen

### Potential income

Aim for \$500

### Potential Expenses

- Morning tea food (volunteer contributions? – can Lions Club assist?)
- Coffee Supplies & Milk
- Insurance?

### Personnel required

Volunteer contributions for food

Manning Kitchen – 3 people minimum but more preferred (shifts), all need Food Handling Certificate.

### Current Status

Confirmed at August meeting.

Communication to continue with Open Gardens & Community Gardens to arrange details.

Food Premises application to SON for approval ASAP.

\*\*\*NOTE\*\*\* Kel runs the Open Gardens, can help out during the day but will need to run out to complete duties for Open Gardens & also Introduce Suzanne etc.

## Go Fund Me Page

### Duration

Ongoing

### Key Benefits:

- Low effort to committee for setup and ongoing maintenance
- Free to setup
- Trusted donation site
- Can reach national and international donors (social media channels)
- Can remain open or close as often as required.
- Easy registration
- Easily Promoted & Shared through social media
- Donors can choose donation amount – no minimum or maximum
- Visualizing the goal to the community

### Key Risks

- No donations

### Potential income

\$aim but unlimited.

### Potential Expenses

- Printing Promo/information flyers
- Processing fees – who paid by? Donor or recipient? TBC

### Personnel required

1 person as main organizer and registration. Online (sharing/tagging/promoting) assistance required.

### Current Status

Initial research has been undertaken and can start when we want it to.

Approved at August meeting, once final purchase offer and marketing strategy formed, this can go live. Approx late Sept?

## Great Southern Smokeout – (previously Narrogin Flamin’ BBQ Festival)

### Duration & Details

1 day only – 26<sup>th</sup> October

Have emailed saying we are interested in running a raffle and possible sausage sizzle rather than a stall. Haven’t heard back but they are organizing event now.

Have proposed offering a sausage sizzle ‘kids pack’ (eg sausage sizzle, drink, freddo frog, colouring in page) plus SmokeyQ products raffle.

### Key Benefits:

- Target market for BBQ festival/smokers
- Selling products at wholesale price
- Exposure to a different crowd
- Lots of families attend

### Key Risks

- Volunteers required for the stall – not sure of hours stall required for TBC
- Volunteers for setup & packup

### Potential income

Aim for \$1000

### Potential Expenses

- Pending stall type – eg kids pack sausage sizzle
- SmokeyQ pack already owned
- Advertising?

### Personnel required

1 person as key organizer. Assuming hours of 8/8.30am – 5.00pm for running stall plus setup & packup (45 mins – 1 hour either side), we would need ~ 6-12 people (assuming ~ 2 hour shifts) Less if stall not required all day - TBC

### Current Status

Have emailed proposing we are keen to attend but to do a sausage sizzle (offering kids packs) and raffle instead of a stall.

Awaiting response to finalise details.

## Change of Change Initiative

### Duration & Details

Run for one month. Month TBA – December?

Local Businesses register (for free) with us to receive a marked/decorated change tin. We deliver the tin and promote the locations of the tin as well as the event.

The idea is promoted around people raiding their purses/cars/couches for spare change to help make the change within our community. Local money stays local.

This could be put into businesses staff rooms or on their front counters for clients.

### Key Benefits:

- Low Overall cost base
- Minimal Volunteer efforts required.
- Online promotion
- 'I'll scratch your back if you scratch mine' scenario for our local businesses.
- Open to any business & individual

### Key Risks

- Noone takes up the offer (no loss to us, just potential income generated).
- Tin stolen from counterspace resulting in loss of potential fundraising funds
- Money kept on business premises after hours

### Potential income

Aim for \$1,000.

### Potential Expenses

- Printing costs (promotional flyers around town, flyers for participating businesses, logos for tins)
- Tins? Milo tins etc donated & then decorated

### Personnel required

1 person as main organizer. May need others for business engagement discussions, tin creation/decoration, and money collection throughout the term. Online (sharing/tagging/promoting) assistance required.

### Current Status

Research/initial idea only.

Promotion would be run a fortnight beforehand for anyone interested and then tins dropped around, collected regularly throughout month.

## Car Boot Sales

### Duration & Details

One has been run by Gnarojin Community Gardens and was a success.  
NCFI ran the kitchen with donations of food. Profit of ~\$350 for kitchen only.

NCFI offered to run future car boot sales & Lions Club have also nominated to assist, with them doing the outside stall maintenance and us running the kitchen. Lions club would then donate all the funds to the NCFI as part of their contribution.

Currently in discussion with Gnarojin Community Gardens & Lions club as to what would be the best outcome and possible dates going forward.  
Current proposal is to run 4 x year around other events.

### Key Benefits:

- Simple process, previously run with no bookings prior – turn up & first in best dressed.
- \$5/stall with only 'outside' requirement was help direct people to setting up the sites – no manual labour required. Collection of fees was after an hour of sales.
- Easy project for Lions Club to assist with.
- Kitchen & especially coffee machine was very successful.
- Donated food added to the profit – we did 'buy a plate for \$5' & they picked up to 4 items per plate.
- Lions Club would also donate food & help in kitchen

### Key Risks

- Insurance costs to run the day?
- Weather issues - no stalls – potential loss of income.
- Council could decline requests

### Potential income

Aim for \$500 per session.

### Potential Expenses

- Kitchen costs (eg milk, coffee beans, any food needed to purchase)
- Insurance specific for car boot sales (confirm with community gardens)

### Personnel required

1 person as key organizer. Assuming hours of 8/8.30am – 12.30/1pm for running stall & kitchen including setup/packup.

Minimum of 2 volunteers needed for outside area to coordinate. Kitchen needs 3 plus donations of food.

### Current Status

Pending opportunity to formally present to Narrogin Lions Club about our current project and the car boot sale opportunities TBC for Date.

Current proposal for next date is 2<sup>nd</sup> November.

Communication with Lions and Community Gardens required to formalize events.



## Childrens Expo Week

### Duration & Details

1 morning only, Monday 28<sup>th</sup> October 2024.

At Rec Centre (Court 3?) or in John Higgins Centre, 8.30-11.30ish (plus setup & packup).

Free for attendees incl free morning tea provided for kids (Amity).

Childrens Expo houses 'stalls' from all the Early Childhood Network contacts. Each stall provides a different 'activity' for children and allows parents to investigate/discuss with the stall holder what they offer/do/promote. Who's who in the Zoo for early childhood in Narrogin.

### Key Benefits:

- Community involvement & exposure
- Collaborative project between various groups
- Online promotion to generate interest

### Key Risks

- Someone to setup/man/packup stall
- Various committee members already involved in other stalls on the day (Kirsten, Stevie, maybe Kel)

### Potential income

None - exposure opportunity only

### Potential Expenses

- Printing flyers for business drop off/mail out
- Activity for the kids, craft supplies

### Personnel required

1 person as main coordinator. Online (sharing/tagging/promoting) assistance required.

Can do with 1 person for whole event, but 2 is easier.

### Current Status

Have attended event before as stall holder & attendee. Aware of dates but nothing further completed. Site booking can be completed now.

Discuss at September meeting.

## Rev Heads

### Duration & Details

2 mornings only – Saturday 16<sup>th</sup> November – 6am – 10am

Sunday 17<sup>th</sup> November – 6am – 9am

### Key Benefits:

- Easy fundraiser
- No requirement other than volunteer hours
- Food Handler certificate preferred
- No requirement to provide food – just turn up and prepare
- That time slot was preferred by last years attendees (no smoke, kids still asleep, easy food)

### Key Risks

- Need 5 volunteers per day

### Potential income

\$1,000 - \$500/per session

### Potential Expenses

- None

### Personnel required

1 person as key organizer but would need minimum of 5 people per session. Great opportunity for the volunteer register to assist.

### Current Status

Confirmed at August meeting & have confirmed with Rev Heads committee.

Discuss in September for reach out to Volunteer Group.

## Christmas in Narrogin – Late Night Shopping

### Duration & Details

1 evening only – Friday 12<sup>th</sup> December

Proposed to have leftover MYO glasses & Glow Sticks/Wands/Swords from Ag Show.

### Key Benefits:

- Community involvement & exposure
- Get rid of leftover Ag Show stock

### Key Risks

- Someone to setup/man/packup stall
- Volunteers to run stall throughout evening

### Potential income

\$200-300? Pending ideas

### Potential Expenses

- Additional Activity for the kids, craft supplies
- Glowstick Swords/Wands – leftover or new order
- Printing of information flyers

### Personnel required

1 person as main coordinator. Online (sharing/tagging/promoting) assistance required.  
Volunteers for table – TBC how many needed.

### Current Status

Date has been announced but nothing further yet.

Discuss further in September.

## Coffee Machine

### Duration & Details

Currently running at Narrogin Motel. Finance leased for 3 years

### Key Benefits:

- Continuous passive income.
- Eftpos only – automatically input into the account.

### Key Risks

- Not enough sales generated

### Potential income

TBC pending sales. Once lease expires the \$\$ is mostly profit.

### Potential Expenses

- Lease expenses
- Coffee (\$1.30/cup – sold at \$4.50/cup)

### Personnel required

2 people currently maintaining every few days.

### Current Status

Currently active at Narrogin Motel. Sales haven't been as successful as first thought and staff admitting to being the main ones to use – this will dry out soon.

Proposal has been put to Narrogin Hospital and is pending response.

## Pitch N Plate

### Duration & Details

Run by Arts Narrogin, recently announced for Wednesday October 16<sup>th</sup> 2024.

Local groups 'Pitch' an idea to a group of paying attendees who get to hear the Pitch's over an evening dinner. At the end of the night, the attendees get to vote on which idea they believe is the best based on the Pitch's and the winner of the event/night receives the funds. Historically 3 ideas per evening but format may be different this year.

In addition, promotion of the event has also led to one-on-one sponsorship from crowd attendees and additional sponsorship opportunities outside of the event.

Submissions due by 1<sup>st</sup> October 2024.

### Key Benefits:

- Community involvement & exposure
- Collaborative project between various groups
- Online promotion to generate interest
- No amount too small or large for donations accepted

### Key Risks

- Up against 2 (TBA) other groups with fantastic pitch ideas as well
- Pitch details to be designed – not sure what format is allowed (eg presentation or speech only)
- Public speaking – who is comfortable to do
- May be too socially exposed/large/idea too far along to attend – not sure of exact requirements for the Pitch options.

### Potential income

\$5,000? TBA (previous years events, winner has taken \$5-10k+ but only includes published event winners not overall funding received from the night. Has previously had some donors attend the night with blank cheques in hand.

### Potential Expenses

- Printing flyers?
- Registration?
- Pitch document/information?

### Personnel required

1 person as main coordinator. Online (sharing/tagging/promoting) assistance required.  
Not sure of exact requirements of event yet. Further information to come.

### Current Status

Arts Narrogin have just released the date for this years event.

To be discussed at September meeting with pitch lodged by 1<sup>st</sup> October.

## EXPECTED RESULTS

We expect our proposed solution to Narrogin Children & Families Inc to provide the following results:

### Financial Benefits

- **Result #1: Potential of up to \$50,000+ in net fundraising within 6 months**
- **Result #2: Ongoing Sponsorship opportunities will continue into the near future**
- **Result #3: Locals supporting Locals**

### Social Benefits

- **Result #1: Larger demographic exposure using online and large-scale exposure opportunities**
- **Result #2: Where possible, minimizing the requirement for volunteers and/or committee members requirements for events**
- **Result #3: Utilising online/social media channels and other free platforms wherever possible**

## CONCLUSION

The above projects proposed are targeted and designed to provide a short-term significant fund-raising aim utilizing existing local opportunities with as little reliance and impact on our committee & volunteers members as possible. This allows the committee to focus on what is required for the other parts of project and the focus for the fundraising group to coordinate successful fundraisers.

No expenses will be outlaid or commitments to events will be made without the Committee's prior consent & authorization.

This list is not seen as extensive, nor complete, but is supportive of the local community and their issues without draining our local businesses who service this community. This list is also outside of formal Corporate Sponsorship requests and other ideas generated but is considered a starting point to get upfront sufficient funds to begin the full scale project. Any additional entries/opportunities to the list will require to be approved by the committee before any commitment is made by the fundraising team.

Results of all projects, success rate and any feedback will also be presented to the committee at each opportunity post event, to then be adapted for future models and ideas going forward. Full reports including all financial data, reference points and logins for portals will be made available to all committee members as soon as available via Google Drive.

Thank you for your consideration,  
Kellie Wilkins  
President



# COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto: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](mailto:enquiries@narrogin.wa.gov.au)

## 1. APPLICANT DETAILS

### Name of Organisation

Narrogin & Districts Little Athletics Centre

### Contact Person

Glen Andrews

### Address

PO Box 1034, Narrogin WA 6312

### Position

President

### Phone

[REDACTED]

### Mobile

[REDACTED]

### Email

andrewglenn924@gmail.com

### What financial year are you applying in?

2025

### Are you applying for Round 1 or Round 2? ✓

Round 1

✓

Round 2

### Organisation's ABN.

33 527 097 802

### 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**

N/A

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Purchase of Wireless Timing Gate Equipment.

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

The project involves the purchase of two new wireless timing gates with bases to supplement existing equipment. This will resolve logistical constraints where limited timing gates interrupts the capacity and flow of athletics sessions. It will help to eliminate the additional use of stopwatches and timing inaccuracies, freeing up parents/volunteers to provide guidance and support with activities. This will complement our previous substantial investment in a full wireless results management package (approx. \$20,000 value). Gates are lightweight, highly durable, low-profile, easily set up and used on any surface. They can withstand up to 70km winds. The purchase comes with support and a one-year warranty.  
(<https://www.timingsolutions.com.au/wireless-timing-gates>).

**How will your project / event benefit the Narrogin community?**

Narrogin Little Athletics Centre Inc. (NLAC) is celebrating its 50th anniversary in 2024. The club has played an enduring part in the sports and recreational profile of the Narrogin Shire, championing healthy attitudes and active lifestyle for children, youth and families in the local township and surrounds. Affiliated with Athletics West, the club strives to deliver community based activities that foster the enjoyment, development and potential of all participants including athletes, coaches, volunteers and parents/guardians.

The introduction of modern and reliable equipment, including wireless timing gates, supports our priorities of improving procedures and maintaining quality inventory. The funding of new timing gates will benefit the children, club officials, parents and volunteers by streamlining and simplifying activities, making sessions more approachable, enjoyable and inclusive for all. The club has continued to secure equity from memberships and fundraising (eg; sausage sizzles) to be allocated in part to new equipment. Funding of the new gates will allow NLAC to allocate equity to other planned projects including Kids Coaching Clinics with WA athletes, Parent/Volunteer/Coach Upskilling Sessions, travel to other Regional Club days (eg; Northam Showdown), participation in Country and State Championships, a fun Community Round and our Club Championship Celebration.

The membership base for 2023-24 included 65 youth, with many parents and volunteers involved at each session contributing regular in-kind support. We are anticipating an increase in membership for 2024-25 with dedicated marketing to support awareness and registrations. NLAC also attracts some members from neighbouring communities as we are the only existing club in our area, the nearest alternatives being Collie and Northam. The timing gates and wireless results system is utilised not only for NLAC members but is also loaned to local schools - Narrogin Primary, East Narrogin Primary and St Matthews, for their sports carnival needs, including the Interschool Sports days, benefiting the wider community.

Family life is integral to the Narrogin community and NLAC strives to make a positive contribution through sport. Children aged 0-14 years comprise 17.2% of the Shire of Narrogin population, with up to 19yrs making up 24% (Census Data 2021). For WA children aged 5-15 years, only 36.2% were found to complete sufficient physical activity (<https://www.health.wa.gov.au/~media/Corp/Documents/Reports-and-publications/Population-surveys/Health-and-wellbeing-of-children-in-WA-2022.pdf>). NLAC programs are tailored for tiny tots aged 3yrs up to youth aged 17yrs, providing a fun, friendly and safe option to encourage the development of skills and improve activity levels, while promoting social interaction and family participation. NLAC is also an approved KidsSport organisation aligning with our goal of facilitating inclusive recreational opportunities (<https://kidsport.dlgsc.wa.gov.au/find-a-club/>).

NLAC's philosophy is to 'Be Your Best'. Our programs are focussed on skills education and celebrating each child's progress to achieve personal best results. We foster healthy competition and play a key role in supporting members with their competitive endeavours at higher levels. Notably, Narrogin resident and NLAC member Daniel Davies was recently selected as part of the WA Cross Country team headed to Tasmania.

Feedback from the NLAC community is very positive. For example, "I like going to Little Athletics because I learn how to run faster and it will help when I am in the Olympics!" (Member Aged 7yrs) and, "Being new to the area I found Narrogin Little Athletics a really welcoming and positive group that has helped our child learn new skills and make new friends. It has helped me to make connections with other parents too" (Member Parent).

Funding of new timing gates will substantially support our capacity to not only deliver great athletics sessions but the wider goals of NLAC to engage the youth and families of the Shire of Narrogin in healthy sport and recreational activities.

Please visit these links for high resolution imagery from the 2023-2024 season:

<https://northam-showdown.youlistsys.com/>

<https://narrogin-little-aths.youlistsys.com/>

### **Estimated project start date**

Purchase as soon as possible – Come & Try sessions 7<sup>th</sup> and 14<sup>th</sup> Sept 2024. Official season commences start of Oct 2024.

### **Estimated project completion date**

As per above. Timing Gates will be used annually.

#### 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

Funds will be utilised for the purchase of two new wireless timing gates and bases to supplement an existing wireless results management package. Costs include freight. There is a small allocation for administration to manage the acquisition and setup of the new equipment.

**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>Volunteer Labour</i>	<i>40</i>
<i>Volunteer Professional Services</i>	
<i>Total In-kind</i>	<i>\$40</i>

**Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2500	Materials	2460
**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> )	40	Labour/contractor costs	
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	40
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
<b>TOTAL *INCOME</b>	2500	<b>TOTAL *EXPENDITURE</b>	2500

*\*Income and \*Expenditure amounts must be equal*

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



## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

The new timing gates will be announced as part of a suite of digital marketing on the NLA Facebook page that will include the acknowledgement below. The Facebook page has 611 followers, and this is increasing - <https://www.facebook.com/NarroginLittleAthletics>

A parent volunteer who is a professional marketer will be managing the social media. This volunteer also captures high resolution photography at each session/event. The timing gates, and Shire branded assets would be captured and promoted in these images. We would welcome Shire representatives to attend a session to announce and demonstrate the new gates with additional photo opportunities.

Where possible we can promote portable Shire/Community Chest signage/flags at athletics sessions and feature events. We also have an on-site storage portable available to attach signage.

### 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.

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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 & Districts Little Athletics Centre 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**

Glenn Andrews

**Position** (*President or Vice President*)

President

**Signature**



**Date**

29 / 08 / 2024



## Western Australian Incorporated Association Extract

**Date/Time:** 29/8/2024 12:47:27

This document contains information extracted from the register of incorporated associations database pursuant to sections 161 and 162 of the *Associations Incorporation Act 2015*.

<b>Name:</b>	NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE INC.
<b>Registration Number:</b>	A1015725B
<b>Status:</b>	Registered
<b>Date of Incorporation:</b>	20/12/2011
<b>Date of Cancellation:</b>	N/A
<b>Tier:*</b>	1
<b>Date of last AGM:*</b>	14 September 2023
<b>Financial Year End:*</b>	28 February 2019
<b>Governing Documents:*</b>	Own Rules PO Box 1034
<b>Current address for service of notice:*</b>	NARROGIN WA 6312

**\*Fields may be blank if information is not currently available**

**Disclaimer:**

*This is a true and correct extract of information from the register maintained in accordance with the Associations Incorporation Act 2015 (WA). The information reproduced here has been provided to the Commissioner for Consumer Protection by third parties and the Commissioner makes no representation that the information is correct or appropriate for the purpose for which it has been obtained.*

*This extract is provided in good faith and in the course of performing a function under the Associations Incorporation Act 2015 (WA).*

*Pursuant to section 159 of the Associations Incorporation Act 2015 (WA), neither any person, nor the State, shall be in any way liable for anything done in good faith in the performance or purported performance of a function under the Associations Incorporation Act 2015 (WA).*

*Please advise the Commissioner for Consumer Protection of any error or omission which you may identify.*

EXTRACT

# QUOTE



**Date**  
30 Aug 2024

**Expiry**  
29 Sep 2024

**Timing Solutions**  
PO Box 5105  
KEW NORTH VIC 3101  
AUSTRALIA

**Account Number**

**Quote Number**  
QU-1689

[www.timingsolutions.com.au](http://www.timingsolutions.com.au)  
[info@timingsolutions.com.au](mailto:info@timingsolutions.com.au)

**Narrogin and Districts Little Athletics**  
Attention: Glenn Andrews  
NARROGIN WA

**Reference**  
1 Timing Gate + base

**ABN 78 087 339 624**

Description	Quantity	Unit Price	GST	Amount AUD
TGT, TS Timing Gate including Batteries	1.00	800.00	10%	800.00
TBS, 8 kg weighted base for timing gate	1.00	227.27	10%	227.27
Freight, Freight	1.00	90.91	10%	90.91
Subtotal				1,118.18
Total GST 10%				111.82
<b>TOTAL AUD</b>				<b>1,230.00</b>

## **Terms**

# COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

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

Shire of Narrogin  
**RECEIVED**  
**26 AUG 2024**

**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](mailto:enquiries@narrogin.wa.gov.au)



## 1. APPLICANT DETAILS

### Name of Organisation

Narrogin Primary School Parents and Citizen Association Inc Canteen

### Contact Person

Amanda McDonald

### Address

22-24 Williams Road, Narrogin WA 6312

### Position

Canteen Manager

### Phone

[REDACTED]

### Mobile

[REDACTED]

### Email

aje297@hometown.com

### What financial year are you applying in?

2024/4

### Are you applying for Round 1 or Round 2? ✓

Round 1

☒

Round 2

☐

### Organisation's ABN.

57676500984

### 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	X	No	
-----	---	----	--

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

Narrogin Voice Festival on the 13 November 2020 was supported by a SoN Community Chest Grant from Round 1 2020/21 fund. This was successfully acquitted.

The festival was an opportunity for choirs from all local schools to showcase their talents to the public during COVID when their annual event One Big Voice in Perth was cancelled. The festival was a great success and brought the community together during a very tough time.

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

Narrogin Primary School (NPS) Canteen - food preparation bench replacement

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

The NPS canteen needs to urgently replace some of their aged food preparation benches. The laminate is peeling causing dangers to health and safety and hygiene as the crevices can harbour bacteria. This is causing non compliance with current food Health and Safety regulations. It is a requisite that food preparation benches are now stainless steel for easier cleaning. The aged laminate benches will be replaced with new stainless steel benches. New benches have been sourced from a provider in Perth as no local options were available.

Word count 87

### How will your project / event benefit the Narrogin community?

NPS began in 1905 and is the largest primary education provider in Narrogin and surrounding towns. With over 300 students, there is almost 3 times the students of any other primary school locally. The school canteen is run by the P&F in a not for profit capacity. It prepares recess and lunches for students from NPS and St Matthews School 4 days per week. St Matthews do not have the capacity to run their own canteen, therefore NPS offer their service to St Matthews students too. It is estimated that the canteen prepares over 200 school lunches per week and 60 per week are taken to St Matthews School. Furthermore, a full recess menu is available each day and caters for a range of hot and cold food. Narrogin canteen also prepares lunches for the local sports carnivals, often serving over 100 lunches per event and caters at Staff Development Days with over 40 lunches ordered. It is a vital service. If a child comes to school with no lunch, they will be fed by staff at the canteen. The Community Chest Grant will directly benefit the 300 current students at NPS and the 150 at St Matthews School. It will also benefit students for year to come at both schools. Staff at NPS and St Matthews will also benefit from this project as will other schools at sports carnivals.

### Estimated project start date

1/10/2024

### Estimated project completion date

30/10/2024

## 4. PROJECT BUDGET DETAILS

### Is your request for cash or in-kind support?

Cash

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

Yes X No

Please tell us how the Community Chest funds will be used



The Community Chest Grant will contribute approx. 68% towards the cost of new stainless steel food preparation areas for the NPS canteen.

#### 430 Commercial Grade Stainless Steel

##### Main Bench

$1600 + 1600 + 1200 + 1200 + 600 = 6.200$  (Measurement 6.185mtrs) *15cm longer*

##### Pie Warmer Bench

$1200 + 600 = 1.800$  (Measurement 1.90mtrs) *10cm shorter*

2 x 1600 Tops

2 x 1600 Bottoms

8 x S/S Legs

8 x Castor Wheels

3 x 1200 Tops

3 x 1200 Bottoms

12 x S/S Legs

12 x Castor Wheels

2 x 600 Tops

2 x 600 Bottoms

8 x S/S Legs

8 x Castor Wheels

Cost = \$3172.00

(not including delivery)

#### 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>4 x hours to remove the existing benches &amp; dispose of</i>	<i>100</i>
<i>8 x hours to collect the benches from Perth x 2 people</i>	<i>400</i>
<b><i>Total In-kind</i></b>	<b><i>\$500</i></b>

## Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2500	Materials	3172
**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	672	Venue hire	0
In-kind ( <i>volunteer, donated labour</i> )	500	Labour/contractor costs	500
Sponsorship	0	Advertising	0
Donations ( <i>cash/materials from others- please list</i> )	0	Catering costs	0
Other grants	0	Entertainment	0
Sales ( <i>stall fees, event tickets/food/merchandise</i> )	0	Office/administration	0
Other income ( <i>please list</i> )	0	Other expenditure ( <i>please list</i> )	0
<b>TOTAL *INCOME</b>	3672	<b>TOTAL *EXPENDITURE</b>	3672

*\*Income and \*Expenditure amounts must be equal*

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



## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

The project will be advertised on the Narrogin Primary School Facebook page and the Narrogin Primary School P&C Canteen page with photos

The project will be advertised in the school newsletter that is sent out to all parents

We will also contact the Narrogin Observer

### Acknowledgement of Shire of Narrogin sponsorship

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

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

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.

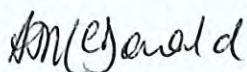
**Print Name**

Amanda McDonald

**Position** *(President or Vice President)*

Canteen Manager

**Signature**



**Date**

22/08/2024





**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

IARN: A0821267R

## Certificate of Incorporation

This is to certify that

**NARROGIN PRIMARY SCHOOL PARENTS AND CITIZENS'  
ASSOCIATION INCORPORATED**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the  
twenty first day of August 1984

Lanie Chopping  
Commissioner for Consumer Protection

CERTIFICATE

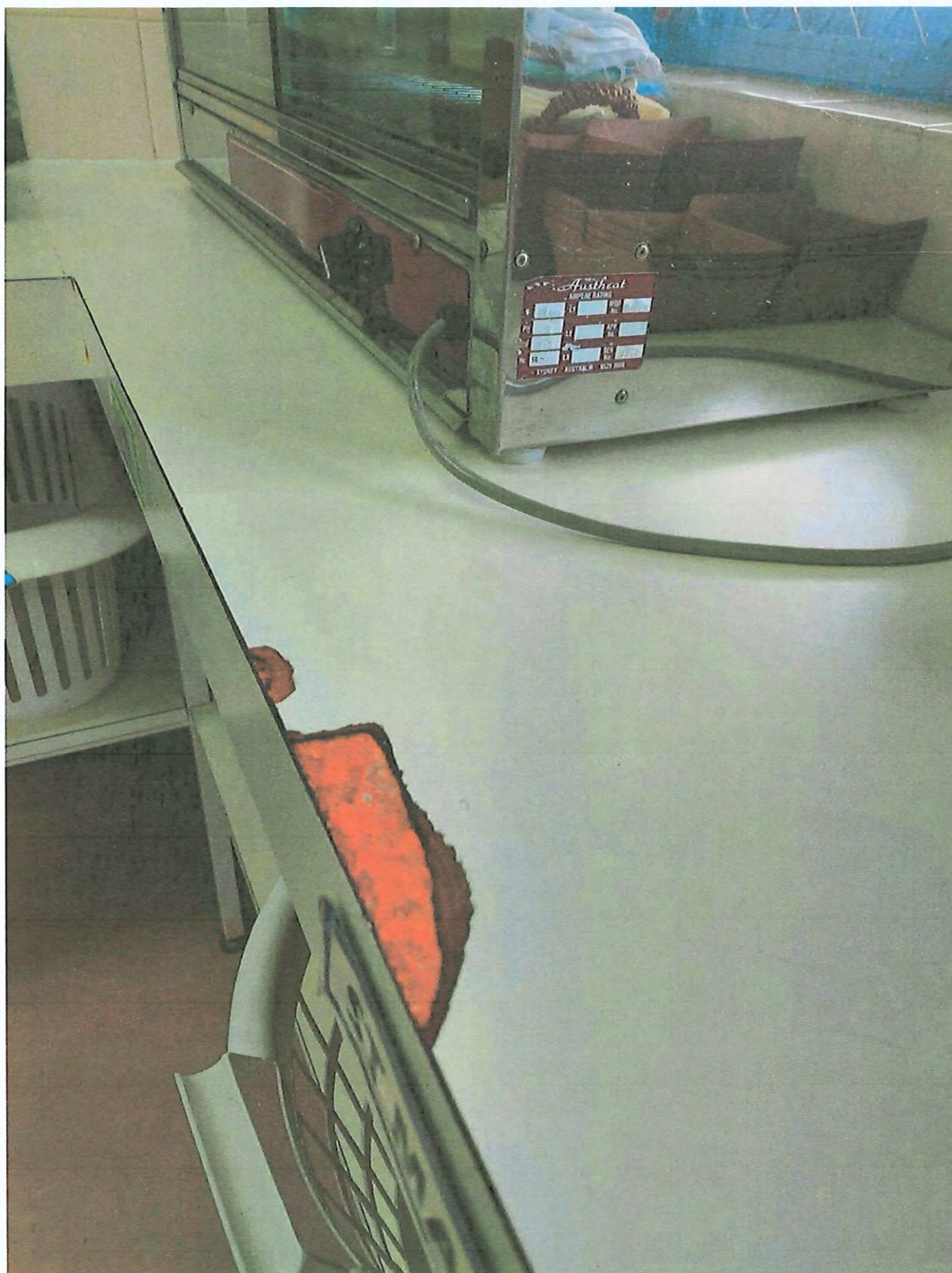


Note the rust and corrosion on the existing legs

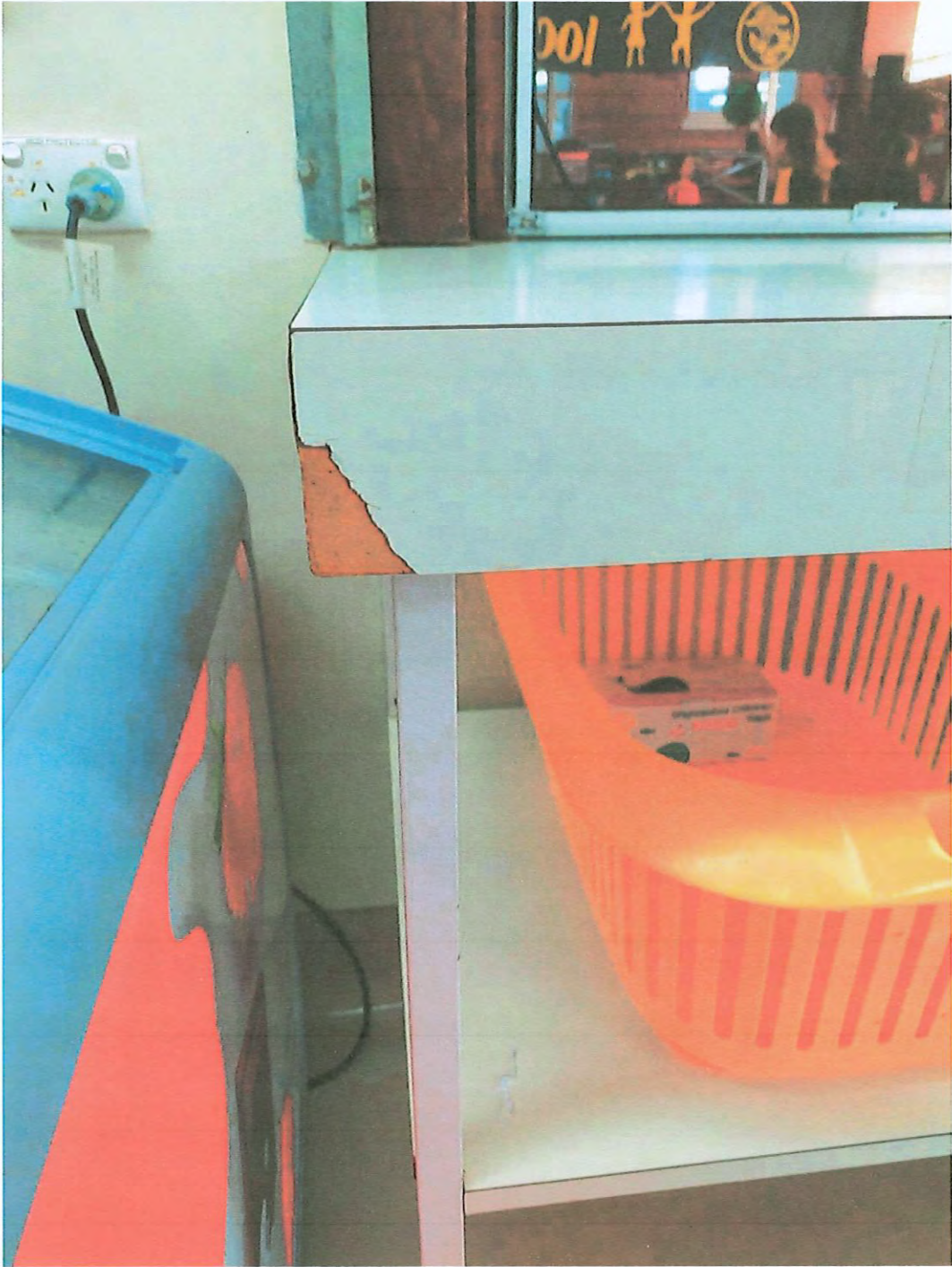












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# COMMUNITY CHEST APPLICATION FORM (FDRS010)



  
89 Earl Street  
PO Box 1145  
Narrogin WA 6312

  
(08) 9890 0900

  
[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto: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](mailto:enquiries@narrogin.wa.gov.au)

## 1. APPLICANT DETAILS

Name of Organisation

Narrogin Squash Club

Contact Person

Melissa Grieve

Address

[REDACTED]

Position

Committee Member

Phone

[REDACTED]

Mobile

[REDACTED]

Email

Mgrieve6311@gmail.com

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1

✓

Round 2

Organisation's ABN.

48109347583

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

**2. PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding? ✓**

Yes	✓	No	
-----	---	----	--

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

2022/2023

Great Southern Wheatbelt Teams Championships – Squash

\$2500

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Great Southern Wheatbelt Teams Championships - Squash

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

Narrogin Squash club will hold a weekend squash tournament on behalf of WA Squash from 15/11/2024-17/11/2024. Team Nominations will open for all WA Squash registered players from across the State. We anticipate 100 players will participate in the competition over the weekend. The competition will consist of seven divisions of mixed ages including juniors and seniors and mixed gender. Dinner for all participants will be held on Saturday 16/11/2024.

The tournament will promote the Shire of Narrogin to participants from across the State who may not visit Narrogin for any other reason.

**How will your project / event benefit the Narrogin community?**

The Great Southern Wheatbelt Teams Championships will attract squash players and spectators from around the State to the Shire of Narrogin for the weekend of 15/11/2024-17/11/2024. It will provide a platform for a high level of squash to be played in Narrogin and it is anticipated that State and Nationally ranked players will participate in the competition as well as grassroots local players.

The inaugural Great Southern Wheatbelt Teams Championships was held in 2021 in Katanning and had approximately 130 people involved. Over 70% of participants and spectators attended from outside the region. It is planned that the competition will be held in alternate years in Narrogin and Katanning. The event is sanctioned by WA Squash (the controlling body of the sport of squash in WA) and is placed on their annual calendar. The tournament will increase the exposure of Shire of Narrogin to players and their families who may otherwise not come to Narrogin.

The sport of squash has recently been found to be the healthiest sport in the world (British Journal of Sports Medicine). People who play squash are 47% less likely to die of cardiovascular diseases such as stroke and it is rated “healthiest” for cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, calories burned in 30 minutes and injury risk.

The Narrogin Squash club currently has 40 registered members who play in a local graded competition that runs on weekdays in all 4 terms of the year. Holding a local tournament allows local players to participate in a higher level of competition. It is anticipated that holding this tournament will expose Narrogin residents to squash, hopefully increasing participation in the sport, and improving health of these players.

The Narrogin Squash Club members carry out a variety of fundraising activities to support this tournament. They include, but are not limited to:

- Working in the local football club canteen
- raffles
- 2023 GSW tournament in Katanning we provided breakfast each morning.

The squash club members will also volunteer their time and funds to:

- payment of Tournament referees (Nationally accredited) accommodation and travel expenses
- provide catering over the weekend
- appropriately trained volunteers to run the canteen
- volunteer administration of the tournament
- marquee hire
- liquor licenses
- entertainment for Saturday dinner – local musician
- free town bus for Saturday night for all participants to come to and from event safely

The Squash club have also sourced local sponsorship from, R J Smith Engineering (\$800 for trophies), Premier Smash (\$200 trophy painting).

The squash club will charge \$70/player to participate in the competition. This will include all court fees, equipment, dinner on the Saturday night. The Club are endeavouring to keep participation cost low to encourage maximum participation. The competition will benefit Shire of Narrogin local business owners with participants utilising them for accommodation, food and other shopping during the weekend.



Every effort has been made to source products locally, including the use of the following businesses –

Nicholls Bus and Coach Services

Narrogin Hire and Reticulation

Liquor Barons Narrogin

Narrogin Country Fresh Meats

Local caterer (TBA)

Local Venue Hire (Narrogin Town Cricket Club)

**Estimated project start date**

15/11/2024

**Estimated project completion date**

17/11/2024

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

In kind and cash support.

**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**

Community Chest Funds will be used toward the hire of the marquee, tables, chairs from local businesses and the hire of the Towns Cricket Club for our dinner (\$1350 total).

**In-kind contributions:**

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Competition supervision and food preparation - 5 volunteers x 20 hours x \$30/hour</i>	<i>\$3000</i>
<i>Saturday night dinner volunteers 3 x people x 4 hours x \$30/hour</i>	<i>\$360</i>
<i>Competition Planning – 3 volunteers x 8 hours x \$30/hour</i>	<i>\$720</i>
<i>Total In-kind</i>	<i>\$4080</i>

### **Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	\$1500	Gifts and trophies	\$1170
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	\$1000	Hire of equipment:	\$1350
Applicant's cash contribution		Venue hire	\$1000
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs Volunteers and competition supervision	\$4080
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	\$5000
Fundraising	\$2000	Liquor Cost	\$3000
Other grants		Entertainment	\$600
Sales ( <i>Participant fees 96 x \$70) entrance fee and dinner</i> )	\$6720	Office/administration(Liquor Licence Fee)	\$220
Food Sales	\$2500	Other expenditure ( <i>please list</i> )	
Liquor Sales	\$3000	Travel for referee	\$310
		Gifts and trophies	\$1170
<b>TOTAL *INCOME</b>	<b>\$16720</b>	<b>TOTAL *EXPENDITURE</b>	<b>16720</b>

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

Event will be advertised on Facebook – multiple squash clubs, WA Squash newsletter (SWAN), WA Squash calendar, all clubs in WA Squash will receive flier via email and will circulate to club members. Posters will be placed locally to advertise event.

Article to be placed in Narrogin Observer, WA Squash newsletter and Narrogin Squash club Facebook page on completion of event.

Shire of Narrogin Community Chest sponsorship will also be acknowledged throughout the event at all presentations.

### Acknowledgement of Shire of Narrogin sponsorship

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

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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 Squash Club Inc

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

**Print Name**

Anthony Howe

**Position** (*President or Vice President*)

President

**Signature**

*Anthony Howe*

**Date**

30/08/2024



2023.



## Information statement

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

### Purpose

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

### Instructions

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

### OFFICE USE ONLY

Job Number  
**1869744**

Date received  
**24 March 2024**

## SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. This information statement is for the association's financial year ending:

Day Month Year

**30 September 2023**

2. What is the name of the incorporated association?

*The association's name as shown on the certificate of incorporation.*

**NARROGIN SQUASH CLUB (INC)**

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

**A0822588Y**

4. What is the association's current address?

*Provide the association's email and the address you want the Department to use to send communication to. The email address should not be a personal email.*

Street **28 Homer Street**

Suburb **NARROGIN**

State **WA**

Postcode **6312**

Email **clive@westnet.com.au**

5. What is the association's current address for service?

*The address for service is the address that you want the public to use to contact the association.*

Street **28 Homer Street**

Suburb **NARROGIN**

State **WA**

Postcode **6312**

6. Which category best describes the association's main objects or purpose?

Sport

## SECTION B: REPORTING AND REGULATORY OBLIGATIONS

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

Yes

7. When did the association hold its last Annual General Meeting (AGM)?

Day Month Year

07 December 2023

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

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

\$ 30,747

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

No

## SECTION C: AUTHORISED PERSONS PARTICULARS & DECLARATION

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

I certify that:

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

Yes, I Agree

Date

24 March 2024

Name

Mr Clive Bartron

Street or PO

28 Homer Street

Suburb

NARROGIN

State

WA

Postcode

6312

Telephone

98811657

Mobile

Email

clive@westnet.com.au

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

## LODGING THE APPLICATION FORM

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

By post:

In person: (8.30 am to 4.30pm weekdays)

**Department of Mines, Industry Regulation and Safety  
Consumer Protection Division  
Associations and Charities Branch  
Locked Bag 100  
EAST PERTH WA 6892**

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

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

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



# COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)  
[enquiries@narrogin.wa.gov.au](mailto: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](mailto:enquiries@narrogin.wa.gov.au)

## 1. APPLICANT DETAILS

### Name of Organisation

St Matthew's School P&F (Auspicing body: Catholic School Parents WA Incorporated)

### Contact Person

Gayelle Quartermaine

### Address

9 Glyde St, Narrogin

### Position

P&F Secretary

### Phone

[REDACTED]

### Mobile

[REDACTED]

### Email

gayelleq@hotmail.com

### What financial year are you applying in?

2024/2025

### Are you applying for Round 1 or Round 2? ✓

Round 1    ✓    Round 2

### Organisation's ABN.

72 058 966 361

### Is your organisation registered for GST? ✓

Yes    x    No

### Is your organisation incorporated? ✓

Yes    x    No

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



**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?**

St Matthew's P&F Christmas Movie Night

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

St Matthew's School P&F will be holding a Christmas movie night on Friday 6 December, 2024. The event aims to celebrate the end of the school year and Christmas and offer a chance for connection for the diverse families of the school.

*Elf* will be screened in the evening with families encouraged to bring picnics for dinner. A canteen will be open for snacks and drinks. The school choir will sing carols before the film. This is a free event for families of the school. The intent of the event is for 'friend-raising' not fundraising.

### How will your project / event benefit the Narrogin community?

This event will provide an opportunity for St Matthew's School families to gather together at the end of the school year. Many of the families at the school are migrant families from the Philippines, Nigeria, South Africa and India. The P&F is mindful of trying to help families being accustomed to life in Australia and to encourage migrant families to become more engaged in community events. This event will provide a safe and welcoming environment to help families being introduced to Australian culture and customs.

### Estimated project start date

6 December 2024

### Estimated project completion date

6 December 2024

## 4. PROJECT BUDGET DETAILS

### Is your request for cash or in-kind support?

Cash & In-kind

### 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

\$390 in-kind support for the hire of the Outdoor Movie Package from Shire of Narrogin

\$150 in-kind support for the set-up of the Outdoor Movie Package

\$495 Cash for the film copyright licence for *Elf*

### 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\****

### Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	\$	<b>TOTAL PROJECT EXPENDITURE</b>	\$
**Amount of Community Chest Funds requested in cash	495	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	540	Hire of equipment:	390
Applicant's cash contribution		Venue hire	0
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	150
Sponsorship		Advertising	0
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	
<b><i>St Matthew's P&amp;F will donate to cover any additional costs</i></b>		Film license	495
		Decorations	
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>	
<b>TOTAL *INCOME</b>	1035	<b>TOTAL *EXPENDITURE</b>	1035

*\*Income and \*Expenditure amounts must be equal*

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Hire of Outdoor Movie Package</i>	<i>390</i>
<i>3 hours @\$50 set up</i>	<i>150</i>
<i>Total In-kind</i>	<i>540</i>



## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

This event will be advertised through the school community. This will include the school newsletter, school website/app, class Facebook groups and verbal announcements at school assemblies.

### 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.

✓	<b>Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:</b>
✓	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*)

St Matthew's School P&F

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**

Zeta O'Rourke

### **Position** (*President or Vice President*)

President

### **Signature**



### **Date**

20 August 2024



27<sup>th</sup> August 2024

Chief Executive Officer  
Shire of Narrogin  
89 Earl Street  
PO Box 1145  
Narrogin WA 6312

To Whom it May Concern,

I am writing to inform you that Catholic School Parents WA Incorporated as the peak parent body in WA are happy to act as an auspice for the St Matthew's School Parents and Friends Association in Narrogin.

In doing so we acknowledge that we are an incorporated body and are eligible to act as an auspice for our parent groups in their applications for grants.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Nicole Beresford  
Liaison Officer  
Catholic School Parents WA  
[support@csp.wa.edu.au](mailto:support@csp.wa.edu.au)  
9338 9987





**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 31)

IARN: A0780223U

## Certificate of Incorporation on Change of Name

This is to certify that

**THE PARENTS' AND FRIENDS' FEDERATION OF WESTERN  
AUSTRALIA (INC)**

an association incorporated under the  
*Associations Incorporation Act 2015* changed its name to

**CATHOLIC SCHOOL PARENTS WESTERN AUSTRALIA  
INCORPORATED**

The new name commenced on the  
sixth day of March 2019

David Hillyard  
Acting Commissioner for Consumer Protection

**CERTIFICATE**

Northstar Asset Pty Ltd ACN 120 149 304 ATF The Northstar Asset Trust ABN 21 620 785 750  
Trading As Artistralia Pty Ltd

113 Petra Street East Fremantle WA 6158

Phone: Donna- 0410031578

Email: accounts@jaffaroom.com.au

Tax Invoice

Invoice #: 00013049

Bill To:  
St Matthew's School P&C  
9 Glyde St  
NARROGIN WA

Ship To:  
St Matthew's School P&C  
9 Glyde St  
NARROGIN WA

SALESPERSON		YOUR NO.	SHIP VIA	COL	PPD	SHIP DATE	TERMS	DATE	PG.
							Net 14	15/08/2024	Page 1 of 1
QTY.	ITEM NO.	DESCRIPTION			PRICE	UNIT	DISC %	EXTENDED	CODE
1	Non Theatrical	Copyright for screening of Elf on 6 December 2024			\$450.00			\$450.00	GST
<div>Terms: 14 days</div> <div>Direct credit details:</div> <div>Bank Name: National Australia Bank</div> <div>BSB: 086-172</div> <div>Account no: 796619705</div> <div>Account name: Artistralia</div>						SALE AMT.		\$450.00	
						FREIGHT		\$0.00	
						GST		\$45.00	
						TOTAL AMT.		\$495.00	
						PAID TODAY		\$0.00	
						<b>BALANCE DUE:</b>		<b>\$495.00</b>	



## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 STATE GOVERNMENT ELECTIONS – REVIEW OF WALGA ADVOCACY POSITIONS

File Reference	13.4.3
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	18 September 2024
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

#### Summary

This report presents a review of the Western Australian Local Government Association's (WALGA) current and proposed Local Government Election Advocacy Positions. The purpose is to seek the Council's recommendation for WALGA's upcoming State Council meeting in December 2024, following significant electoral reforms introduced by the Local Government Amendment Act 2023. The Council's decision will contribute to shaping WALGA's advocacy on key electoral matters, including voting methods, participation, and the election of Mayors and Presidents.

#### Background

The Local Government Amendment Act 2023 introduced several reforms, effective before the 2023 Local Government elections. These reforms included:

- Optional Preferential Voting (OPV)
- Extended election periods due to postal service delays
- New candidate information publication rules
- Provisions for backfilling extraordinary vacancies
- Public election of Mayors or Presidents for larger Local Governments
- Abolishing wards for smaller Local Governments
- Alignment of council sizes with population sizes.

Following the 2023 elections, WALGA conducted an analysis of five election cycles, focusing on postal elections run by the WA Electoral Commission (WAEC). The report highlighted rising costs and a reduction in service quality. In response, WALGA has requested the Council's review and provide feedback on its current advocacy positions to guide its State Council deliberations.

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding



evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

**Consultation**

WALGA has conducted comprehensive consultations with its Zones and member Councils, leading to the development of the proposed revisions to their Election Advocacy Positions. Councils are encouraged to consider these positions and provide formal feedback.

**Statutory Environment**

The Local Government Act 1995 and Local Government Amendment Act 2023 govern the conduct of local government elections, including the introduction of OPV, changes to election periods, and other provisions that affect local electoral processes. WALGA's advocacy positions aim to influence future legislative amendments that could affect these statutory requirements.

**Policy Implications**

The review and feedback on WALGA's advocacy positions may influence future policy directions concerning election processes in local governments, including voting methods, terms of office, and the method of electing Mayors or Presidents.

**Financial Implications**

There are no immediate financial implications for the Council resulting from this review. However, changes to WALGA's advocacy positions, particularly regarding postal and electronic voting methods, may affect future election costs.

**Strategic Implications**

The Council's feedback on WALGA's advocacy positions will contribute to broader strategic discussions on enhancing participation, efficiency, and transparency in local government elections. This aligns with the Council's commitment to ensuring democratic processes are accessible, cost-effective, and representative of the community's needs.

Outcome:	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
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 provide input on WALGA's advocacy positions may result in missed opportunities to influence legislative and procedural changes that could impact local government elections. Additionally, changes in voting methods and the election of Mayors/Presidents could create governance risks if not carefully considered.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Control through providing this Council's positions

## Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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 Elections Analysis Review and Report was presented to the State Council 4 September 2024, with the State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

To inform an item for the December meeting of the State Council, Council decisions are requested by Monday, 28 October 2024.

Local Governments will also be able to provide feedback through the November round of Zone meetings.

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

#### **2.5.15 ELECTIONS**

Position Statement: The Local Government sector supports:

1. Four year terms with a two year spill;
2. Greater participation in Local Government elections;
3. The option to hold elections through:
  - Online voting;
  - Postal voting; and
  - In-person voting.
4. Voting at Local Government elections to be voluntary; and
5. The first past the post method of counting votes.

The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

Background:

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolutions:

- February 2022 – 312.1/2022;
- December 2020 – 142.6/2020;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- October 2008 – 427.5/2008.

Supporting Documents:

[Advocacy Positions for a New Local Government Act](#)

[WALGA submission: Local Government Reform Proposal \(February 2022\)](#)

#### **2.5.16 METHOD OF ELECTION OF MAYOR**

Position Statement: Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolutions:

- February 2022 – 312.1/2022;
- March 2019 – 06.3/2019; and
- December 2017 – 121.6/2017.

### 2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement: The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background:

Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolutions

- May 2023 – 452.2/2023;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- March 2012 – 24.2/2012.

WALGA has requested the following advocacy positions be considered by Councils:

#### 1. PARTICIPATION

- (a) The sector continues to support voluntary voting at Local Government elections.  
OR
- (b) The sector supports compulsory voting at Local Governments elections.

#### 2. TERMS OF OFFICE

- (a) The sector continues to support four-year terms with a two year spill;  
OR
- (b) The sector supports four-year terms on an all in/all out basis.

#### 3. VOTING METHODS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections  
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

#### 4. INTERNAL ELECTIONS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.  
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

#### 5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or
- (b) Postal voting; and/or
- (c) In-Person voting.

## 6. METHOD OF ELECTION OF MAYOR

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors' method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors' method to all classes of local governments.



## Voting Requirements

### Simple Majority

#### OFFICERS' RECOMMENDATION

That the Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

- 1) Participation: Council supports voluntary voting at Local Government elections;
- 2) Terms of Office: Council supports four-year terms with a two-year spill;
- 3) Voting Methods: Council supports Optional Preferential Voting for general local government elections;
- 4) Internal Elections: Council supports First Past the Post for internal elections;
- 5) Voting Accessibility: Council supports the option for elections to be held through electronic, postal, or in-person voting; and
- 6) Method of Election of Mayor/President: Council supports returning to the previous provisions where all Local Governments decide by absolute majority decision.

#### COUNCIL RESOLUTION 250924.07

Moved: Cr Pomykala

Seconded: Cr McNab

That the Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

- 1) Participation: Council supports voluntary voting at Local Government elections;
- 2) Terms of Office: Council supports four-year terms with a two-year spill;
- 3) Voting Methods: Council supports First Past the Post Voting for general local government elections;
- 4) Internal Elections: Council supports First Past the Post for internal elections;
- 5) Voting Accessibility: Council supports the option for elections to be held through electronic and/or postal, and/or in-person voting; and
- 6) Method of Election of Mayor/President: Council supports returning to the previous provisions where all Local Governments decide by absolute majority decision.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

Reason for change:

The Council had the view that First Past the Post was a preferred system of voting.

#### 10.4.2 RECRUITMENT EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES

##### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.08

8:07pm The Visitors, EMCCS, EMDRS, and EMTRS all left the Chamber and did not return.

Moved: Cr Bartron

Seconded: Cr Wiese

That pursuant to section 5.23 (2)(a), (b) & (c) of the Local Government Act 1995, the Council move behind closed doors to discuss:

- (a) a matter affecting an employee or employees;
- (b) the personal affairs of a person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab  
Against: Nil

File Reference	Personal File
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	17 September 2024
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. CONFIDENTIAL attachment Proposed Contract and CV of preferred applicant (provided under separate cover)	

### Summary

The Chief Executive Officer proposes to offer a 5 (five) year contract with standard 3 (three) month probationary term to the preferred applicant for the position of Executive Manager Corporate & Community Services with the individual, commencing employment on 2 December 2024.

A copy of the applicant's resume and cover letter has been provided under separate cover, together with the proposed employment contract.

### Background

The current Executive Manager Corporate & Community Services concludes on 4 October 2024 after being with the Shire for just over two (2) years.

A state-wide recruitment process has concluded with 25 applicants, six (6) of whom were interviewed by the Chief Executive Officer and Executive Manager Technical & Rural Services.

## Consultation

The Chief Executive Officer has discussed the proposal with the Shire President and the selection panel comprising the Executive Manager Technical & Rural Services.

## Statutory Environment

The relevant section 5.37 of the Local Government Act 1995, states:

*“Senior employees*

*(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.*

*(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO’s recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so”.*

Further, section 5.40. Principles affecting employment by local governments states:

*“The following principles apply to a local government in respect of its employees — (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and (c) employees are to be treated fairly and consistently; and (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and (f) such other principles, not inconsistent with this Division, as may be prescribed.*

## Policy Implications

Council Policy 2.1 Senior Employees – Designation & Appointing Acting Chief Executive Officer relates, and this report is in accordance with that Policy.

## Financial Implications

The recruitment is replicating existing staffing level and is in accordance with current Budget provisions.

## Strategic Implications

Outcome:	4.	Civic Leadership Objective (To Continually enhance the Shire’s organisational capacity to service the needs of a growing community)
Strategy:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	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)
Misalignment with organisation goals or inadequate performance, impacting operational efficiency and strategic outcomes.	Unlikely (2)	Moderate (3)	Medium (5-9)	Employment Practices	Risk Management through recruitment process, vetting, and probationary period to assess the employee's suitability for the role.

## Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		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 Council is requested to endorse the Chief Executive Officer's recommendation.

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.09**

Moved: Cr Fisher

Seconded: Cr Pomykala

That pursuant to section 5.37 of the Local Government Act 1995, the Council endorse the Chief Executive Officer's recommendation to make an offer to the preferred Candidate for the position of Executive Manager Corporate & Community Services, as discussed behind closed doors.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 250924.10**

Moved: Cr Wiese

Seconded: Cr McNab

That Council proceed in public.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab

Against: Nil

*Council proceeded in public at 8.15pm*



**11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 8:16 pm and pursuant to resolution 251023.07 of 25 October 2023, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 23 October 2024, at this same venue.



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

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